

RECRUITING BONUS PROGRAM



This form is to be completed by the hiring manager and submitted with the new hire packet.

New Employee's Name (please print) _____
(First) (Last)

New Employee's Hire Date _____ / _____ / _____

Referring Employee's Name (please print) _____
(First) (Last)

Our goal in developing a Recruiting Bonus Program is to hire customer service oriented people who want to work at our car wash and Jiffy Lube locations.

The program works as follows:

Any employee, with the exception of Managers, and Corporate / Administrative employees, who recommends a friend or relative to work at Hoffman Car Wash or Hoffman Jiffy Lubes will have the opportunity to earn bonus money.

If you refer someone who you would believe would enjoy working at Hoffman Car Wash or Hoffman Jiffy Lube, and the person is interviewed and hired you will earn a \$50 bonus. After the new employee(s) completes three (3) month of service you will earn another \$50 bonus.

You must still be employed with our company during the entire period in order to collect you bonuses.

Please talk with your friends or relatives who are interested in employment. Realistically explain the job and encourage them to apply. *On their application they must write your name as the referral Source.* Each applicant may only have one employees name as the referral source on his/her application. If you have any questions regarding this program, please see your Manager or contact Human Resources.

Hire Date = \$50

HR Initials

Payroll Initials

Date

3 Months = \$50

Payroll Initials

Date

This bonus program does not apply to re-hired employees. Both the new and referring employee must be working during the entire period to collect bonus.