



# Refer. Reward. Repeat.

Horizon Referral Reward

## Horizon Referral Reward Program

### BACKGROUND

Workforce sustainability is key to Horizon Health Network's organizational success by providing the right number of human resources for safe and quality patient care. One of the strategic pillars of Horizon's Recruitment Strategy is growing the talent supply to achieve workforce sustainability through hiring of additional human resources.

To support the required need to increase hiring, Horizon introduced a community and employee referral program: **The Horizon Referral Reward**. The referral program is expected to increase the number of quality hires through the engagement and ambassadorship of Horizon's workforce and community members.

### PROGRAM OVERVIEW

The Horizon Referral Reward program involves both employees and New Brunswick residents participating in health care recruitment by referring candidates for an eligible position. In return, the Referrer is provided a Horizon Referral Reward for each successful candidate referred.

### ELIGIBLE POSITIONS

The initial focus of the program is on the Registered Nurse Class A (RNCA) classification.

Additional classifications that Horizon deems eligible for a referral reward will be updated in the Horizon Referral Reward Program document and policy (internal only).

### ELIGIBLE PARTICIPANTS

#### REFERRER

To be eligible to refer a candidate, you must be:

- (1) A Horizon employee; or
- (2) a resident who makes his/her permanent and principal home in New Brunswick; or
- (3) an international student studying in a New Brunswick educational institution.



[HorizonNB.ca/Referral](https://HorizonNB.ca/Referral)



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Ineligible referrers include Horizon's Talent Acquisition and Executive Leadership Team staff.

### CANDIDATE

To be eligible to be referred, you must:

- 1) apply to eligible positions through Horizon's career site and indicate that you were referred;
- 2) not have been employed within the New Brunswick public system, including employment with a regional health authority (Horizon or Vitalité), the Government of New Brunswick, a nursing home, or Extra-Mural Program/Ambulance NB, in the last 12 months; and
- 3) not have completed an education placement with Horizon within the last 12 months.

## ELIGIBLE REFERRALS

- The Referrer finds a candidate and tells them about Horizon opportunities and how to apply.
- The Referrer must accurately complete the Referral Form online at [HorizonNB.ca/Referral](https://HorizonNB.ca/Referral).
- Accurately completed Referral Forms will remain valid for 12 months from the date of receipt after which point the referral will expire and no financial incentive will be awarded.
- The referred candidate must successfully complete Horizon's hiring process.
- If the successful candidate does not start on the agreed start date on the offer of employment, the referral is deemed null and void, and no financial incentive will be awarded.
- If a successful candidate has more than one associated referral, the eligible referral is based on the earliest referral form receipt date that has not expired.

## REFERRAL REWARD

Each eligible position has its own Horizon Referral Reward.

The Horizon Referral Reward for the RNCA position is \$1,000 and is paid to the referrer in two instalments for assisting in the successful recruitment of a candidate:

- \$500 when the referred candidate's successful recruitment commences employment (i.e. the start date on the employment of offer).
- \$500 when the successful recruit completes 12 continuous months of service with Horizon.<sup>1</sup>

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<sup>1</sup>Continuous months of services does not have to be in the same position or department.



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- If the RN is successfully referred to work in one of our Critical Care Units or Emergency Departments, the reward doubles to \$2,000, following the same payment installments.

Any changes that Horizon makes to the referral reward amount(s) will be updated in the Horizon Referral Reward Program document and policy (internal only).

## PAYMENT

Horizon's Talent Acquisition Team emails the Referrer to confirm the eligibility of the referral at the time of submission. If the Referrer becomes eligible for a reward payment, Horizon's Talent Acquisition Team emails the Referrer and explains the payment process.

Reward payments are processed by Horizon's Finance department:

- Referrer is an employee: the reward is processed through payroll.<sup>2</sup>
- Referrer is a non-employee: the reward is processed through Accounts Payable. The Referrer must complete the paperwork required by Accounts Payable within 60 days of receiving notification of a successful referral. If not, the referral is deemed null and void.

Payments are processed monthly.

## QUESTIONS

Please visit our webpage at [HorizonNB.ca/Referral](http://HorizonNB.ca/Referral) and refer to our Q&A section. All other questions can be sent to [Careers@HorizonNB.ca](mailto:Careers@HorizonNB.ca)

## DEFINITIONS

- Candidate – An external jobseeker who applies for a job
- Successful Candidate – Candidate is hired and on-boarded with Horizon
- On-Boarded – Candidate becomes an employee and starts work with Horizon
- Referrer – A person who refers a candidate to Horizon for employment
- Horizon Referral Reward – Financial incentive provided to Referrer for each successful recruit

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<sup>2</sup> If the Referrer stops employment with Horizon before the second payment is made, it will be processed via the non-employee process.

