



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
- 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

- Bon Appetit
- Canteen/Best Vendors
- Chartwells HE
- Chartwells K12
- Compass Corporate
- Crothall Healthcare
- Culinart
- Eurest
- Eurest Services
- FLIK Hospitality Group
- Foodbuy
- Morrison Living
- Morrison Healthcare
- Restaurant Associates
- SSC
- Touchpoint
- y
- WPC

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/

For questions please submit this form: [MyReferral Request Form](#)

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

