



ArcelorMittal

## NOTICE OF ACCEPTING APPLICATIONS FOR EMPLOYMENT

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ArcelorMittal USA Burns Harbor, Indiana Harbor, Indiana Harbor Long Carbon (Bar Company), Riverdale, and I/N Tek-I/N Kote (the Hiring Locations) will be accepting applications for hourly bargaining unit positions to maintain a pool of candidates for potential future job openings. The process is open to any individual that chooses to apply. Current employees may use this letter to inform relatives of the steps they need to take if they are interested in applying for future employment at any Hiring Location. Resumes will not be accepted at the Hiring Locations. All candidates must follow the process described below.

1. Interested individuals must register with the State of Indiana's "Indiana Career Connect" job matching website: ([www.indianacareerconnect.com](http://www.indianacareerconnect.com)). Registration can be made from any computer with internet access (i.e., home, library, WorkOne offices).
2. Individuals must create a username, password and have a current email address to create their profile in the "Indiana Career Connect" system. Step-by-step instructions to register with "Indiana Career Connect" are available on the website listed in step 1.
3. The Utility Person position is **Job Search # 8450351**. Once the candidate is on the Job Search page, he/she can apply for the position by creating a resume, or uploading an existing resume. Assistance is available through the local WorkOne office.
4. All candidates must qualify on the WorkKeys assessment for the Utility Person position which includes "Locating Information" and "Observation". A score of "4" or better is required to be considered further in the process. WorkKeys assessment scores are valid for five (5) years.
5. Using the email address provided during registration, WorkOne will contact individuals with further instructions about the hiring process. Candidates are responsible to make sure that their email address is current in their "Indiana Career Connect" account and are also responsible to check the email account for further hiring instructions.
6. Candidates who are referred by WorkOne to ArcelorMittal USA will begin the pre-employment process. This involves qualification on a computer-based test administered by the company. Candidates who have not yet taken this test, and those who have previously taken this test and not qualified, will receive details regarding the administration of this test.
7. As job openings occur, applicants will be contacted by a Human Resources representative from the Hiring Location and scheduled for an interview and a background review, which includes a check of criminal convictions. Applicants selected for hire will be required to pass a physical examination, which includes a drug screen. Applicants not selected for hire will be notified by phone or mail.

Please note that there is no deadline to register through Indiana Career Connect. However, there may be periods when the maximum limit on applicants in the job pool is reached. When this occurs, the candidate will need to check back periodically on the "Indiana Career Connect" website to apply when the position is made available again. Do not contact WorkOne or ArcelorMittal when this occurs.

Due to the expected high volume of interest, phone calls or personal contact made to the Hiring Location regarding a candidate's status will not be addressed and could lead to the disqualification of the applicant from consideration.

Pursuant to existing Labor Agreements with the United Steelworkers, hiring preference is given to direct relatives of USW-represented ArcelorMittal employees and retirees. Salaried non-represented employees may also refer direct relatives. An employee who wants to refer a qualified relative can pick up an *Employee Relative Referral Form* at the Employee Services/Human Resources office at any Hiring Location or on the intranet via the Employee Homepage under Human Resources (Job Opportunities). Completed forms are to be returned to the Employee Services/Human Resources office at the employee's work location or retiree's former work location. These forms are also available at Local Union Halls, and may be submitted at any time.

As a reminder, to be eligible to apply an individual **MUST**:

- Be at least 18 years of age
- Have earned a high school diploma or GED
- Have a current, valid driver's license or state issued ID card
- Register with "Indiana Career Connect" per the instructions above
- Be able to work full-time, including rotating shifts and weekends

ArcelorMittal USA is an equal opportunity employer and fills its job requirements by selecting from the available labor market those applicants best qualified to perform the work in a safe manner. An individual notified that he/she is being considered for a position should notify the Employee Services/Human Resources department during the pre-employment process if he/she is in need of an accommodation.

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