

# The NorthStar

## Program Guidelines

### **What is The NorthStar Network?**

NorthStar is always seeking great providers to join our team and lead the field. Experience has shown us that hiring employee referrals is our most successful recruiting source. It's all about who you know! Network with your fellow clinicians, and you can earn a bonus if your referral joins our team!

### **How it Works:**

Submit a referral form at: [www.northstaranesthesia.com/northstarnetwork](http://www.northstaranesthesia.com/northstarnetwork)

Email: [referrals@northstaranesthesia.com](mailto:referrals@northstaranesthesia.com)

### **Program Eligibility:**

1. To be eligible for an award, the referring employee must submit their referral through the website form or by email. The referring employee must provide the candidate's name, email, and if possible, a current CV.
2. This policy applies to CRNA and anesthesiologist referrals from NorthStar full-time, part-time and PRN employees for full-time hires. Only candidates who meet the essential qualifications for the position will be considered. The NorthStar Anesthesia Concepts Division is not participating in the referral program.
3. Any clinician can refer another provider to an open NorthStar position. The opening does not need to be for the employee's own facility.
4. The employee referring the candidate must agree to have his or her name used for introduction between Recruiting and the candidate.
5. All candidates will be evaluated for employment consistent with NorthStar's policies and procedures.

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6. All information regarding the hiring details will remain strictly confidential.
7. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
8. Three (3) months of full-time employment are required in order to receive the referral bonus. In addition, the referring employee must still be employed by NorthStar to receive payment.
9. The referral must represent the candidate's first contact with NorthStar. Temporary, summer, contract, part-time, PRN, and former employees of NorthStar are not eligible candidates for referral awards.
10. Though appreciated and encouraged, providing a list of current / soon-to-be program graduates will not count as a referral. Some exceptions may apply if a graduate is previously known by a NorthStar employee, and the employee can provide introductions.
11. The first employee to refer a candidate will be the only referring employee eligible for an award.
12. Any disputes or interpretations of the program will be handled through Human Resources and Recruiting. This policy may change if it is determined that there is an abuse of referrals for reward purposes.
13. Regional leaders are ineligible to participate in this program. For local leadership, Medical Directors and Chief CRNAs, eligibility will require CMO/CAO review and approval.
14. All bonus amounts will be determined by the Recruiting and Operations departments. The standard referral is estimated at \$2,000. Special circumstances, with operational approval, will not exceed \$10,000.