

MYREFERRAL OVERVIEW

The MyReferral program allows Compass Group associates to refer external applicants to jobs at any participating sector. If your referred candidate is hired and meets all eligibility requirements, you will receive a bonus in your paycheck!

THE BASICS

- MyReferral offers bonuses for associates referring new hires to Compass Group.
- All eligibility requirements must be met for associates to receive a bonus.
- Bonuses are paid out for new hires who have reached 90 days of service.
- If all eligibility requirements are met, you can anticipate receiving the bonus payout in your paycheck 30-60 days following the completion of this 90-day period.

ELIGIBILITY

Note: Eligibility requirements vary by sector and may not be listed here.

- **Associates:** All active, non-temporary, and union associates in positions grade 17 or lower. Associates who are ineligible include HR associates and associates who are directly involved in the hiring process (i.e. anyone hiring a direct or indirect report).
- **Candidates:** All external candidates who are not currently employed by, or have not been employed by, a Compass Group sector within the last 12 months.
- **Positions:** Any positions posted by participating sectors on the career website are potentially eligible for referral and reward.

THE PROCESS

- **Sign In:** Sign in to [CAP for hourly associates](#) or [OMS for salaried associates](#). Locate *PeopleHub* in *Applications* under the *People Management* tab and launch.
- **Search & Send:** Choose *Careers* from the drop-down menu. Find the job you want to refer candidates to and use the *Select Action* dropdown to *Refer Friend to Job*.
- **Track Your Referral:** Your referral can apply by clicking the link in the automated email. You can view the application status in the *Careers* section by selecting the *Referral Tracking* tab.