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**Referral Guidelines**

- 1. To be eligible for the referral bonus, the referred candidate(referral) must be a new contact for HorgenRX.
- 2. To qualify for a referral reward, the name and contact information of both the referral and the referring party must be included on the HorgenRX employment application or the HorgenRX referral form.
- 3. The referring party will earn up to \$1000 for each healthcare professional he/she refers to us who completes a full 13-week assignment with HorgenRX (a full assignment requires that the referral work a minimum of 468 hours based on 36 hour work-week or 520 hrs for a 40 hour work week and meet all contract requirements)
- 4. Once the referral completes a full 13-week (or longer) assignment with us, the referring party will be eligible for up to a \$1000 bonus.
- 5. For referrals hired by HorgenRX who complete a full 13-week contract, but do not meet the minimum hours worked requirements, HorgenRX will review, but not guarantee a pro-rated referral reward payment to the referring party.
- 6. Referred field staff (referral) must start an assignment within one calendar year of the application date associated with the referral. If the referral starts a 13-week assignment but does not complete all 13 weeks, they will have the remainder of the calendar year to start and complete another 13-week assignment. Failure to complete a 13-week assignment within one calendar year from the application date nullifies any referral reward payment.
- 7. For current HorgenRX field staff, please ensure your current contact information is in our records so you receive your referral reward. If you are not a current HorgenRX field employee, please ensure your contact information is current so that we can send your referral reward.

**Employee Information**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee ID: \_\_\_\_\_ Department: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Referral Information**

Candidate Name: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_  
Position Referred For: \_\_\_\_\_

Why this candidate is qualified for this position:

**For Human Resources Use Only**

Date Received: \_\_\_\_\_ Interviewed? \_\_\_\_\_  
Hired? \_\_\_\_\_ Award Date: \_\_\_\_\_