



Refer a Friend Scheme

Introduction

To provide the best care for all our patients, Nottinghamshire Hospice require quality candidates for all job vacancies – clinical and non-clinical. The Refer a Friend Scheme is designed for current staff to refer a friend, family member or ex-colleague from outside of the organisation who would make a great addition to the Nottinghamshire Hospice family. There does not even need to be a 'live' vacancy to refer. If you know someone that would be ideal for any current or future vacancy, let us know through the referral process below.

If the referral results in a successful job offer (and the person who has been referred successfully completes their probationary period) then you will receive up to £500.00 (subject to tax and NI).

Submitting your referral

- Send an email to hr.admin@nottshospice.org confirming the referral name, contact details and confirmation that you have obtained permission from the candidate to share their personal details with the HR team.
- A member of the HR team will speak to the candidate to understand their career details and if appropriate, progress their application.
- If the candidate is successful in the recruitment process, the HR team will contact the referer to advise that the referral has been successful.

Payments

£500.00 – applicable to all vacant roles 20 hours or above per week.

£250.00 – applicable to all vacant roles below 20 hours per week.

Once the probationary period has been successfully completed, HR will confirm the correct payment amount with the referer and then HR will arrange for the payment to be processed by Payroll/Finance in the next available salary cut-off date along with their monthly salary.

The above payments are subject to tax and NI.

Terms and Conditions

- All Nottinghamshire Hospice paid staff are eligible to participate.
- This scheme does not apply to Bank / Cover/ Relief role vacancies.
- Staff are not able to make a referral for a volunteer at Nottinghamshire Hospice who would like to apply for a paid role.
- Staff who are acting as the referer must seek permission of the candidate and discuss the benefits of joining Nottinghamshire Hospice before submitting the referral. Any candidates submitted without permission will not be eligible for the referral payment.
- The first referral information received by the HR team will qualify for payment in the event that a candidate is referred by more than one member of staff.
- Candidates who are already in the recruitment process cannot be referred via the scheme.
- Referral payments will only be considered when details are submitted to the HR team. Retrospective applications are not premitted.
- The referer must be employed by Nottinghamshire Hospice at the time the referral payment is paid.
- A person who joins Nottinghamshire Hospice via the scheme and leaves cannot be reintroduced via the scheme by the same or another member of staff.
- Referral payments are before tax and NI deductions.
- Payments are subject to the successful candidate passing their probationary period.
- The Director of People Services reserves the right to alter or withdraw the scheme at any time without notice.