

# REFER A FRIEND TO DUKE AND EARN UP TO \$5,000

## EMPLOYEE REFERRAL FORM

### Help build our winning team by referring Allied Health Staff (Respiratory Therapist or Cardiac Sonographer) to work in the Duke University Health System.

You must be an eligible Duke employee; the referral form must be received by the Duke Health Recruitment Team prior to the candidate's hire date; the referred clinical staff must have the required work experience in the role for which the candidate is hired; and the referred candidate must be employed in one of our three (3) acute-care hospitals, Duke Primary Care Network, Duke PRMO, Duke HomeCare or Hospice, or Duke Population Health Management.

Respiratory Therapist\* - \$5,000

Cardiac Sonographer\*\* - \$5,000

#### REFERRING EMPLOYEE MUST COMPLETE THIS SECTION: BEFORE AN OFFER IS EXTENDED

Name (please print)		
Date (This form is valid for 1 year)		
Duke Unique ID		
Signature		
Department		
Entity	<input type="checkbox"/> DUH <input type="checkbox"/> DRH <input type="checkbox"/> DRAH <input type="checkbox"/> DHCH <input type="checkbox"/> Case Management <input type="checkbox"/> PRMO <input type="checkbox"/> DPC <input type="checkbox"/> OR- RN DUHS <input type="checkbox"/> Float Pool <input type="checkbox"/> Other____	
Are you?	<input type="checkbox"/> Monthly Employee <input type="checkbox"/> Bi-weekly Employee	
Work Phone		
Home Phone		
Why did you refer this candidate to Duke Health?		
Name of referred experienced RN & relationship	Full Name:	Phone Number:
	Email Address:	Relationship:

#### FOR DUKE HEALTH RECRUITMENT TEAM ONLY

Date received by Duke Health recruitment office		
Eligible for payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, why?		
Offer date		
Hire date		
Hiring entity		
Department		
Position title		
Eligible position?	<input type="checkbox"/> at least 2 years work experience <input type="checkbox"/> at least .75 FTE/30 hours per week	
Position at acute care facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Successfully completed 90-day probation	1st Payment	
Completed 12 months continuous employment	2nd Payment	

[employee\\_referral@duke.edu](mailto:employee_referral@duke.edu)

\*Qualifying job codes: 4140, 4250, 4251 & 5180

\*\*Qualifying job code: 4587

