

How to Search and Apply for Jobs

www.greenheck.com

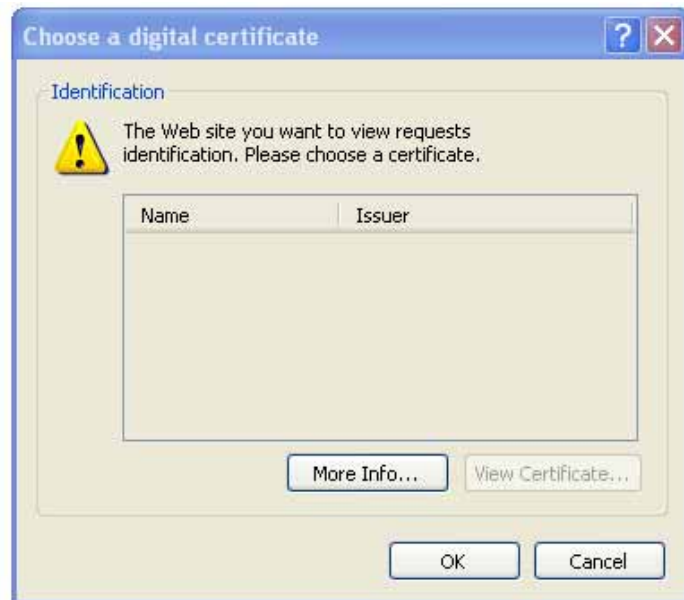
Getting Started

- If you already have a profile continue to the next page
- In order to search and apply for jobs you first need to create a profile.
- To Create a profile click "Register" on the Employment page to get started
- For help see "How to Create a Profile" on our employment page

Click Log-in to Get Started

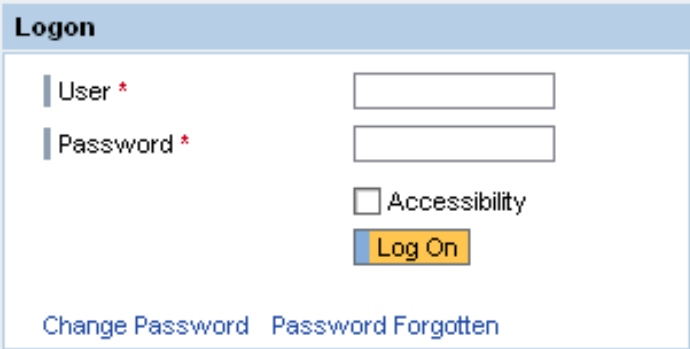
The screenshot shows a Microsoft Internet Explorer browser window displaying the Greenheck Fan Corporation Careers page. The browser's address bar shows the local file path: C:\Documents and Settings\broadman_t\Desktop\employment.htm. The page features a navigation menu with links for 'WHAT'S NEW', 'FIND MY REP', 'EMPLOYMENT', 'CONTACT US', and 'ABOUT GREENHECK'. Below this, there are links for 'PRODUCTS', 'QUICK DELIVERY', 'SOFTWARE', 'CAD DRAWINGS', and 'APPLICATION INFO'. The main content area is titled 'EMPLOYMENT' and includes a search bar, a 'Log In / Register' link (circled in red), and a 'Need help?' link. The page also contains a 'Special Note for Returning Users' section, a list of new features, and a 'New to Our Site?' section. The taskbar at the bottom shows the Windows Start button, several open applications, and the system clock indicating 3:07 PM on 10/17/2007.

Logging In



If you receive these boxes, click OK or Yes

Enter Your User Name and Password



Logon

User *

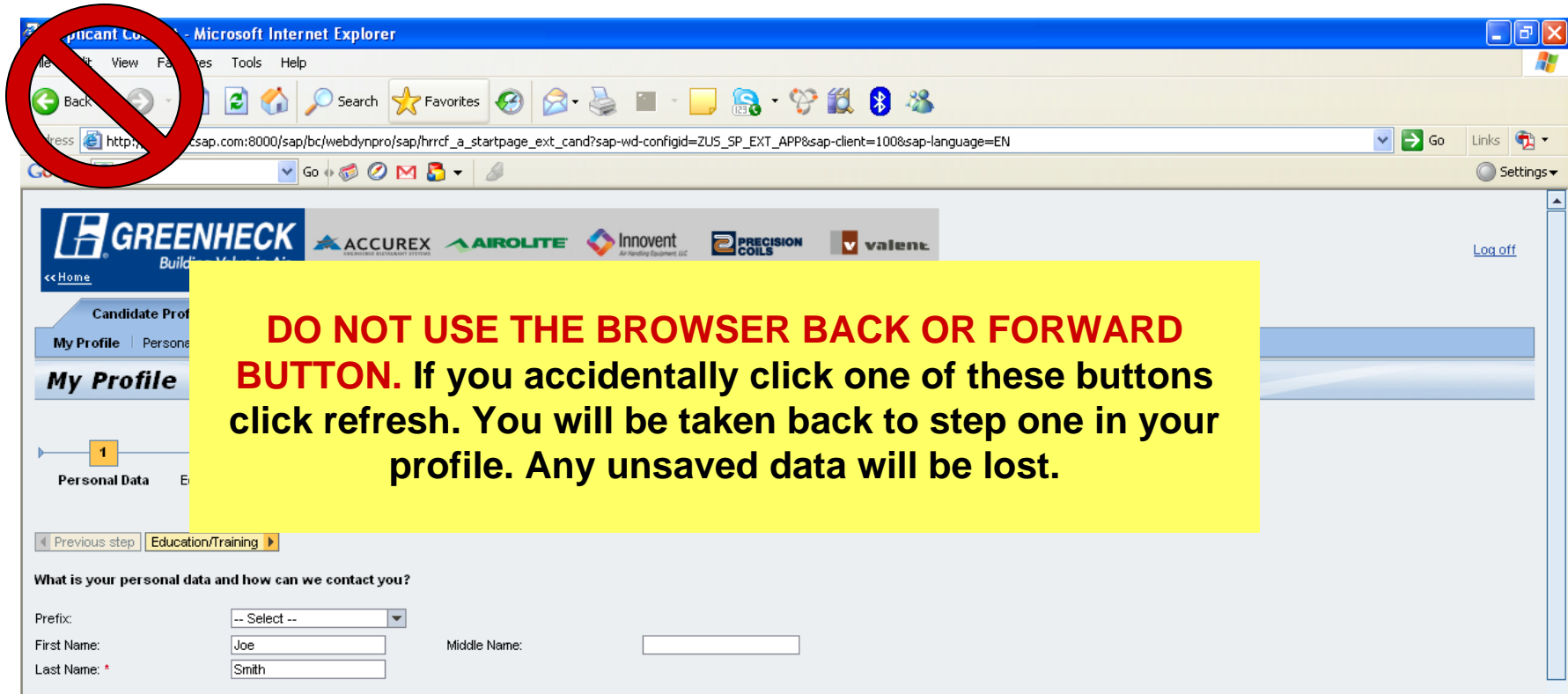
Password *

Accessibility

[Change Password](#) [Password Forgotten](#)

Enter your User Name and Password

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

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

You will be brought to the Candidate Cockpit where you can review and change your personal profile

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 browser toolbar includes a search bar with "Google" and various navigation icons.

The application header features the Greenheck logo with the tagline "Building Value in Air." and logos for partner companies: ACCUREX, AROLITE, Innovent, PRECISION COILS, and valent. Below the header are navigation tabs for "Candidate Profile" and "Employment Opportunities". Under "Candidate Profile", there are links for "My Profile", "Personal Settings", "Change User Name", and "Delete Registration".

The main content area is titled "My Profile" and displays 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. Step 6 is highlighted with a red box. Below the progress bar are "Previous step" and "Complete" buttons.

A red-bordered box highlights the "Overview and Release" section, which contains the following text:

You must Release your profile to apply or be considered for a job.

You can lock your profile at any time so that Recruiters cannot access your data.

- Release Profile
- Lock Profile

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in our privacy statement. [View our privacy statement](#)

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

Below this section are "Previous step" and "Complete" buttons.

A large yellow box with red text is overlaid on the right side of the page, stating: **YOUR PROFILE NEEDS TO BE RELEASED TO APPLY FOR A POSITION**

The browser toolbar at the bottom shows a search bar, a zoom level of 149%, and a "Sign" button. The status bar at the bottom left says "Done".

Searching for a Job

Applicant Cockpit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=1008&sap-language=EN&sap-wd-configId=ZUS_SP_EXT_APP

Google G Go

GREENHECK Building Value in Air.

ACCUREX AIROLITE Innovent PRECISION COILS valent

<<Home SOUTHFIELD, MI MARIETTA, OH MINNEAPOLIS, MN SOMERVILLE, TN MINNEAPOLIS, MN

Candidate Profile **Employment Opportunities**

My Profile Personal Settings Change User Name Delete Registration

My Profile

Click on the "Employment Opportunities" tab to begin searching for a job.

Searching for a Job

The screenshot shows the Greenheck Job Search interface. At the top, there are logos for Greenheck, Accurex, Arolite, Innovent, Precision Coils, and Valent. Below the logos are location links: SCHOFIELD, WI; MARIETTA, OH; MINNEAPOLIS, MN; SOMERVILLE, TN; and MINNEAPOLIS, MN. A navigation bar includes 'Candidate Profile' and 'Employment Opportunities'. Under 'Employment Opportunities', there are links for 'Job Search', 'Application via Reference Code', 'Favorites', 'My Applications', and 'Job Agents'. The 'Job Search' section is highlighted with a yellow background. Below the navigation bar, there is a 'Job Search' heading and a prompt: 'Click the 'Start Search' button to display all jobs or restrict the search by specifying search criteria'. A red box highlights the 'Start Search' button, 'Reset', 'Save Search Query', 'Delete Search Query', and 'Save as Job Agent' buttons. Below these buttons, there is a section for saving search criteria: 'You can save your search criteria for later reuse' with a dropdown menu showing '-- No search query saved --'. Another red box highlights the 'Full Text Search' section, which includes a 'Keywords' input field, a 'Search Method' dropdown set to 'With at least one of the words', and 'Search Criteria for Employment Opportunities (leave blank to search for ALL)'. This section has two dropdown menus: 'Functional Area' with options 'Accounting / Finance', 'Administration', 'Engineering', and 'Facilities Management'; and 'Country' with options 'China' and 'U.S.'. A yellow box on the right contains the text: 'This is the Job Search Screen. To see all openings click "Start Search."'. Another yellow box on the right contains the text: 'To look at only specific types of job narrow your search using the filters below. Note: Using a filter will limit what jobs are returned. If you do not receive any results try expanding your search or removing the filter.'

Searching for a Job

The screenshot shows a job search website with a navigation bar at the top containing links for Home, SCHOFIELD, WI, MARIETTA, OH, MINNEAPOLIS, MN, SOMERVILLE, TN, and MINNEAPOLIS, MN. Below the navigation bar are tabs for Candidate Profile and Employment Opportunities. The Employment Opportunities tab is active, showing a sub-menu with Job Search, Application via Reference Code, Favorites, My Applications, and Job Agents. The Job Search section is highlighted with a blue gradient and contains the heading "Job Search".

Below the heading, there is a section titled "See your search results below." with instructions: "To review the details of a job, click the title of the appropriate Job Posting. Once the overview is displayed, you can click 'Apply' to start the application process or you can close the overview. Clicking the box to the left of the job highlights it and allows you to apply, add to favorites, or tell a friend by clicking the appropriate button below the search window. To start your search over, click 'Return to Search' at the bottom of the page."

A yellow callout box points to the "Return to Search" button at the top left of the job results section.

The "Search Criteria" section shows "Full Text Search" with the criteria "Engineering OR Manager".

The "Search Result: 3 Hits" section lists three job postings:

- Engineering Manager NB50001316 (highlighted with a red box)
- USACAP-Designer-NC50001459
- Material Specialist NB50001347

Below the list are buttons for "Apply", "Add Favorite", "Save Search Query", and "Tell a Friend". A second yellow callout box points to the "Return to Search" button at the bottom of the job results section.

On the right side of the page, there is a section titled "Application from" with a dropdown arrow.

Click the title of the job you are interested in to see a more detailed job description.

To go back or start your search over click on "Return to Search."

Apply for a Job

Apply **Print Preview**
Tell a Friend

Greenheck Fan Corporation E-Recruiting

Job Title
Engineering Manager NB50001316

Posting Date
08/20/2008

Reference Code
NB50001316

Job Title
KVS Engineering Manager

Company
GFC is....

Department
KVS...

General Summary
Responsible for the overall management of the engineering function. Duties include complete project management on the development and testing of product designs and redesigns to ensure product offerings meet company objectives for

humanresources

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Apply for a Job

Application Wizard [Display Job Posting "Engineering Manager NB50001316"](#)

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments **5 Questionnaire** 6 Cover Letter 7 Send Application 8 Completed

Previous step | Education/Training

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

Prefix:

First Name: Middle Name:

Last Name: *

Permanent Residence

Street/House Number:

Street/House Number 2:

Country: State:

City: Postal Code:

Temporary Residence

Street/House Number:

Street/House Number 2:

Country: State:

City: Postal Code:

Which address would you prefer us to use to contact you?

Preferred Address:

Communication Data (please enter phone number in the format 111-111-1111)

E-Mail: *

Home Phone: Business Phone:

Mobile Phone:

Which method would you prefer us to use to contact you?

Preferred Contact Method:

You are now able to review your profile for any changes you wish to make.

If you don't want to make any changes skip to Step 5 "Questionnaire" and complete any required questionnaires.

Apply for a Job

Application Wizard Display Job Posting "Engineering Manager NB50001316"

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments 5 Questionnaire 6 Cover Letter 7 Send Application 8 Completed

◀ Previous step Cover Letter ▶

Before you submit an application, answer the following questions: You can change the information in the questionnaire at any time until you submit your application

GFC Standard EEO Questionnaire GFC (2)

[Reset](#) [Continue to Questionnaire "EEO Questionnaire GFC \(2\)"](#)

Are you legally eligible for employment in this country? *

Not Specified
 No
 Yes

Have you ever been employed at Greenheck or any of it's affiliates? *

Not Specified
 No
 Yes

If yes, when?

Have you ever been interviewed at Greenheck or any of its affiliates before?

Not Specified
 No
 Yes

If yes, please explain?

Have you ever been convicted of a felony? *

Once you've completed the questionnaires go to Step 7 "Send Application."

Apply for a Job

Application Wizard Display Job Posting "Engineering Manager NB50001316"

1 Personal Data 2 Education/Training 3 Work Experience 4 Attachments 5 Questionnaire 6 Cover Letter 7 **Send Application** 8 Completed

◀ Previous step Send Application

You can now submit your application.

Thank you for applying for one of our employment opportunities. We will examine the information in your application documents and get in touch with you.

If you also want to be considered for other employment opportunities apart from this application, you must release your candidate profile. Recruiters then have access to your data - see the data privacy statement [Data Privacy Statement](#).

I would like to release my profile so that my data can be considered for other job opportunities as well.

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

◀ Previous step Send Application Close

Save a Copy Print Search Select

Data Overview

Personal Data	
Prefix	
First name	Last name
Joe	Smith

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Apply for a Job

The screenshot shows the 'Application Wizard' interface for job application. The title bar reads 'Application Wizard' and 'Display Job Posting "Engineering Manager NB50001316"'. A progress bar at the top shows eight steps: 1. Personal Data, 2. Education/Training, 3. Work Experience, 4. Attachments, 5. Questionnaire, 6. Cover Letter, 7. Send Application, and 8. Completed. Step 8 is highlighted in orange. Below the progress bar, a message box contains a green checkmark and the text: 'Thank you for your interest in Greenheck. We encourage you to search our other opportunities and apply to those directly.' Below this message, it says 'You can now close the window.' and there is a 'Close' button. A yellow text box is overlaid on the bottom half of the screenshot, containing the text: 'If you have applied correctly you will receive this message. Click close to return to the Job Search results.'