



18250 SW 100th Court
Tualatin, OR 97062

New Hire: Employee Referral Program Payment Request Form

The following employee is eligible to receive a referral for recruiting a full-time or part-time employee.

Employees Name: _____

Department (Building): _____ Supervisor: _____

Referred Employee: _____

Hire Date: _____ Referred Position: _____

Department: _____ Supervisor: _____

Supervisor Approval: _____

Comments: _____

Amount Bonus:

\$50.00 for Janitors

\$100.00 for Floor Crew

For Office Use:

HR Approval: _____ Date: _____

Processed by: _____ Date: _____

Payment will be made to the Expresso employee after the referred employee successfully completes the 90 days of employment.

****Note to Supervisors: If the referred employee does not complete the 90 days of employment or does not meet acceptable performance standards, please contact HR to cancel this referral payment.**