

Job Aid: THRR New Hire Portal Content

Trinity Health Referral Rewards – Talent Acquisition



Overview

This job aid contains content that can be displayed on your local ministry’s New Hire Portal. You can add this information under the “Benefits and Perks” section of your local New Hire Portal

**Please Note:** Highlighted links in the below content must be replaced with a locally stored version on your New Hire Portal to ensure that colleagues can access them off-network.

The Content

Our national employee referral program, Trinity Health Referral Rewards (THRR), allows you to refer great candidates directly to jobs listed in THRR, invite potential candidates to join your referral network to browse jobs and request referrals, and even track your referrals through the hiring process! You earn points for activities inside THRR that enter you into our quarterly contests and you even have the potential to earn cash bonuses for your referrals as well!

To get started you need to register with the Trinity Health Referral Rewards program using this link: [Trinity Health Referral Rewards](https://referrals.trinity-health.org/login) on a desktop computer. You can use your ministry email address and network password to log on.

Here is a quick introduction video on the program: <https://vimeo.com/702974193>

If you would like to download the mobile app\* you can do so here: [iOS](https://apps.apple.com/us/app/trinity-health-referrals/id1613140607) or [Android](https://play.google.com/store/apps/details?id=com.trinityreferrals&pli=1)

**\*Please note:** With Mobile Apps, you must have the MFA set up in order to access the app on a personal device. If you need help with MFA at all you can use this link: [Trinity Health Remote Access Help Center](https://www.trinity-health.org/trinity-health-remote-access-help-center/)

Here is a quick training video to assist you in making your first referral! <https://vimeo.com/703415876>

For more information on the Trinity Health Referral Rewards program please see our policy: *Download and save THRR Policy locally on your New Hire Portal and add that link here*

Trinity Health Rewards FAQ: *Download and save THRR FAQ locally on your New Hire Portal and add that link here*

**Please Note:** All referrals must be submitted prior to or within 7 days of the candidate’s application being submitted to Workday. If we are outside that timeframe, THRR may not be able to honor a referral bonus. The referral bonus you receive is dependent on the job the candidate is actually hired into. Referral bonus assignments are determined by the local ministry based on urgency to fill and other hiring needs.

**Note**: Please ensure you are using the most recent Policy and FAQ links for your New Hire Portal. The most recent versions can be found on our [THRR SharePoint](https://mytrinityhealth.sharepoint.com/sites/SO-TalentAcq) site.