



## Hourly/Frontline Quick Study Guide

HOW TO REFER YOUR COLLEAGUE AND FRIENDS TO A JOB

What is MyReferral?

A new program that offers bonus payouts cross-sector when you refer a friend!

For more information, click [here](#) or visit the MyReferral webpage:

<http://www.altogethergreat.com/careers/myreferral/>

### REFER & EARN:

- Go to [altogethergreat.com](http://altogethergreat.com)
- Hover over the 'Careers' tab on this page
- Click on the 'Job Opportunities' option
- Scroll down to the Hourly Associates section and click 'SEARCH NOW'
- Once directed to the PeopleHub login page, sign in using your 8-digit personnel number for both username and password (this number can be found on your paycheck; ex.01234567)
- From the 'Home' dropdown, click on 'Careers'
- Type in the job title or requisition ID and city & state in the correct boxes (ex. Cook)
- Click the 'Search' button at the bottom of the page
- Look for the job you want to refer and select it
- Click 'Refer Friend to Job' at the top right-hand side of the webpage
- Fill in your friend's information and click 'Send'

Once the above steps are completed, your friend will receive a link via email to apply. You will be eligible for the Employee Referral Bonus 90 days after your friend is hired!

See below for additional details.

### SECTOR PARTICIPATION

\*Hourly incentives can range from \$150 - \$500 determined on referral's sector\*

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| <ul style="list-style-type: none"> <li>• Bon Appetit</li> <li>• Canteen</li> <li>• Chartwells HE</li> <li>• Chartwells Schools</li> <li>• Compass Corporate</li> <li>• Crothall Healthcare</li> <li>• Culinart</li> <li>• Eurest</li> <li>• Eurest Services</li> </ul> | <ul style="list-style-type: none"> <li>• FLIK Hospitality Group</li> <li>• Foodbuy</li> <li>• Morrison # Living</li> <li>• Morrison Healthcare</li> <li>• Restaurant Associates</li> <li>• SSC</li> <li>• Touchpoint</li> <li>• y</li> <li>• WPC</li> </ul> |
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### ELIGIBILITY

- Associates: All active, non-temporary & union associates up to and including grade 17
- All positions posted by participating sectors
- Candidates: MyReferral works for all external candidates; candidates cannot have been employed by Compass Group within the last 12 months

To find jobs and refer friends and family: click [here](#) or visit [altogethergreat.com/](http://altogethergreat.com/)

For questions please contact: [MyReferral@compass-usa.com](mailto:MyReferral@compass-usa.com)

For full policy: click [here](#) or visit <http://www.altogethergreat.com/wp-content/uploads/December-ERP-Policy.pdf>

