

Employee Referral Program Frequently Asked Questions

What referrals are eligible for a bonus?

The following roles are eligible for a bonus for the amounts listed. Referrals of internal transfers, temporary positions, direct reports, non-employed staff, travelers, and agency do not qualify for a bonus.

Specialty Physician	\$10,000
Primary Care Physician	\$5,000
Specialty PA & NP	\$5,000
Primary Care PA & NP	\$2,500
Inpatient RN & RN Case Mgr	\$5,000
RN Resident	\$500
Other Licensed Clinical Roles*	\$2,000
All Other Roles**	\$250

*Review qualifying [Other Licensed Clinical Roles](#).

**Some exceptions apply. See full program rules.

What medical specialties fall under the "Specialty Physician" and "Specialty PA & NP" tiers?

All medical specialties that MultiCare is recruiting for excluding family medicine and internal medicine.

What roles are included in the "Primary Care Physician" and "Primary Care PA & NP" tiers?

Family medicine and internal medicine roles.

Who is eligible for the program?

All MultiCare employees who have access to Workday are eligible to participate in the program. The only exceptions are for MultiCare leadership (AVP and above) and employees in the Human Potential department.

How can a staff member refer a candidate?

To be eligible for a bonus, you must submit the referral in Workday, and the applicant must apply through your generated referral link. Learn how to complete these steps using our [Refer a Candidate Workday Job Aid](#).

What information do I need to submit a referral?

When you submit a referral through Workday, you will need to provide their first name, last name, phone number, email, resume, and relationship to the person you are referring. You can also provide their LinkedIn URL though this is not required.

What does a referred candidate need to do?

The referral must submit their application for the job you referred them to through the link in the email they will receive from Workday.

Where can I check the status of my referral?

Under the **Career** section in Workday, under the **View** section when you click on **My Referrals**. For more information, review the [Refer a Candidate Workday Job Aid](#).

How do I know if my referral is hired?

If your referral is hired, you will receive an email notification from Workday. At any point you can also check the status of your referral under the **Career** section in Workday, under the **View** section when you click on **My Referrals**.

When will the referral bonus be paid to the referring employee?

If you qualify for a referral bonus, it will be paid on the first pay period following the referred employee's first 95 days with MultiCare.

For example, if a referral is hired on January 1, the referral payment date would be made 95 days after on April 6 if it's a qualifying referral. April 6 falls between the April 1-April 14 pay period so the referral payment would be made on the April 1-April 14 paycheck.

How will the payment be disbursed?

If you qualify for a referral bonus, it will be paid on the first pay period following the referred employee's first 95 days with MultiCare. The referral bonus will be included as part of your paycheck.

Is there a limit to the number of employees I can refer?

There is no limit on the number of applicants an employee can refer.

How is the program tracked and administered?

The program is tracked and administered through Workday. HP set up specific guidelines and rules within Workday for employees to submit referrals and receive referral bouses if they qualify.

When did the current program start?

The current program started on July 5, 2023, with the launch of Workday. Before July 5, 2023, MultiCare was running an employee referral program with different rules and referral bonuses opportunities.

Can former employees be referred?

Former employees can be referred if they have not worked for MultiCare for at least one year.

What if I submitted a referral before July 5, 2023?

The current program effective date is July 5, 2023. Referrals submitted before this date are subject to the previous program rules.

Will I receive a referral bonus if I am on leave?

At the time of referral hire, you must be employed with MultiCare and not on leave to receive the bonus. But if you go on leave after the referral hire date but before your referral bonus payout, you will still receive a bonus.

Will I receive a referral bonus if my referral is terminated?

If your referral is terminated before 95 days after their hire date, you will not receive a bonus.

Are there any other referral programs?

There are no additional referral programs currently. There were multiple programs before July 5, 2023, but all ended with the start of the program with Workday.

Who can I reach out to with additional questions?

You can submit an Ask HP request on the Employee Resource Center.