

Hourly/Frontline Quick Study Guide

HOW TO REFER YOUR COLLEAGUES 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:

- 1. Go to altogethergreat.com
- 2. Hover over the 'Careers' tab on this page
- 3. Click on the 'Job Opportunities' option
- 4. Scroll down to the Hourly Associates section and click 'SEARCH NOW'
- 5. Once directed to the blue MyOpportunity 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)
- 6. From the 'Home' dropdown, click on 'Careers'
- 7. Type in the job title or requisition ID and city & state in the correct boxes (ex. Cook)
- 8. Click the 'Search' button at the bottom of the page
- 9. Look for the job you want to refer and select it
- 10. Click 'Refer Friend to Job' at the top right-hand side of the webpage
- 11. 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 *Payout amount determined by referral's sector*

•Eurest: \$250 (Microsoft only)

•Canteen: \$500

•Flik Hospitality Group: \$250

•Bon Appetit: \$250

•Chartwells Higher Ed: \$250 (Gourmet included)

•Chartwells K-12: \$250

•CulinArt: \$250

Restaurant Associates: \$250

•WPC: \$250

Morrison Healthcare: \$250 (Mayo Clinic Florida only)

ELIGIBILITY

- •Associates: All active, non-temporary & union associates up to and including grade 17
- Positions: All FULL-TIME 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 contact: MyReferral@compass-usa.com
- For full policy: click here or visit http://www.altogethergreat.com/wp-content/uploads/December-ERP-Policy.pdf