People & Organization

Talent Acquisition

Associate Referral Program

Banfield’s Associate Referral Program is intended to encourage and reward existing associates who actively recruit qualified candidates to our practice. Many of our associates know other talented, qualified professionals who would be valuable additions to the practice.

We wish to acknowledge associates who share opportunities at Banfield with their friends and colleagues.

Program Rules

- To qualify for a bonus, associate must submit the referral online via Talent Scout, by telephone to referral hotline, or to any member of Talent Acquisition. Minimum required referral submittal information:

  1. Name of the candidate being referred
  2. Telephone and/or email of the candidate being referred
  3. Job type for which they are being referred; CTS, Hospital Staff, DVM, Leadership, Student.

- The referral must be submitted before the referred candidate is interviewed by a hiring manager in order to qualify. The referral submission must be on file with Talent Acquisition at the time of the initial contact and applies to non-active candidates only. A non-active candidate is one who is making his/her first application with Banfield or who has a minimum of one year between their last application for work and the current referral.

- Referral submissions are valid for six months following the submittal of the referral.

- In order for you to qualify for a referral bonus, the referred candidate must be hired into a position with a status of part-or full time status. If the candidate begins employment with Banfield in a Locum status and later moves to a full or part time position within the first six months of employment, you will qualify for payment. Temporary job openings filled by a referred candidate do not qualify.

- Standard bonus amounts are paid in the pay period following 60 days after the referred associate’s hire date. Bonus amounts are included on the associate’s regular paycheck and taxed per IRS requirements. Associates who believe they are due a referral fee must inquire within 180 days of the hiring. Requests for payment with no proof of referral after 180 days are not eligible for payment.

- All Banfield Pet Hospital associates are eligible to participate except those who are employed
within P&O. Managers are not eligible for a referral bonus that results in a hire to a position for which they have authority to make hiring decisions.

**Current Referral Bonus Amounts**

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Veterinarian/Chief of Staff</td>
<td>$3,000</td>
</tr>
<tr>
<td>Certified Veterinary Technician</td>
<td>$1000</td>
</tr>
<tr>
<td>All Other</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Terminology**

**Associate**
A Practice employed associate/employee who refers someone for a practice owned position with Banfield Pet Hospital.

**Referral Form**
An online card that is filled out by a current associate in order to refer a new candidate to Banfield owned positions. Find the form at: [http://www.banfield.com/working-at-banfield/banfield-culture/talent-scout](http://www.banfield.com/working-at-banfield/banfield-culture/talent-scout)

**Referral**
A candidate being referred by a current Banfield associate. The candidate cannot be a transfer and, if previously employed by Banfield, must have a minimum of one year of separation in order to qualify.

**Referral Bonus**
Award paid to an eligible associate when their referral is hired into a qualifying position. Bonus amounts are included on the associate’s regular paycheck following 60 days of employment by the referred person and are taxed per IRS requirements.