



Instructions for Submitting a Referral

Using “aramark.com” (External) Link

Go to <http://www.aramark.com/careers>

Click on “**Job Search**” in the middle of the left hand side of the page and follow Steps 1-7 below.

Using “aramark.net” (Internal) Link

Go to www.aramark.net/erp

Click on the red button “**Submit an Employee Referral**”

Click on “**Apply for a Job**” on the left hand side of page

1. Click on “**Submit a Friend’s Profile**” located on bottom right hand side of page
2. Input your **Username** and **Password**
(Please note: The username and password is the sign on when you applied for your job. If you have forgotten your log in information, click on forgot your password and/or username. If you have a different email address from the time you applied for your job at ARAMARK, you may need to click on create a new account).
3. Log in and proceed to refer your friend
 - A valid e-mail address and an electronic resume for your friend are required to complete the referral submission.
4. Click on the Job Title. Refer your candidate directly to that job by clicking the link on the bottom of the page that says “**Refer a friend to this job**”.
 - Alternative: you can submit a “General” referral through the “**Refer a Friend**” link, if there are no current positions of interest.
5. Complete **YOUR** personal information first, then complete the “**About the person you are referring**” section with your friend’s information.
CLICK NEXT STEP.
 - a. If you refer your candidate for more than one position – ALWAYS USE THE SAME E-MAIL ADDRESS FOR YOUR CANDIDATE.
6. Enter your friend’s personal information.
CLICK NEXT STEP.
 - a. Paste a copy of your referral’s resume in the appropriate window and attach any desired files.
CLICK NEXT STEP.
7. Review your final referral application. **CLICK SUBMIT APPLICATION.**

Your part is complete! An email link will be sent to the person you referred to complete the application process. This will confirm their interest in the role and make the referral an official applicant.