Sodexo Onboarding Requirements for
Temporary Labor in the SCHOOL Segment

This document outlines the Sodexo enterprise-wide and Segment-specific onboarding requirements for their temporary labor workers with Sodexo Temp Finder (the VMS system called Fieldglass). These requirements must be completed and attested to prior to the worker starting work at a Sodexo location.

Instructions

- In the Job Posting you are submitting a candidate for, please refer to the field "*Segment*" to identify the Segment that this position will be in, and ensure you are utilizing the proper form for the position. There are eight (8) segments, each with its own form:
    1. Hospitals
    2. Universities
    3. Schools
    4. Government
    5. Corporate Services
    6. Seniors
    7. Airlines
    8. Energy & Resources

- Fill out all relevant data at the top of the form

- Validate that your candidate has completed ALL the requirements and mark as such under the "*Completed?*" column
    - Each Segment may have additional site-specific requirements that are not listed in this document. Please refer to the field "*Add additional Onboarding items for your specific client/site that are not SDXO/Segment specific*" on the Job Posting **OR** the attachment on the Job Posting.
    - You are responsible for including any additional requirements in that custom field or attachment to the table on the onboarding requirements page and attesting that they were all completed

- Complete the bottom of the form accordingly.

- Send the completed form to sodexo@anserteam.com. You can also use this group e-mail address for any questions or additional assistance.

Sodexo SCHOOLS Segment Onboarding Requirements

Vendor: Anserteam Workforce Alliance

Staffing Supplier:_____

Sodexo Unit Name:_____ **Sodexo Unit Number:**_____

Re: _____ **Job Posting ID:** _____ **Birth Month:**   **Birth Day:**
         (Temporary Worker Name)

I, _____**, an authorized representative of** _____ **hereby** confirm the following with regard to the above-named temporary employee. Specifically, we confirm that this employee has completed the requirements for work outlined in the form below:

Completed?	Requirement
	Has completed the required Criminal Background checks required by Sodexo and: (1). Has no disqualifying offenses; and (2) Is eligible to work in the United States Required Checks: • Criminal – Federal District 7 years • Criminal – Felony & Misdemeanor 7 Year Scope • Nationwide Sex Offender • SSN Trace
	(If a food services position) Has read, understands and will comply with Sodexo's Introduction to Food Safety Guidelines
	Has been provided and understands the "Eight Simple Things Customers Expect" (see page 3)
	Understands Sodexo's general appearance/uniform expectations (black slacks/skirt, closed-toe/heel, slip resistant shoes, no jewelry – except one smooth hand-ring and/or medical alert bracelet). Additional attire may be provided at the unit or communicated to the agency.
	(If required) Has completed and passed the below Segment-specific Onboarding requirements • Child Protective Services • Fingerprint Check

Please include below any additional requirements as outlined by the Manager within Fieldglass in the field "*Add additional Onboarding items for your specific client/site that are not SDXO/Segment specific*" or in the attachment on the Job Posting and attest to the completion and passing of each item.

Completed?	Requirement

Completed?	Requirement

_____   _____

[Vendor Representative Signature]   Date

_____   _____

[Vendor Representative – Print Name]   [Temp Agency Name]

Eight Simple Things Customers Expect:

1. Greet with a Smile - meet your customers with a smile and greet them in a friendly manner.

2. Focus - give your customers your full focus and attention during your interaction.

3. Appreciation - thank your customers.

4. Uniform – always have a neat, clean and complete uniform while you are working.

5. Appearance Matters – keep your work spaces and service environments clean, organized and safe.

6. Get it Right – deliver what your customers want, the way they want it, each and every time.

7. Speed of Service – customer service is our priority. Make sure you consistently serve your customers in a timely manner.

8. Assistance is Available –should you ever be in doubt on the best way to serve your customer, please ask the supervising manager immediately.