

REFERRAL BONUS FOR NEW HIRES



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 their introductory period of 90 days, you will receive **\$250**. If the referred employee remains with Janus for 6 months, and you are still employed with Janus then you will receive another **\$250**. A total of **\$500** is possible for referring someone to 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. Forms should be turned in before the end of the pay period if they want it on their next paycheck. Please see the payroll timesheet schedule for dates.

REQUEST TO RECEIVE A REFERRAL BONUS

Employee Name (Referring): _____

Date Requested: _____

I am requesting the 90 days bonus and/or 6 months bonus

Name of Employee You Referred: _____

Date they were hired: _____

Date eligible for 90-day bonus: _____ Date eligible for 6 month bonus: _____

Referring Employee Signature: _____

HUMAN RESOURCES FILE VERIFICATION:

The employee named above referred another employee who has now completed the following (check one):

- 90 day orientation period; they have requested and payment is approved for \$250.00.
- 6 months of employment; they have requested and payment is approved for \$250.00.
- Both the 90 day orientation period and 6 months of employment; they have requested and payment is approved for \$500.00.

Employee will receive the bonus on their next paycheck.

Referral verified (employee listed on application or cover letter/resume)

Human Resource Signature: _____

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

Referral of current employees or previous employees are ineligible for this bonus.