

	POLICY: Candidate Referral Incentive Program
ORIGINATION DATE: 10/25/2013	EFFECTIVE DATE: 11/1/2020
REVISION DATE(S): 7/25/2016, 10/19/20	

PURPOSE

The purpose of the Candidate Referral Incentive Program is to incentivize current VEP Healthcare, Inc., providers for referring qualified candidates.

ELIGIBILITY

Regional Directors, Medical Directors, Associate Medical Directors, Regional APC (Advanced Practice Clinician) Directors, Site APC Directors and VEP corporate employees are not eligible for referral bonuses. There is no limit on the number of candidates you can refer, however, candidates must be personally known and onboard within one year of submission for jobs listed under "hot jobs" on the VEP website. Jobs outside of the "hot jobs" designation do not qualify. Attempting to source an unknown provider through the internet or other means does not qualify. The referring provider must be able to vouch for the candidate's education, experience, and professionalism. Candidates must not already be actively engaged by a VEP Recruiter, 3rd party vendor or already be a VEP provider.

POLICY

The Candidate Referral Incentive Program may be changed or stopped at any time at the discretion of the Chief Operating Officer.

PROGRAM RULES

There is no limit on the number of candidates you can refer, however, candidates must be personally known

The candidate must onboard (start working) within one year of submission for jobs listed under the a "hot jobs" section of the VEP career page.

Jobs outside of the "hot jobs" section of the VEP career page designation do not qualify.

The provider making the referral must visit the VEP website (<https://vephealthcare.com/referrals/>) and complete a personal referral form. The following information MUST be included:

- Referring provider name
- Name of candidate being submitted for consideration
- Candidate's phone number
- Candidate's email address
- "Hot job" candidate is being recommend for
- Short summary about the provider and reason(s) why s/he would be a good candidate for VEP
- If possible, include candidate's current CV.

VEP will respond within 48 business hours of submission advising if the candidate referral qualifies or reason(s) why it does not qualify.

OR

The candidate MUST apply and onboard (start working) within one year of submission to a position under the "hot jobs" section of the VEP career page and provide the name of the provider that referred them.

Please note that the process cannot be retroactive. Failure to follow the process rules will result in forfeit of the referral incentive. The provider making the referral must be identified initially for the candidate lead to be properly documented as qualified. If the candidate lead does not onboard (start working) with VEP within one year of initial submission, the lead will become inactive and will no longer qualify for the incentive.

Incentives and payouts will be as follows:

- \$2500 for physician staff positions under the "hot jobs" section of the VEP career page.
- \$1500 for APC staff positions under the "hot jobs" section of the VEP career page.
- \$5000 Medical Director or Assistant Medical Director positions under the a "hot jobs" section of the VEP career page.
- \$3000 APC Site Director positions under the "hot jobs" section of the VEP career page.
- 100% of the incentive award will be paid out after the candidate has worked 720 hours.

DEFINITION(S)

3rd party vendor – Agencies engaged by VEP to assist in sourcing candidates. If VEP has already accepted the same provider from one of these vendors, this is not a qualified lead for the incentive program.