

# Star Finder

## Employee Referral Program

The Employee Referral Program is one of the most successful recruiting tools to bring in top talent and build a pipeline of qualified candidates. Some of our best candidates are the people you know as friends, family and professional contacts. There is no limit to the number of referrals an employee can make.

To help you better understand how to earn Star Finder rewards, an outline of the program criteria follows.

### Earn Rewards

- ❖ All Sodexo management and hourly employees are eligible to participate in the Star Finder Program. (see Reward Exceptions)
- ❖ Eligible Candidates are those who are referred and hired for management and/or administrative positions that are posted, filled and closed in the Career Center.
- ❖ The referred candidate must be a non-Sodexo employee.
- ❖ Client employees may be referred as management candidates. For bonus eligibility, the client employee submitted as a referral must be hired as a Sodexo manager in an account other than the one in which they were working at the time of submission
- ❖ Both the candidate and referring Sodexo employee must be employed by Sodexo for 30 days after the hire date of the candidate to remain eligible for bonus payment
- ❖ Candidates who have been identified as former applicants through our Career Center will be considered eligible referrals so long as their profile has not been active within the past 3 months. This includes Sodexo alumni, interns, dietetic interns and student managers.
- ❖ If more than one employee refers the same person, the referral received in the system first will be honored.
- ❖ Requests for retroactive payments may not occur after 6 months of the candidate's employment date.

### Reward Exceptions

- ❖ Talent Acquisition team members are not eligible to participate in the Star Finder program.
- ❖ Human Resource employees are not reward eligible if the referred candidate is hired for a position within the area for which they are responsible.
- ❖ Managers referring candidates that are hired for open positions within his / her line of responsibility are not reward eligible.
- ❖ The referring employee cannot be involved in the hiring process nor have a direct reporting relationship to the candidate.
- ❖ Submitting an unsolicited resume or one from an advertisement is not considered a valid referral. In the true spirit of the referral, your recommendation is to be based on your knowledge of the candidate.

If you have any questions, please contact your local HR Representative

Sodexo reserves the right to make changes without notification