Application Process Flow

Simplot.com → **Access Careers Website** → **Register** → **Full Profile** → **Contact Information** → **Preferences** → **Resume**

Click link to jobs posted after June 28th.

Create username and password. Retain for future access.

Select "Full Profile" option in order to submit a complete application.

Fill in your contact information, including all *required fields.

This information is option, but helps our recruiters better match you to current and future opportunities.

Upload your most current resume. You can add additional attachments in the next (Profile) section.

Profile → **Registration Confirmation** → **Browse Open Positions** → **Openings Search** → **Add to Job Cart** → **Apply Now** → **Contact Information**

Click the "Add" button next to each section to start building your profile information. Click continue when finished. Note: You can log in and add to your profile at any time.

After clicking "Continue," you'll see a Registration Confirmation screen. Click "Done" to continue and apply for positions or the "Review your Profile" link to review and make changes.

To browse and apply for positions, click the "All Open Positions" link under "Find a job."

A list of all positions is shown or you can conduct an Advanced Search for specific positions/locations. Click on the position title to view details and apply.

If you see a position that interests you, but want to apply later, click the "Add to Job Cart" button. You can access your cart at any time and finish applying as long as the position is still available.

If you are ready to apply, click the "Apply Now" button. Before proceeding, you will need to accept the Consent Agreement and click "Continue."

If you already completed your "Full Profile," this page will be populated and you can add/modify as needed. You must complete the "Source" section before clicking "Continue"

Preferences → **Profile** → **Application Questions** → **Signature** → **Self Identification** → **Summary** → **Monitor Status**

If you already completed your "Full Profile," your Preferences will be populated. Add/ modify as necessary and click "Continue"

This is your chance to update or tailor your Profile to the position you're applying for. Click the "Add" button to update/modify each section and click "Continue"

If you forget a question or encounter an error, please read the red error message and follow the instructions to be able to move on. Click "Continue" when finished.

Upon completion of the questions, you will see an Acknowledgement page. Please type your name in the signature section to complete the application process.

Federal Regulations require us to provide you the opportunity to self identify your Gender and Ethnicity. Please select the fields that apply and click "Continue"

The summary page ensures your application has successfully been submitted to the J.R. Simplot Company. You will also receive a confirmation email.

Remember that you can log back in at any time to view your application, monitor your application status, and update your application and profile.