

REFERRAL BONUS



PARTICIPATE IN RECRUITING GREAT COWORKERS!

We are always looking for quality employees; those dedicated, qualified and determined to accept the challenges of our everyday work.

In order for you, the referring employee, to get a bonus, your referral must indicate on their application and/or resume in writing (or confirm in writing on the application on the day of interview) that you are the referring employee. That documentation is the only acceptable proof of the referral.

If the referred person is hired and completes first 90 days, and is in good standing with the company, the referring employee will receive **\$75**. If the referred employee remains with Janus for 6 months, is in good standing at 6-month mark, and the referring employee is active with Janus, referring employee will receive another **\$75**. A total of **\$150** is a bonus potential for referring someone to work for Janus.

There is no limit to the number of people you can refer, however, it is your responsibility to keep track of your referrals' hire date, completion of orientation, and six months of employment mark. It will be your responsibility to complete the request and send to HR.

REQUEST TO RECEIVE A REFERRAL BONUS

Referring Employee name (you): _____

Name of Employee You Referred: _____

The name of referring employee was stated on the application or resume: Yes (HR)

Date of Referral Hire: _____

Date of Request: _____

Request for a 90 days bonus:

6 months bonus:

HR File Verification:

I. The above named individual has referred another employee who has now completed 3 months of employment and is in good standing. Payment of \$75 is approved. It will be paid on employee's next paycheck. Human Resource:

II. The above named individual has referred another employee who has now completed six (6) months of employment. Payment of additional \$75 is approved. It will be paid on employee's next paycheck. Human Resource:

CC: Payroll, Manager of Referring Employee, Copy to Referring Employee File