**IDF Applicant Guide**

**Thank you for your interest in applying for employment with International Dehydrated Foods, Inc.** First you will need to go to our web-site: [www.idf.com/careers/](http://www.idf.com/careers/) to view our current job openings.

Open job positions are listed as **blue hyperlinks** on the right side of the screen. Click the hyperlink to view job details. To search for a job, enter the job title or other keyword(s) in the **Filter By** field. Clink the **arrow** next to an area for options to narrow your search.



After reviewing the job details and determining you meet the qualifications for the position, you can submit an application by clicking on the **Apply** button. If you have an updated LinkedIn profile, you can apply through your LinkedIn account by clicking on the **Apply with LinkedIn** button.



If you already have an account, you can sign in using your email address and password. If this is your first time to apply, you will need to create an account by clicking on the **Create Account** button.



You have the option to drop or upload your resume which will pre-populate the application with your information. Click **Next**.



The next screen will ask you to complete your information. A field with a red asterisk is required. Click **Next**.



If you added your resume, your **Work Experience** and **Education** will be pre-populated but you will need to review for accuracy. If you did not include a resume, you will need to input your **Work Experience** and **Education**. Click **Next**.





Next, you will answer a series of **Application Questions**. A question with red asterisks means responses are required. Click **Next**.



You will be asked to provide **Voluntary Disclosures** as part of your application.



You will need to select your responses and accept the terms of conditions and then click **Next**.



Next you will be asked for a **Voluntary Self-Identification of Disability**. You will need to provide your response, insert your **name and date** and click **Next**.



The final step is to **Review** your application and when you are ready, click **Submit**.



If you are extended an offer of employment, you will receive a verbal offer followed by an email notification with a link to your Workday account so you can review your offer letter and benefits. Once you have signed in, you will need to go to **My Applications**. You will see an amber marking next to a **blue hyperlink** with the job title. Click on the job title.



Next, you will need to click on the **blue hyperlink** that says **Review Documents**.



By clicking on the **blue hyperlinks**, you may review your **Offer Letter** and **Benefits at a Glance** details. Once you are ready to accept your offer, check the acknowledgement and click **OK**.



As part of your background check you will receive an email asking you to provide your **Social Security Number** and **Date of Birth**. Click on the **blue hyperlinks** to provide that information. Click **OK.**

