

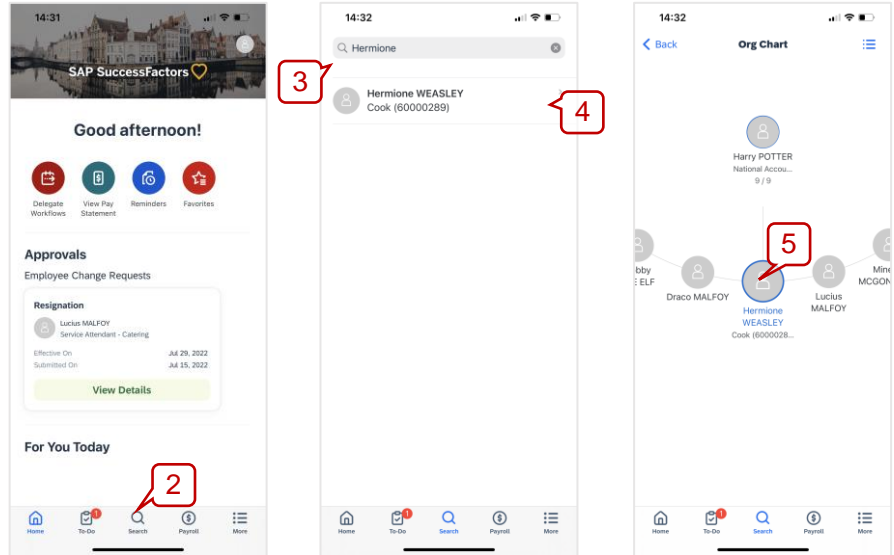
## Searching for employees

The Directory allows you to search for any employee within Sodexo and bring up their employee profile.

1. Open **SAP SuccessFactors** on your mobile device.



2. Tap **Search**.
3. Start entering the name of the person in the search bar.
4. Tap on the **name**.
5. The org chart will display, with the employee you searched for at the centre. Tap on the **Employee**.



The employee profile will display

6. Tap on **General Information**.
7. Tap **Basic Information**.

The employee's basic information will display.

