



SmartRecruiters – Finding Hemel Vacancies

Version 1 – 04.03.2025

SmartRecruiters

There are two types of username to login to SmartRecruiters.
Please try **both methods** to establish which one works for you.

Do not click Forgot your password. We are using Single Sign On - no passwords exist.

Ctrl+Click here to take you to the login page



1

SmartRecruiters

abcd1234@sysco.com

Next Forgot your password?

2 First off, please try using your Sysco credentials email address.
(4 letters and 4 numbers @sysco.com format)

SmartRecruiters

john.smith@sysco.com

Next Forgot your password?

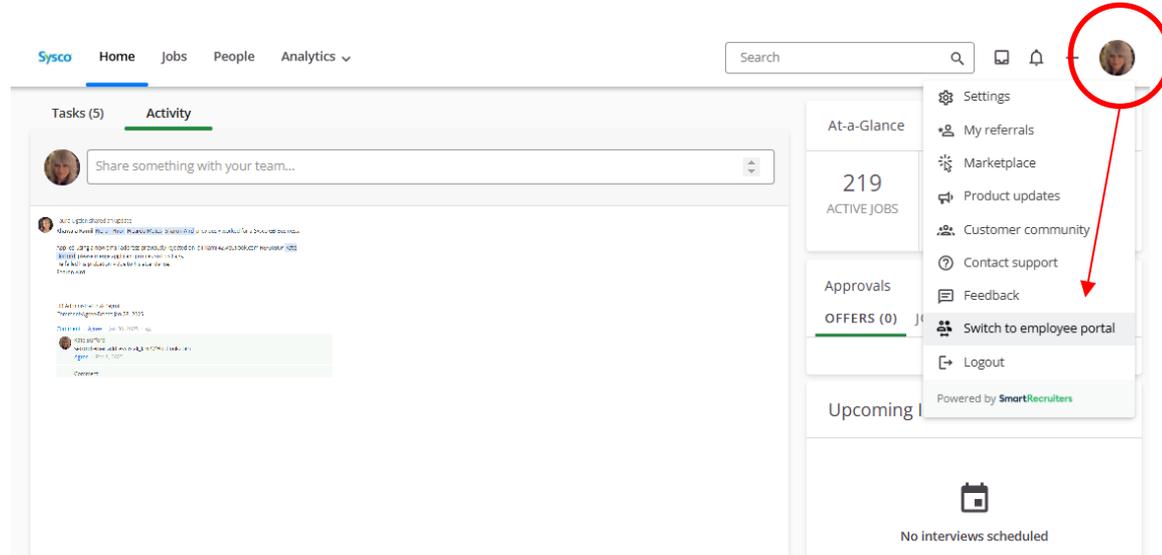
3 Secondly, please try using your 'full.name' email address.
(firstname.surname@sysco.com)

If for any reason you receive an error message after clicking next, or neither method works for you, please take a screenshot and email it to kate.burford@sysco.com



I **DO** use SmartRecruiters as a Recruitment tool....

- Great, your access will have taken you straight into the SmartRecruiters dashboard. It'll look something like this.
- Click on the circular menu button at the top right hand of the screen and select Switch to employee portal.
- You can switch back to the recruitment dashboard from the same menu button



I DON'T use SmartRecruiters as a Recruitment tool....

- No problem, your security level will be that of a 'Colleague'
- After successfully logging in, you will land straight in the Employee Portal... it looks like this
- You can filter the jobs from the menu on the left of the screen

The screenshot displays the Sysco SmartRecruiters Employee Portal. At the top, there are navigation tabs for 'Sysco', 'JOBS', 'MY APPLICATIONS', and 'MY REFERRALS'. Below this is a 'FILTERS' sidebar on the left with sections for 'Brands', 'Department', and 'Location'. The 'Brands' section includes checkboxes for Sysco International (7), Wild Harvest (1), Medina Foodservice (3), Sysco GB (6), and Brakes (50), with a '+ 2 ITEMS' link. The 'Department' section includes checkboxes for ERP (3), kff - Commercial Sales (7), Change Programme (1), Commercial - Commercial Operati..., and Commercial - Fresh Group Busine..., with a '+ 12 ITEMS' link. The 'Location' section is currently collapsed. The main content area shows a search bar, a 'Use a REF code' button, and a toggle for 'Internal jobs only'. Below the search bar, it says 'Showing 10 of 84 jobs'. The job listings are as follows:

Brand	Job Title	Details	Location
freshdirect	Warehouse Operative - Afternoons	Fresh Direct • Full-time • REF3225C	Bicester, United Kingdom
freshdirect	HGV Class2 Driver	Internal Fresh Direct • Full-time • REF3740L	Wigan, United Kingdom
brakes	HGV Class 2 Driver	Brakes • Full-time • REF3560S	Warrington, United Kingdom
brakes	General Operative	Brakes • Full-time • REF3729N	Hemsworth, United Kingdom
Sysco	Project Manager - Microsoft Dynamics 365 Transformation Project	Sysco GB • Full-time • REF3463G	Ashford, United Kingdom Remote
brakes	Field Sales Consultant	Brakes • Full-time • REF3601A	Leeds, United Kingdom Remote
brakes	Field Sales Consultant	Brakes • Full-time • REF3601A	Yorkshire, United Kingdom Remote

How do I find the Hemel Hempstead jobs?

- Search filters are on the left-hand side of the employee portal.
- Scroll down to find the 'Depot' filter.
- Select or begin to type 'Hemel Hempstead' in the search box.
- Any published roles will show on the right-hand side for you to click into, read more details on and apply

The screenshot displays the Sysco SmartRecruiters interface. On the left, a sidebar contains search filters: Brands (Sysco GB (1)), Department (Supply Chain and Operations (No...)), Location, Type, Vacancy Type, Function, and Depot. The Depot filter is expanded, showing a search box with 'Search Items' and a magnifying glass icon, which is circled in red. Below the search box, several depot options are listed with checkboxes: Hemel Hempstead (1) (checked), Colnham NDC (3), Hemsworth (1), Eastleigh (1), and Inverness (1). A '+ 7 ITEMS' link is at the bottom of the list. On the right, the main content area shows a search bar, a 'Use a REF code' button, and a toggle for 'Internal jobs only'. Below this, it indicates 'Showing 1 of 1 jobs' and a filter for 'Depot: Hemel Hempstead x'. The job listing for 'Warehouse Team Manager - Day Shift' is displayed, marked as 'Internal', with details for 'Sysco GB • Full-time • REF3689C' and a location pin for 'Hemel Hempstead, United Kingdom'.

