

People & Organization – Talent Acquisition

Talent Scout Associate Referral Program

*Newly revised program guidelines, effective **January 17th, 2021** for all referral submissions

The Talent Scout Associate Referral Program is intended to reward current associates when they **play an active role** in helping the practice recruit qualified **Doctors and Veterinary Technician** candidates! We encourage our talented associates to explore their networks and have positive discussions with their friends and colleagues who would add value to the practice.

Program Rules

- To qualify for a bonus, an associate must submit the referral via the online Talent Scout form; Direct link: banfield.com/talentscout.
- Referral submissions will be considered valid for one year following the initial submittal of referral (If your referral submittal was prior to Feb 17, 2020, your referral will be valid for two years).
- The referral must be submitted before the referred candidate has interviewed for the position.
- The referred candidate must know that a referral is being submitted on their behalf. This will be verified during the interview process.
- Candidates who are referred by multiple associates will be subject to confirmation through interview process. If we are unable to confirm through the interview process, then the associate who *first* submits the Talent Scout referral form will receive the bonus.
- For an associate to qualify for a referral bonus, the referred candidate must be hired into a position with a part or full-time status.
- All Banfield Pet Hospital associates are eligible to participate except those who are employed within Talent Acquisition.
- Managers (i.e. PM, DVQ, Field Directors) are not eligible for a referral bonus that results in a hire to a position for which they have authority to make hiring decisions.
- Bonuses are paid in the pay period following 60 days after the referred associate's start date. Bonus is to be issued on a separate paycheck and taxed per IRS requirements.
- Associates who believe they are due a referral reward must inquire within 180 days of the referred associate's start date.

Referral Bonus Amounts

Bonus amounts vary, and the amount paid to a referring associate is determined by the date on which the referral form was submitted.

Check the [Talent Scout Community](#) on Fetch to determine current bonus amounts and specials!

Determining referral eligibility

- Referrals submitted by associates working in recruiting based events or programs will not be eligible for a bonus (this includes conventions, fairs, expos etc.). Student Ambassadors are exempt from this rule.
- Temporary job openings filled by a referred candidate will not qualify as an eligible referral.
- An internal transfer will not qualify as an eligible referral (i.e. transferring from a Client Service Coordinator role to a Veterinary Technician role at the same hospital or transferring from one hospital to another).
- A global transfer will not qualify as an eligible referral (i.e. transferring from BluePearl to Banfield).
- If a candidate begins employment with Banfield in a Locum status and later moves to a full or part-time position within the first year of employment, they will become an eligible referral and the referring associate will be paid the bonus 60 days after the referred associate's start date. Referral form must be submitted prior to candidate being hired as a Locum.
(If your referral submittal was prior to February 17, 2020, we will honor your referral submission for a candidate begins employment with Banfield in a Locum status and later moves to a full or part-time position within the first two years of employment).
- A former associate returning to Banfield and to the same role in which they had before leaving, will qualify as an eligible referral if they are eligible for rehire per AR and have been separated from the practice for 1 year or more.
- A former associate converting into a new role within Banfield will not be considered as an eligible referral unless separated from the practice for more than one year. Example: A Veterinary Technician who has finished veterinary school and is returning to Banfield as Veterinarian within the same year.
- Hires in process, may submit referrals and are eligible to collect referral bonuses once their "candidate" status has officially changed to "associate." To collect the bonus, the hire in process, must be an associate by the time their referral completes day 60 of employment with the practice. This date is based off the referral's initial start date.
- Student Ambassadors with an **accepted offer of DVM or VT employment post-graduation** (hires in process) are eligible to participate in the Talent Scout Referral Program. They are subject to a capped amount of 7 referrals. Payment of referral award will occur post-hire into the DVM or VT role. Referrals submitted by students without an accepted offer of DVM or VT employment post-graduation are not considered eligible to collect bonuses. Their referral will be passed to a Banfield recruiter to provide information and discuss available job opportunities. The Student Ambassador from the campus the student is attending, will also connect with the interested candidate to field any questions they may have.
- A student who has participated in a Banfield Student Program (i.e. Student Job Program or Externship) within one year of their start date, will not be considered as an eligible referral. Once the one-year separation period has ended, they will be considered as an eligible referral.
- Student Ambassadors are not eligible to be referred.
- Bonuses will only be paid out to **active associates**. If a referral has been deemed eligible but the associate leaves the practice or employment is terminated before the referred associate reaches their 60th day with the practice, the referring party will become ineligible to receive the bonus.

- Banfield is unable to pay out referral bonuses to any external parties referring candidates into the practice and can only be received in a regular paycheck.

Program Terminology

Associate

A full, part-time, or locum practice employed person.

Referral Form

An online form that is filled out by a current associate with the goal of referring a new candidate to Banfield owned positions. Find the form at banfield.com/talentscout

Talent Scout Referral Form QR Code



Referral

A candidate who is being referred by a current Banfield associate.

Referral Bonus

Bonus award paid to an eligible associate when their submitted referral is hired into a qualifying position. Bonus amounts are issued on a separate paycheck following 60 days of employment by the referred person and are taxed per IRS requirements.

Questions?

All referrals are subject to review and will be verified by Talent Acquisition. Special considerations for unique situations regarding referral eligibility will be accommodated if deemed possible after a thorough review. Talent Acquisition has the right to update and change the language of the Talent Scout Referral Program rules when considered necessary.

If you have questions or concerns, please contact the Talent Scout Associate Referral Program Team inbox: referrals@banfield.com.

Follow our Yammer Community:

<https://web.yammer.com/main/groups/eyJfdHlwZSI6lkdyb3VwliwiaWQiOilxNDY1Mjk3MzA1NiJ9/all>