



## Canadian Employee Referral Program Guidelines

### **ARAMARK Employee Referral Program**

This is a great opportunity to help us find more stellar talent like you — dynamic, talented people who would enjoy being part of a great company. For every successful referral you make, you can win cash bonuses.

And remember, whenever you make a successful referral you gain more than a bonus — you'll have the satisfaction of knowing you identified an emerging star who will help ARAMARK shine brighter than ever.

### **Payout Structure**

	<b>Payout</b>
Salaried Non-Exempt	\$500
Band 8&7	\$1000
Band 6	\$2000
Band 5	\$3000
Band 4	\$4000
Senior Level Executives	\$5000



## Canadian Employee Referral Program Guidelines

### **Who is Eligible to Participate**

The Employee Referral Program is open to most\* ARAMARK employees, please see (\*"Who is Ineligible to Participate")

### **Who is Ineligible to Receive a Referral Payout**

- ELC Level Executives
- Human Resource Professionals who are Bands 4 & 5
- Human Resource Professionals up to and including Band 6, who had influence over the hiring process/decision
- Any individual in the chain of command and/or having authority over the hiring decision
- A referred candidate already employed by ARAMARK and candidates that are former ARAMARK employees who return within 1 year after leaving the Organization
- Candidates not referred via Taleo
- A referred candidate whose information is present in the Taleo system more than 5 days prior to the referral being entered by employee
- If a hire is made as a result of an ARAMARK sponsored recruiting event or as a result of a source other than "Employee Referral" (e.g., career fair, job board, advertisement, etc.)
- Candidates referred to the Organization through a Search Firm
- Talent Acquisition Professionals



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### **Job Postings which are not Eligible for Referrals**

- Intern postings
- College Relations postings
- Hourly postings

### **Referral “Ownership Rights”**

When you refer a candidate, you will have ‘ownership’ rights for that candidate for 12 months (365 days). Once a candidate is referred and entered into the database, another employee cannot refer them to ARAMARK.

### **Award Payment**

- Once the referral is hired and completes 90 days of service on the job, the cash award will be processed. Please allow 30 days for processing payment.
- Referrers who are eligible for payout will receive the amount of the payout, less applicable taxes.
- You must be active on ARAMARK's payroll at the new hire's 90 day mark in order to remain eligible for the award.
- The awards are paid by the hiring component through a TJV/ICC process initiated by Talent Acquisition. The TJV/ICC will be the amount of the referral less applicable taxes.