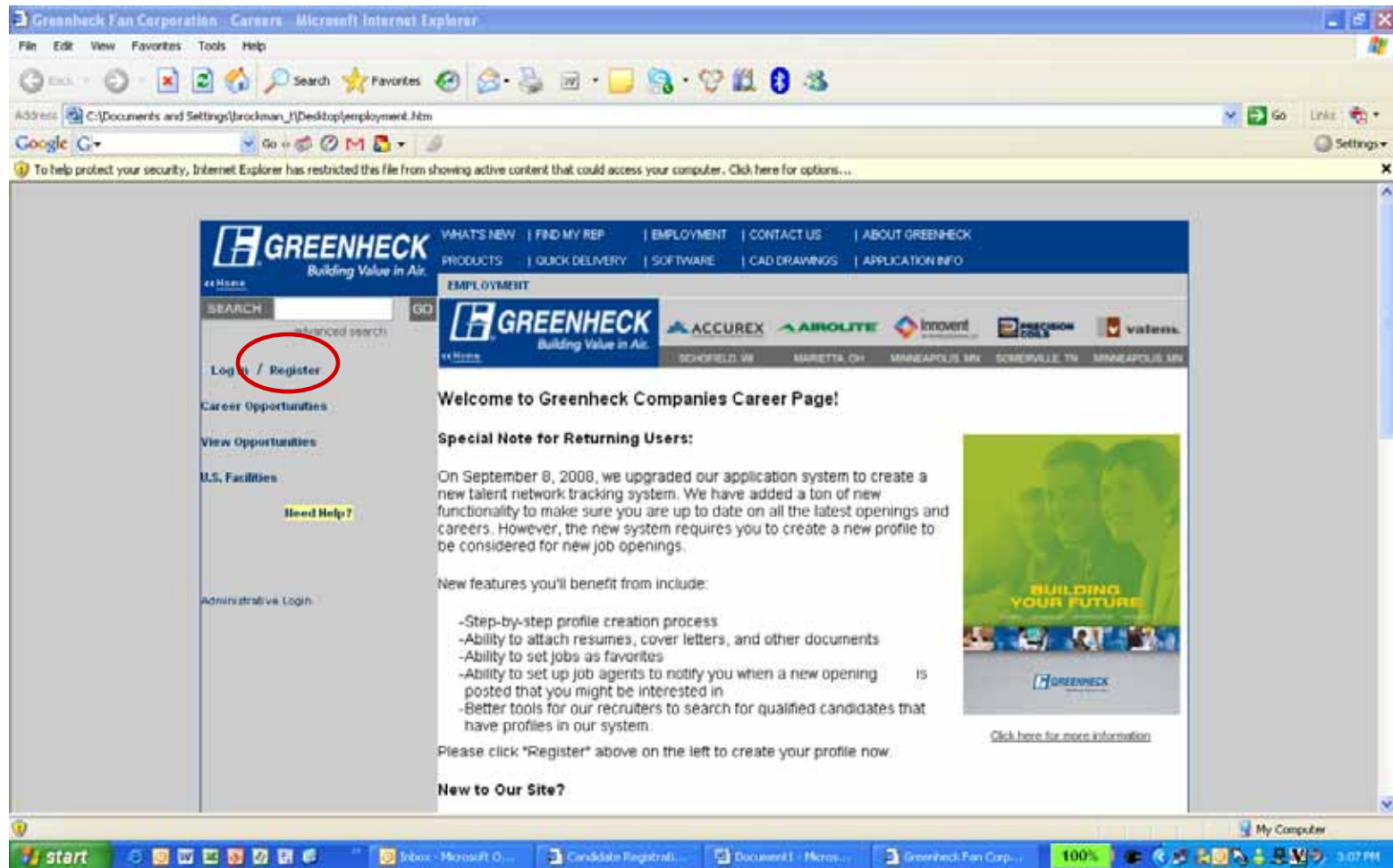


How to Create an Applicant Profile

www.greenheck.com

1. Click Register to Get Started



2. Create an Account

Candidate Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_candidate_registration?sap-client=100&sap-wd-configId=ZUS_REGISTER_APP

Registration

Do you want to find out more about your career options in our company?
We are always on the look-out for talented and motivated new employees that can contribute to the success of our company. Come and have a look in our Job&Career pages.
You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly for it online.
If you cannot find a suitable job but would still like to work in our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:

Middle Name:

Last Name: *

User Data

User Name: *

Password: *

Repeat Password: *

E-Mail: *

We will contact you via the specified e-mail address, please make sure that it is correct. If you do not have an email address, please create a free one at one of the many providers like www.yahoo.com or www.google.com.

Repeat E-Mail: *

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.
[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

Done Internet

Enter your name. Last name is required

2. Create an Account

Registration

Do you want to find out more about your career options in our company?
We are always on the look-out for talented and motivated new employees that can contribute to the success of our company. You can find important information about our company and current employment opportunities. If you are unable to find a suitable job but would still like to work in our company, you can register your details.

Name

First Name:
Middle Name:
Last Name: *

User Data

User Name: *
Password: *
Repeat Password: *
E-Mail: *

We will contact you via the specified e-mail address, please make sure that it is correct. If you do not have an email address, please create a free one at one of the many providers like www.yahoo.com or www.google.com.

Repeat E-Mail: *

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement.

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.
[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

Done Internet

Create a user name and password.

User names can be unique or simply a combination of your name (for example joesmith for Joe Smith).

Create a password for your profile. Repeat your password in the "Repeat Password" box.

2. Create an Account

Registration

Do you want to find out more about your c
We are always on the look-out for talented and
You can find important information about our co
If you cannot find a suitable job but would still lik

Name

First Name:
Middle Name:
Last Name: *

User Data

User Name: *
Password: *
Repeat Password: *
E-Mail: *
Repeat E-Mail: *

We will contact you via the specified e-mail address, please make sure that it is correct. If you do not have an email address, please create a free one at one of the many providers like www.yahoo.com or www.google.com.

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.
[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

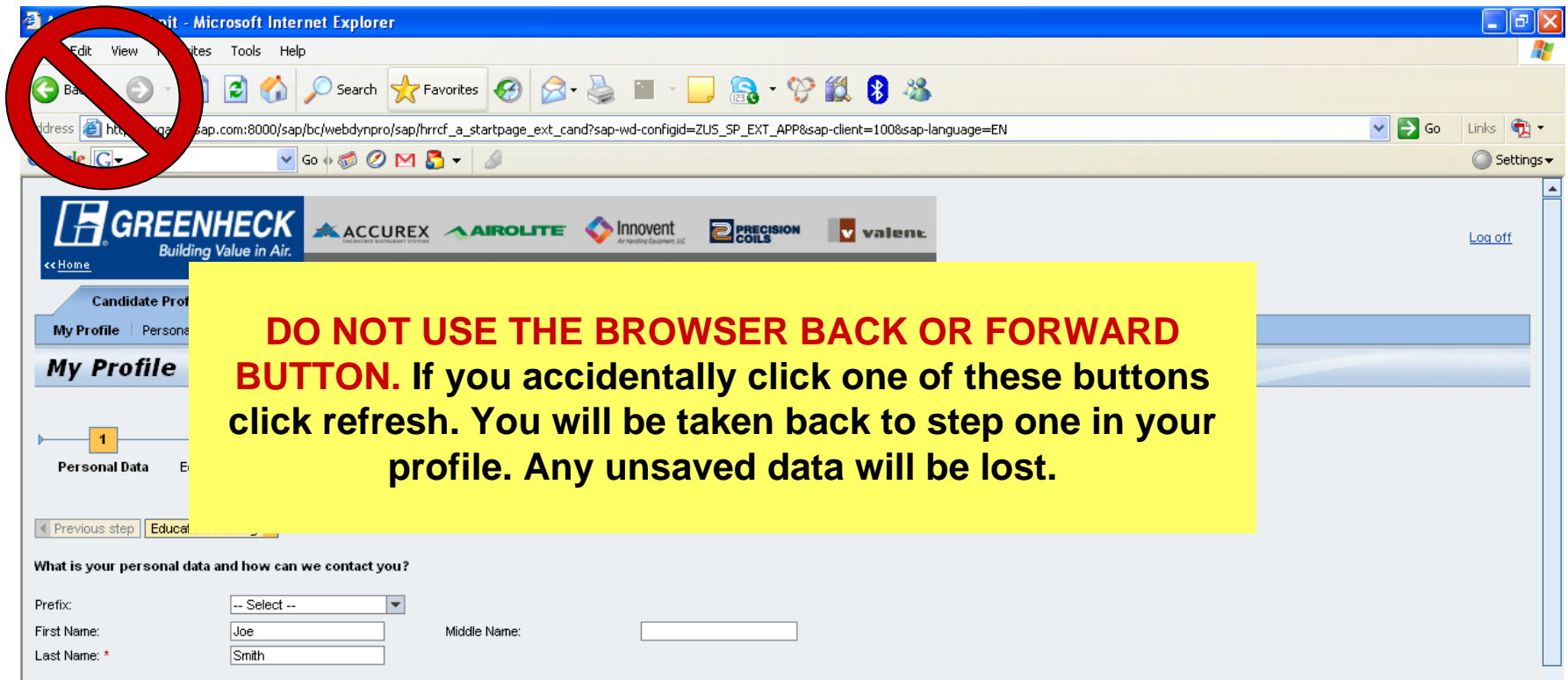
Done Internet

Enter your email address. Email is a required field. If you do not have an e-mail address, you can create one for free through websites such as www.yahoo.com or www.gmail.com. If you cannot create an account, you can make up a unique email such as joesmith@fakeemail.com. However, we use email as our main way to contact you.

Repeat your email address to ensure that you typed it correctly the first time.

Read the privacy statement and check the box. Click Register

Moving Around the System



DO NOT USE THE BROWSER BACK OR FORWARD BUTTON. If you accidentally click one of these buttons click refresh. You will be taken back to step one in your profile. Any unsaved data will be lost.

Please disable your pop-up blocker for this site. If you don't disable the blocker certain functions may not work properly and will cause you to start over.

Moving Around the System

Applicant Cockpit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-wd-configid=ZUS_SP_EXT_APP&sap-client=100&sap-language=EN

Google

GREENHECK Building Value in Air.

ACCUREX AIROLITE Innovent PRECISION COILS valent

SCHOFIELD, WI MARIETTA, OH MINNEAPOLIS, MN SOMERVILLE, TN MINNEAPOLIS, MN

Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Previous step Education/Training

What is your personal data and how can we contact you?

Prefix: -- Select --

First Name: Joe Middle Name:

Last Name: * Smith

Navigate through the process using the tracks at the top of the screen. If you have entered any information on a page, make sure to click "Save" at the bottom prior to going to a different step in the process.

Moving Around the System

Applicant Cockpit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-wd-configid=ZUS_SP_EXT_APP&sap-client=100&sap-language=EN

Google

GREENHECK Building Value in Air.

ACCUREX AIROLITE Innovent PRECISION COILS valent.

SCHOFIELD, WI MARIETTA, OH MINNEAPOLIS, MN SOMERVILLE, TN MINNEAPOLIS, MN

Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Previous step Education/Training

What is your personal data and how can we contact you?

Prefix: -- Select --

First Name: Joe

Last Name: * Smith

You can also move back and forth in the process using the arrows below the process tracking bar.

Completing Your Profile

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Internet Options Bluetooth

Address http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-wd-configid=ZUS_SP_EXT_APP&sap-client=100&sap-languac Go Links

Google Go

GREENHECK Building Value in Air. ACCUREX AROLITE Innovent PRECISION COILS valent Log off

<< Home SCHOFIELD, WI MARIETTA, OH MINNEAPOLIS, MN SOMERVILLE, TN MINNEAPOLIS, MN

Candidate Profile Employment Opportunities

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 2 3 4 5 6 7

Personal Data Education/Training Work Experience Pre

Previous step Education/Training

What is your personal data and how can we contact you?

Prefix: -- Select --

First Name: Joe Middle

Last Name: * Smith

Permanent Residence

Street/House Number:

Street/House Number 2:

Country: -- Select -- State

City: Po

Temporary Residence

Please complete the all relevant contact information in the Step 1 "Personal Data" screen and press "Save."

The information on this screen is what we will use to contact you so please make sure it is accurate.

Once you have saved your changes continue to step 2 "Education and Training."

Have a Resume?

File Edit View Favorites Tools Help

Address http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-wd-configid=ZUS_SP_EXT_APP&sap-client=100&sap-langua Go Links

GREENHECK Building Value in Air.

Candidate Profile Employment Oppo

My Profile Personal Settings Change User Name Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

Previous step Education/Training

What is your personal data and how can we contact you?

Prefix: -- Select --

First Name: Joe Middle Name:

Last Name: * Smith

Permanent Residence

Street/House Number:

Street/House Number 2:

Country: -- Select -- State:

City: Postal Co

Temporary Residence

If you have a resume to attach, please complete the relevant contact information in Step 1 "Personal Data" and press "Save."

You can then move directly to Step 5 "Attachments" to attach your resume and cover letter.

While it is not required to fill out steps 2-4 doing so provides us more ways to find your profile when searching for candidates that are good fits with openings.

Adding Your Education Data

The screenshot shows the Greenheck Human Resources portal. At the top, there are logos for Greenheck and several partner companies: ACCUREX, AIROLITE, Innovent, PRECISION COILS, and valent. Below the logos, there are location options: SCHOFIELD, WI; MARIETTA, OH; MINNEAPOLIS, MN; SOMERVILLE, TN; and MINNEAPOLIS, MN. A 'Log off' link is in the top right corner.

The main navigation bar includes 'Candidate Profile' and 'Employment Opportunities'. Under 'Candidate Profile', there are links for 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'.

The 'My Profile' section features a progress bar with seven steps: 1. Personal Data, 2. Education/Training (highlighted with a dashed box), 3. Work Experience, 4. Preferences, 5. Attachments, 6. Overview and Release, and 7. Completed.

Navigation buttons include 'Previous step' and 'Work Experience'.

The 'Education/Training' section asks: 'Which courses of study have you completed?' and provides instructions: 'Please enter all education High School and above. If you are currently enrolled, select an Education Level of Currently Enrolled and enter the details in the Description.'

The 'Education/Training' table has columns for 'Start Date', 'End Date', and 'Educational Institution'. It currently shows 'No education/training maintained'. Below the table are 'Add', 'Edit', and 'Delete' buttons. A red box highlights the 'Add' button, and an arrow points from a yellow callout box to it.

This screen allows you to enter in your education information.

To add your education details click "add"

Adding Your Education Data

1 Personal Data 2 **Education/Training** 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

◀ Previous step Work Experience ▶

Which courses of study have you completed?

Please enter all education High School and above. If you are currently enrolled, select an Education Level of Currently Enrolled and enter the details in the De

Start Date	End Date	Educational Institution	City	Country	Education
No education/training maintained					

Add Edit Delete

Educational Institution: Anywhere High School

Start Date (use format mm/dd/yyyy): 09/01/1996 End Date (use format mm/dd/yyyy): 05/01/2000

Country: USA State: -- Select --

City: Anywhere

Institution Type: 00 - High School Education Level: 06 - High School diploma

Field of Study: -- Select -- Is this your Highest Degree/Certificate?:

Major: Grade/GPA (format: 4.00): 3.0

Description:

Save Cancel

◀ Previous step Work Experience ▶

Enter in your data in the appropriate boxes.

Use approximate dates for education. If you are unsure of the day of the month just use the first or last day of the month.

Check here if this is the highest degree you have earned

Adding Your Education Data

1 Personal Data 2 **Education/Training** 3 Work Experience 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

◀ Previous step Work Experience ▶

Which courses of study have you completed?

Please enter all education High School and above. If you are currently enrolled, select an Education Level of Currently Enrolled and enter the details in the Description.

Start Date	End Date	Educational Institution	City	Country	Education Level
No education/training maintained					

Add Edit Delete

Educational Institution:

Start Date (use format mm/dd/yyyy): End Date (use format mm/dd/yyyy):

Country: State:

City:

Institution Type: Education Level:

Field of Study: Is this your Highest Degree/Certificate?:

Major:

Grade/GPA (format: 4.00):

Description:

Save Cancel

◀ Previous step Work Experience ▶

Specify any specialty fields of study if appropriate

Use the Description box to communicate any additional information you feel we should know

Click "Save" to add this to your profile.

Adding Your Work Experience

The screenshot shows the Greenheck Human Resources portal. At the top, there are logos for Greenheck and its subsidiaries: ACCUREX, AIROLITE, Innovent, PRECISION COILS, and valent. Below the logos are location links: SCHOFIELD, WI; MARIETTA, OH; MINNEAPOLIS, MN; SOMERVILLE, TN; and MINNEAPOLIS, MN. The main navigation bar includes 'Candidate Profile' and 'Employment Opportunities'. Under 'Candidate Profile', there are links for 'My Profile', 'Personal Settings', 'Change User Name', and 'Delete Registration'. The 'My Profile' section features a progress bar with seven steps: 1. Personal Data, 2. Education/Training, 3. Work Experience (highlighted with a dashed box), 4. Preferences, 5. Attachments, 6. Overview and Release, and 7. Completed. Below the progress bar are navigation buttons: 'Previous step' and 'Preferences'. The main heading is 'What is your previous work experience?'. Below this is a text prompt: 'List all work relationships to date individually. Please be sure to include any Greenheck or Greenheck subsidiary experience. List multiple positions.' A table titled 'Work Experience' is shown with columns for Start Date, End Date, Employer, and City. The table currently contains one row with the text 'No work experience maintained'. Below the table are three buttons: 'Add', 'Edit', and 'Delete'. The 'Add' button is highlighted with a red box. At the bottom of the table area are navigation buttons: 'Previous step' and 'Preferences'.

On this screen you can enter
in your Work Experience

Click Add to begin.

Adding Your Work Experience

1 Personal Data 2 Education/Training **3 Work Experience** 4 Preferences 5 Attachments 6 Overview and Release 7 Completed

◀ Previous step Preferences ▶

What is your previous work experience?

List all work relationships to date individually. Please be sure to include any Greenheck or Greenheck subsidiary experience. List m

Start Date	End Date	Employer	City
No work experience maintained			

Add Edit Delete

Employer:

Current Employer:

Start Date (use format mm/dd/yyyy):

Country: State:

City:

Industry: Functional Area:

Hierarchy Level:

Job Title:

Description:

Save Cancel

◀ Previous step Preferences ▶

Enter in your data in the appropriate boxes.

Check "Current Employer" if you are currently employed at this employer

Use approximate dates. If you are unsure of the day of the month just use the first or last day of the month.

Use the Description box to provide detail on what your responsibilities were. If you have a resume you can say see resume

Adding Preferences

1 Personal Data 2 Education/Training 3 Work Experience **4 Preferences** 5 Attachments 6 Overview and Release 7 Completed

◀ Previous step Attachments ▶

What interests, preferences, and expectations do you have?

Specify the expectations you have for a new work relationship. Please add additional detail in the Description field below.

Interest Group: -- Select --
Salary Expectations: -- Sele...
Employment Type: -- Select -- Employment Fraction: -- Select --
Willingness to Travel: 0% Willingness to Relocate: Not Specified

Description:

Employment Preferences Desired Work Location

What kind of job would you like to have?

Industry	Functional Area	Hierarchy Level
Industry	Functional Area	Hierarchy Level
The Table does not contain any data	The Table does not contain any data	The Table does not contain any data

Add Delete Add Delete Add Delete

◀ Previous step Attachments ▶

Adding preferences is not required but can be helpful in helping us find you for specific types of jobs.

Fill out any fields that are important to you.

Attaching a Resume or Letter

The screenshot shows the Greenheck Human Resources portal. At the top, there are logos for Greenheck, Accurex, Airolite, Innovent, Precision Coils, and Valent. Below the logos are location links: < Home, Schofield, WI, Marietta, OH, Minneapolis, MN, Somerville, TN, and Minneapolis, MN. A Log off link is in the top right. The main navigation bar includes Candidate Profile and Employment Opportunities. Below this is a sub-navigation bar with My Profile, Personal Settings, Change User Name, and Delete Registration. The main content area is titled My Profile and features a progress bar with seven steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Preferences, 5. Attachments (highlighted with a dashed box), 6. Overview and Release, and 7. Completed. Below the progress bar are navigation buttons: < Previous step and Overview and Release >. The text asks, Do you want to supplement your data by adding attachments? and provides instructions: <p>You can attach electronically stored documents to supplement your data.</p> Below this is an Attachments section with a table header: <table border="1"><thead><tr><th>Document Title</th><th>Attachment Type</th><th>Language</th></tr></thead><tbody><tr><td colspan="3">No attachments</td></tr></tbody></table> Below the table are Add, Edit, and Delete buttons. A red box highlights the Add button. A yellow callout box contains the text: Click "Add" to attach a document. You can add multiple documents if you choose. At the bottom left of the attachments section are < Previous step and O buttons.

Attaching a Resume or Letter

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data 2 Education/Training 3 Work Experience 4 Preferences 5 **Attachments** 6 Overview and Release 7 Completed

◀ Previous step Overview and Release ▶

Do you want to supplement your data by adding attachments?

You can attach electronically stored documents to supplement your data.

Attachments

Document Title	Attachment Type	Language
No attachments maintained		

Add Edit Delete

Document Title:

Attachment Type:

Language:

File:

◀ Previous step Overview and Release ▶

Choose an appropriate name for your document

Select the attachment type by clicking the drop down arrow.

Click "Browse" to locate the document on your computer that you want to upload.

Click "Save" to save it to your profile

Releasing Your Profile

GREENHECK Building Value in Air. ACCUREX ENGINEERED RESTAURANT SYSTEMS. AIROLITE. Innovent Air Handling Equipment, LLC. PRECISION COILS. valent.

<< Home | SCHOFIELD, WI | MARIETTA, OH | MINNEAPOLIS, MN | SOMERVILLE, TN | MINNEAPOLIS, MN | Log off

Candidate Profile | Employment Opportunities

My Profile | Personal Settings | Change User Name | Delete Registration

My Profile

1 Personal Data | 2 Education/Training | 3 Work Experience | 4 Preferences | 5 Attachments | 6 Overview and Release | 7 Completed

< Previous step | Overview and Release >

Do you want to supplement your data by adding attachments

You can attach electronically stored documents to supplement your d

Attachments

Document Title
No attachments maintained

Add | Edit | Delete

< Previous step | Overview and Release >

Click on "Overview and Release" to move to the final step of creating your profile

Releasing Your Profile

The screenshot shows the 'Applicant Cockpit' interface in Microsoft Internet Explorer. The address bar displays the URL: http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrmf_a_startpage_ext_cand?sap-client=100&sap-language=EN&sap-wd-configId=ZUS_SP_EXT_APP. The page header includes the Greenheck logo and navigation links for various locations: SCHOFIELD, WI; MARIETTA, OH; MINNEAPOLIS, MN; SOMERVILLE, TN; and MINNEAPOLIS, MN. The main content area is titled 'My Profile' and features a progress bar with seven steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Preferences, 5. Attachments, 6. Overview and Release (highlighted), and 7. Completed. Below the progress bar, a red-bordered box highlights the 'Overview and Release' step's content, which includes the instruction: 'You must Release your profile to apply or be considered for a job.' and two radio button options: 'Release Profile' and 'Lock Profile'. A checkbox is checked, indicating acceptance of the data privacy statement. A yellow callout box on the right side of the screenshot contains the text: 'YOU MUST CHOOSE RELEASE PROFILE AND CLICK COMPLETE TO APPLY OR BE CONSIDERED FOR A POSITION'. The bottom of the page shows a 'Data Overview' section.

Releasing Your Profile

The screenshot shows a web browser window titled "Applicant Cockpit - Microsoft Internet Explorer". The address bar contains the URL: http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=100&sap-language=EN&sap-wd-configId=ZUS_SP_EXT_APP. The page header features the Greenheck logo and several partner logos: ACCUREX, AIROLITE, Innovent, PRECISION COILS, and valent. Below the logos, there are location tabs: SCHOFIELD, WI (highlighted with a red box), MARIETTA, OH, MINNEAPOLIS, MN, SOMERVILLE, TN, and MINNEAPOLIS, MN. The main navigation area includes "Candidate Profile" and "Employment Opportunities" tabs, with "Employment Opportunities" also highlighted by a red box. Under "Candidate Profile", there are links for "My Profile", "Personal Settings", "Change User Name", and "Delete Registration". The "My Profile" section shows a progress bar with seven steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Preferences, 5. Attachments, 6. Overview and Release, and 7. Completed (highlighted with an orange box). Below the progress bar, a green checkmark icon is followed by the message: "Your candidate profile was released successfully. Click the Employment Opportunities tab to search current openings and apply." This message is circled in black.

You've successfully released your profile if you receive this message. To search current openings click the "Employment Opportunities" tab above.