



AdvocateAuroraHealth®

Referral Program

Workday

FREQUENTLY ASKED QUESTIONS

Whom should I refer?

We encourage you to refer friends, family, former colleagues or classmates who you think would be a great addition to our team and are qualified for the position to which you're referring them and are not currently employed by Advocate Aurora.

Can I refer across state lines?

Yes. You do not need to work/live in the same state as your referral.

What's the difference between a referral and an endorsement?

There are two ways to complete the referral process:

Endorse a candidate who listed your name as the referral source on a specific job application.

Refer them as a candidate either generally or to a specific job posting.

Is there a limit to the number of referrals I can make and receive payment for?

There is no limit to the number of referrals you can make. Payouts will only happen after a candidate is hired. Please only refer or endorse external candidates that are qualified for the position and who would be a good fit within the organization.

If I gave a hiring manager or recruiter the name of a candidate, will I get a payout if they are hired?

No, you must enter the candidate through the Refer a Candidate portal or endorse the candidate through the Inbox Task in Workday prior to the candidate being offered a position.

Will all referred candidates be scheduled for an interview?

All candidates must still meet the position qualifications and be selected as a top candidate to be considered for an interview.

If my referral is hired, when will I receive my bonus?

The bonus is awarded one or two paychecks after the referred new hire begins employment.

What if multiple team members refer the same candidate?

Team Members who refer candidates via the Refer a Candidate Task in Workday are tied to that candidate (and could be eligible for the referral bonus) if hired within 180 days. Only an endorsement will override a referral during that time period: if the candidate lists another team member on their application for the job they are hired into, and that team member completes the Endorsement Task (as shown on the Team Member Referral Job Aid), before they are a Pre-Hire in Workday, then that team member will receive the bonus (if eligible) upon the candidate's hire.

Who is eligible to receive a referral bonus?

All team members are eligible with the following exceptions:

- Talent Acquisition, Leadership TA, Clinician Recruitment team members
- Leaders filling a position within their own management chain
- Those covered by a collective bargaining agreement that does not provide for payment of this award
- Educators working with a class of potential new team members

We need your referrals



Now's your chance to help us
grow the team
(and get paid for it)

You do your best work at Advocate Aurora Health, helping others to live well, while growing in your career. Invite others to join the Advocate Aurora team and **receive a \$300 bonus when your referral is hired!** There is no limit to the number of people you can refer (or bonuses you can earn).

\$300

referral bonus

any position, any time

Select positions/locations may offer increased bonus amounts of \$1,000, \$2,500 or \$5,000. Check with your leader or recruiter for details.

Candidate being referred must be external.

Bonuses are paid one or two paychecks following the referred team member's start date.

All actively employed Team Members are eligible with the following exceptions:

- Talent Acquisition, Leadership TA, Clinician Recruitment team members
- Leaders filling a position within their own management chain
- Those covered by a collective bargaining agreement that does not provide for payment of this award
- Educators working with a class of potential new team members