**Step One:**

Navigate to the Sodexo USA Homepage at www.sodexousa.com/usen/careers/search/search.asp

**Step Two:**

Log into the Career Center.

Under the section labeled Log In or Create a Profile, click the link that best reflects your status.

Not a Sodexo Employee? Log into the following website at https://eternal-careers-sodexo.icims.com/job/intro.

If you are a former Sodexo Employee, then log into the following website at https://reconnect-sodexo.icims.com/jobs/intro.

**Step Three:**

Verify that your profile and resume are current and updated before you begin your job search.

Click the Update Your Profile link to make edits, corrections, and/or to upload your resume.

**Step Four:**

Search job opportunities.

Click Search and view current job opportunities.

Remember, “less is more.” Begin your search for jobs by using LESS search criteria. Select nothing is you want to see opportunities of all types.

You will be able to conduct your job search by location, zip code and by using the following criteria:

- Keywords/Job ID – If you know the requisition number or job title of the specific position, you may enter it hear or search jobs by keywords.

  *Helpful Hint: Keep your keywords simple for more results.*

- Category – Select a category that most closely fits the type of position you are searching for.

  *Helpful Hint: If you enter a Job ID above, disregard this option.*

- Position Type – Select whether the job you are searching for is full or part time, temporary, interim or internship. Leave this blank to see all types of jobs.

**Step Five:**

Read it. Like it. Apply for it!

Once your search results appear, click on the job title to view the details of the job that you are interested in. If you are interested in and qualified for the position, click the Apply For This Job Online link at the bottom of the page. Answer the job related questions on the page and click Submit.

**Step Six:**

Review your status.

To review your posting status in real-time, follow steps one and two above. Then click the link that says “View the status of jobs you have applied to.”

**Final Step:**

Create a job agent to receive updates as positions become available.

Follow steps 4 and 5 above. Enter a name for your job agent in the field “Name of Agent” field and click Create Agent. Use the “Manage you jobs search agents” link on the Welcome screen to delete or renew your job agent.

*Good Luck!!*