

How to apply: SEE PICTURES BELOW FOR EXAMPLES

- Visit <http://sodexo.balancetrak.com>
- Search for “Binghamton” in the search bar
- Browse positions that say “Sodexo @BU”
- Click “apply” to the position you are interested in- this will take you to the job summary page
- Click “apply now”
- Type in your email address
 - a. This must be a valid email address to receive the confirmation
 - b. The email address must belong to you- DO NOT use someone else’s email
- For first time users- you will be taken to the “Login/Create Profile” page
 - a. Please remember your password- you will need it every time you want to sign in/apply again
- For returning users- sign in using the password you used when you created your profile

Step 1: Application Form

1. Personal Information
 1. **TIP:** If you do not have a valid Social Security Number, enter “11111111”
 2. **TIP:** If you are a Sodexo employee, Student, or have a job coach, please select “yes” on the last question on the profile page.
2. Position
3. Background Check Written Disclosures
4. Background Check Authorization
5. Background Check Required Info
6. Fair Credit Reporting Act
7. Work Opportunity Tax Credit Program
8. Acknowledgment & Release

Step 2: Voluntary Self-ID Data Collection

- 1) **TIP:** These are voluntary questions, if you do not wish to answer select “I do not wish to disclose” for each question.

Step 3: Assessment (if applicable)

- 1) A successful assessment is required to work for Sodexo at Binghamton University unless you are a current Sodexo employee (temporary employees do not count- they must still take the assessment), a student, or have a job coach.
- 2) If you are none of the above, you must take the assessment, which will show in red at the end of your application. Click the red button that says “Begin Sodexo Assessment”
- 3) You only need to take the assessment once- results are saved for 6 months.
- 4) You have the option to take the assessment in English or Spanish and will have 40 minutes to complete 50 questions.
- 5) Click “Next” to begin
- 6) Once you have completed the assessment, click “finish” to submit.

Confirmation Email:

- You will receive an email confirming your application has been completed.
- If your assessment was unsuccessful, you will receive an automatic email stating we will be moving forward with other applicants at this time. You can re-apply and re-take the assessment in 6 months.



Are you an existing applicant? [Log in](#)

Binghamton [Subscribe to New Postings](#) Jobs per Page

<u>Requisition Number</u>	<u>Job Title</u>	<u>Type of Position</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	<u>Posting Start Date</u>	<u>Apply</u>	<u>Unit Contact Information - Email/Phone</u>	<u>Email to a Friend</u>
2015-04441	Baker	Full Time	Minot	ND	58707	02/08/2016	Apply	N/A	
2016-02643	Barista	Full Time	Austin	TX	78729	02/08/2016	Apply	Wendi 512.918.4613	



Are you an existing applicant? [Log in](#)

Binghamton



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Jobs per Page 100



Requisition Number	Job Title	Type of Position	City	State	Zip Code	Posting Start Date	Apply	Unit Contact Information - Email/Phone	Email to a Friend
2016-01340	CASHIER @BU	Part Time	Binghamton	NY	13902	01/18/2016	Apply	SODEXO @BU	
2016-01355	CASHIER @BU	Full Time	BINGHAMTON	NY	13902	01/18/2016	Apply	SODEXO @BU	
2016-01321	COOK 1	Full Time	Binghamton	NY	13902	01/18/2016	Apply	SODEXO @BU	
2016-01338	COOK II @BU	Full Time	Binghamton	NY	13902	01/18/2016	Apply	SODEXO@BU	
2016-01354	FOOD SERVICE WORKER @BU	Full Time	BINGHAMTON	NY	13902	01/18/2016	Apply	SODEXO @BU	
2016-01344	Supervisor/Lead	Full Time	BINGHAMTON	NY	13902	01/18/2016	Apply	Sodexo @BU	
2016-00283	Unit Clerical I	Full Time	Binghamton	NY	13902	01/05/2016	Apply	SODEXO @BU	
2015-17617	FOOD SERVICE WORKER @BU	Part Time	BINGHAMTON	NY	13902	12/17/2015	Apply	SODEXO @BU	
2015-17069	FOOD PREP HELPER	Full Time	BINGHAMTON	NY	13902	12/07/2015	Apply	SODEXO @BU	





QUALITY OF LIFE SERVICES

Requisition Number: 2016-01340

Job Title: CASHIER @BU

Position Start Date 1/27/2016

Work Hours: 27.5/27.5/24/22

City: Binghamton

State: NY

CASHIER @BU

[Apply Now](#)

[Email](#)

Description/Job Summary

Marketplace

M-F 3PM-8:30PM Sat & Sun OFF 27.5 hrs.

Sat-Wed 5:30-11:30 Thurs & Fri OFF 27.5 hrs.

Fri-Sun 9am-5:30pm Mon-Thurs OFF 24 hrs

Mon-Thurs. 5:30-11:30 22 hrs.

C4

Fri-Mon. 8:30pm-5am, Tue-Thurs OFF

CIW

Wed & thurs 3:30-10:15 Fri-Tues OFF 13.5 hrs.

Applying for Position: 2016-01340 - [CASHIER @BU](#)

Login / Create Profile

If this is your first time applying for a job with us, please enter a valid email address. This email address will be used as your login ID for this site as well as for email communication regarding your application for this position.

*If you do not have an email address, go to <https://accounts.google.com/SignUp> to create a free email account.

If you have applied for a position with us before, you may use the previously provided email address to login.

If you are creating a new account, you will be prompted to select a password on the next screen. The password you create must be at least 6 characters in length, contain at least one letter, and one number.

Email Address

[Continue](#)

[Go to List of Available Jobs](#)

Sodexo is an EEO/AA/Minority/Female/Disability/Veteran employer. Sodexo is committed to upholding the spirit and principles of the Rehabilitation Act of 1973 and the 1998 amendment to the Act. If, due to a disability, you require a reasonable accommodation to navigate this site and/or complete the on-line application process, please contact SodexoFrontlineApplicationSupport.USA@sodexo.com for assistance.

Applying for Position: 2016-01321 - [COOK 1](#)

Login / Create Profile

Welcome, this is your first time applying for a job with us. Please create a password and answer one of the following security questions. This will allow you to access your information in the future.

Password

Confirm Password

Security Question

[Select One]



Security Answer

[Continue](#)

[Go to List of Available Jobs](#)

Sodexo is an EEO/AA/Minority/Female/Disability/Veteran employer. Sodexo is committed to upholding the spirit and principles of the Rehabilitation Act of 1973 and the 1998 amendment to the Act. If, due to a disability, you require a reasonable accommodation to navigate this site and/or complete the on-line application process, please contact SodexoFrontlineApplicationSupport.USA@sodexo.com for assistance. For more information about our commitment to equal employment opportunity, please click [here](#).

Upload Cover Letter

To upload your cover letter, select the "Upload my cover letter option" and click the "Browse" button to select a file. The files must be a Microsoft Word 97 - 2003 (.doc), Microsoft Word 2007 (.docx), Portable Document (.pdf), Rich Text (.rtf) or Text (.txt) file.

Select one of the following options to provide a cover letter.

- I do not want to provide a cover letter for this position.
- Upload my cover letter.
- Type or paste my cover letter.

Next

Upload Résumé

To upload your résumé, click the "Browse" button and select the file. The file must be a Microsoft Word 97 - 2003 (.doc), Microsoft Word 2007 (.docx), Portable Document (.pdf), Rich Text (.rtf) or Text (.txt) file.

- I do not want to provide a résumé for this position.
- Upload my résumé. [Tips when uploading your Résumé](#)
- Type or paste my résumé.

Next

SSN (Int'l Students enter 111111111 or SSN) *

Are you any of the following? / ¿Está alguno de los siguientes:

a) currently employed by Sodexo / actualmente empleado por Sodexo?

b) a high school student / un estudiante de secundaria?

c) a full-time student at the college/university where you are applying for a Sodexo position / un estudiante de tiempo completo en el colegio / universidad donde usted está solicitando un puesto de Sodexo?

d) a qualified individual with a disability using a job coach to help you complete the application/un buscador calificado de trabajo con discapacidad utilizando un consultor de empleo para ayudar a completar esta solicitud? *

Yes

No

1. Personal Information 2. Position 3. Background Check Written Disclosures **4. Background Check Authorization** 5. Background Check Required Info 6. Fair Credit Reporting Act
7. Work Opportunity Tax Credit Program 8. Acknowledgement & Release

- 1. Personal Information** 2. IWD

PLEASE NOTE:

The Sodexo application process consists of three steps: 1) Application Form, 2) Voluntary Self-ID Data Collection, 3) Assessment*

*The assessment is only a required step of the process for certain job openings. If the position you are applying to requires you to complete an assessment, you will be prompted to do so after the Voluntary Self-ID Data Collection.

Please Make sure to complete the application process in its entirety or your application will be marked as incomplete and you will NOT be considered for employment.

Thank You

You have completed Step 2 of the application process. If the position you have chosen requires you to complete an assessment, a button will be displayed below. Please click on the "Begin Sodexo Assessment" button to continue the application process.

You have 7 days to complete the assessment. If you do not begin the assessment now, a reminder email will be sent to your email address in 30 minutes, and again after 48 hours. A final reminder email will be sent 24 hours before your assessment is set to expire. You may need to check your spam folder and add the sender to your contacts.

If no button is displayed, you have completed the application process.

[Go to Your Profile](#)

[Go to List of Available Jobs](#)

Thank You

You have completed Step 2 of the application process. If the position you have chosen requires you to complete an assessment, a button will be displayed below. Please click on the "Begin Sodexo Assessment" button to continue the application process.

You have 7 days to complete the assessment. If you do not begin the assessment now, a reminder email will be sent to your email address in 30 minutes, and again after 48 hours. A final reminder email will be sent 24 hours before your assessment is set to expire. You may need to check your spam folder and add the sender to your contacts.

If no button is displayed, you have completed the application process.

[Begin Sodexo Assessment](#)

[Go to Your Profile](#)

[Go to List of Available Jobs](#)

Please select a language for the Background Information Questionnaire. It is important to choose the language you are most familiar with so that you clearly understand all the questions and choose the answer that best describes your experience. Your application will not be treated or processed differently based on what language you choose.

Por favor seleccione un idioma para el cuestionario de información sobre su experiencia. Es importante escoger el idioma con el que usted está más familiarizado para que comprenda claramente todas las preguntas y escoja la respuesta que mejor describa su experiencia. Su solicitud no será tratada ni procesada de forma distinta por el idioma que usted seleccione.

English
(English)

Español
(Spanish)

Audio On

Thank you for your interest in employment with Sodexo. You have completed the Pre-Employment Assessment as part of our employment process. You will be contacted if your skill set matches the requirements of the job to which you applied.

[FINISH](#)

Sodexo Application Acknowledgement

balancetrak@berkshireassociates.com on behalf of DoNotReply@sodexo.com

Sent: Mon 2/8/2016 2:42 PM

To: **SAMPLE EMAIL**

Thank you for your interest in career opportunities with Sodexo.

We have received your application for the CASHIER @BU (2016-01340) opportunity and will be reviewing your qualifications. We will contact you by phone or e-mail if there is a next step in the process.

We encourage you to continue to visit our Career Center at <http://sodexo.balancetrak.com> where we post new and exciting positions every day. You may search for open positions, review and update your profile or check your status for jobs to which you've applied at any time.

Diversity and inclusion, sustainability, wellness and fighting hunger are fundamental to Sodexo's commitment to making every day a better day for us all. We are known throughout our industry as a top employer of talented individuals, and are proud of our track record in providing a highly rewarding work environment, with opportunities for professional and personal development, and career growth.

Again, thank you for your interest in Sodexo.

*Sincerely,
Sodexo*

DoNotReply@sodexo.com via berkshireassociates.com

3:20 PM (0 minutes ago) ☆



to me ▾

Dear test test,

Thank you for applying to Sodexo's COOK II @BU position. Although your qualifications and experience are notable, we will be moving forward with other candidates whose qualifications more closely match the business needs at this time.

We encourage you to continue to visit our employment website (<http://sodexousa.com/usen/careers/find-job/Search-Jobs/search-jobs.aspx>) where we post new and exciting positions every day. You may also subscribe to new postings so we can e-mail you newly posted positions that match your search criteria.

You can also log into your profile to check your status for any other positions you may have applied to or update your information.

You may be interested to know we have resources available to you as you prepare for other opportunities. Please check out our [Job Search Tips](#) page for additional tips and resources.

Again, thank you for your interest.

Sincerely,

Sodexo