



AMI Employee Referral Form

AMI employees have the opportunity to receive a Referral Bonus when referring eligible, external candidates to a current, vacant position:

Instructions:

- The candidate must indicate the employee's name in the *Referral Source* section of the Employment Application.
- The referring employee must complete the *Employee Referral Form* and return it via email to Erin Batty, TA Manager, ebatty@aminj.com or Karen Magnaye, TA Coordinator, kmagnaye@aminj.com within 30 days of the new employee's start.

The following candidates are excluded from the Referral Bonus program:

- Candidates who were previously employed by AMI, AMI AtlantiCare, AMI @ Inspira;
- Candidates who have rotated through AMI as students;
- Internal candidates;
- Candidates applying for Temporary positions;

Bonus Information:

- \$150 bonus payable to the referring employee, less applicable taxes, paid after the referred candidate / new employee successfully completes one (1) month of employment;
- \$350 bonus payable to the referring employee, less applicable taxes, paid after the referred candidate successfully completes seven (7) months of employment;
- Bonuses will be paid for candidates who are hired in a full time, part time, or per-diem status;
- There is no cap on the number of referrals an employee can make, all referral bonuses will be paid accordingly;
- If two or more employees refer the same candidate, the employees will each receive a portion of the Referral Bonus, divided equally; and
- The Hiring Manager of the vacant position filled by the candidate and Human Resources employees are not eligible for the Referral Bonus.

Referring Employee Information:

Employee Name: _____ Employee Job Title: _____ Employee Office location: _____
Date of Form Submission: _____

Candidate Information (to be completed by referring employee):

Candidate Name: _____ Position Applied for: _____
Office Location: _____ Approximate Date of Application: _____

By signing and dating this form, you acknowledge that the information provided is truthful and that you as well as the referred candidate are not excluded under the Employee Referral Bonus program.

Employee's Printed Name: _____

Employee's Signature: _____

Date: _____

Updated 5/2025

Human Resources Information Only:

Approved:

Declined:

Reason:

Candidate Start Date:

Candidate End date of Employment or Presently Employed:

Pay Date for 1st Payment

Pay Date for Final Payment: