

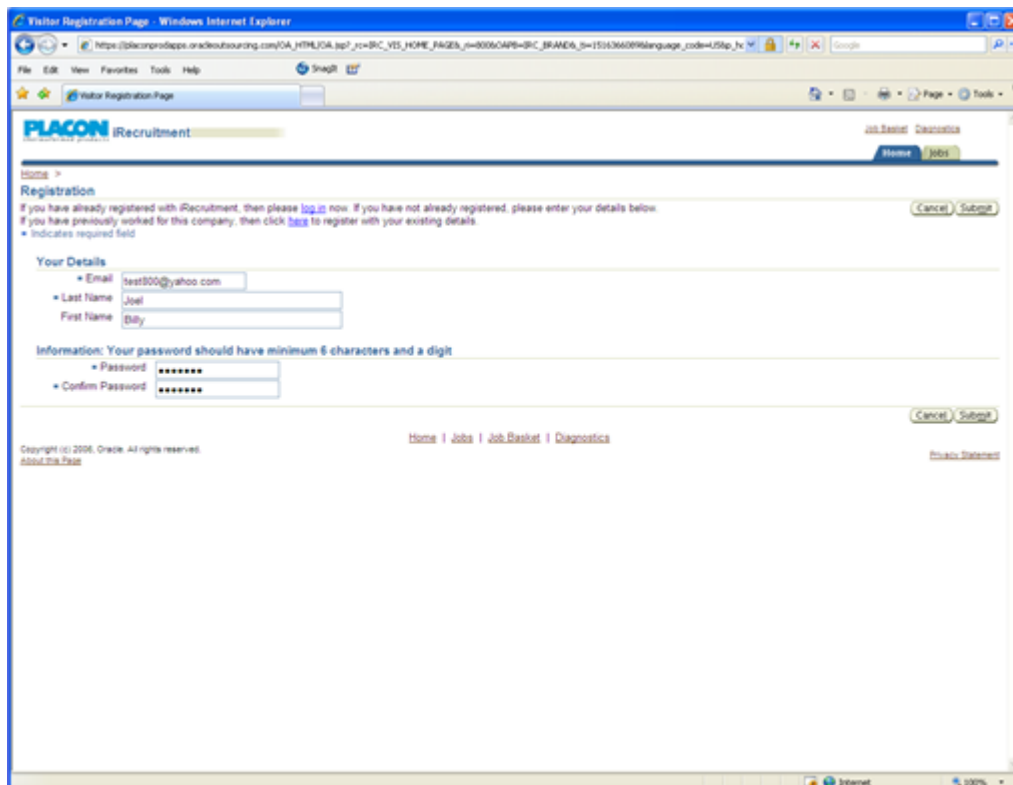
How to Apply for a Position with Placon Corporation

Begin by registering:

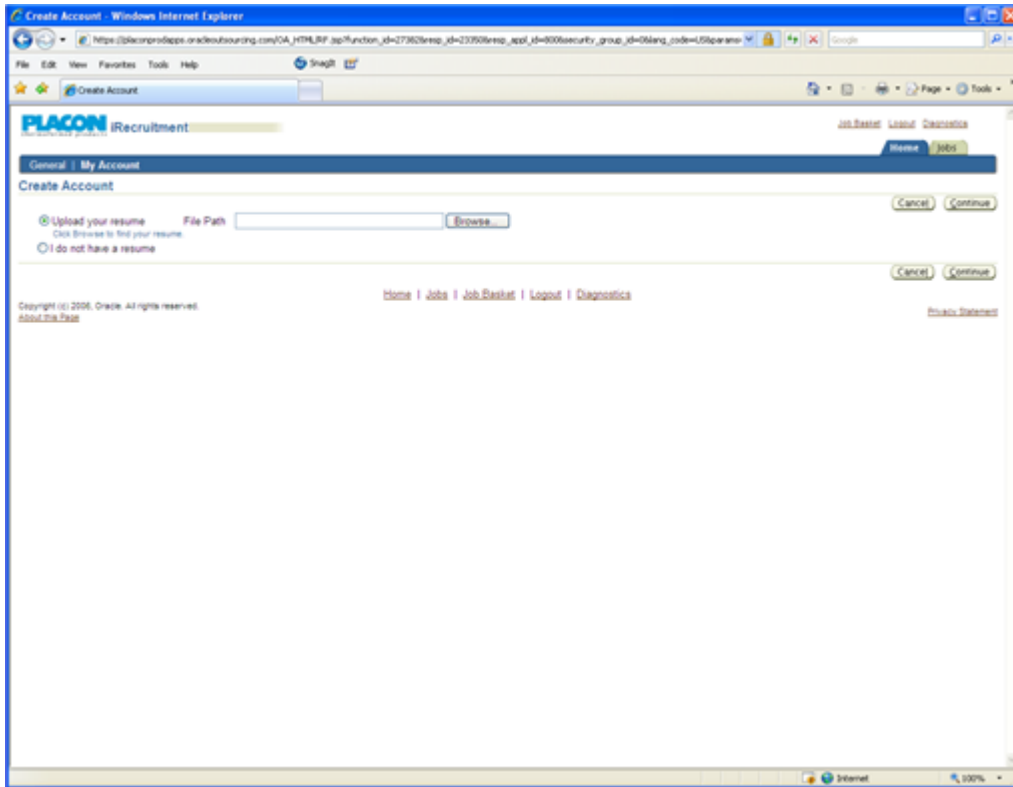
Click on "Register Today" button. [Register today](#)



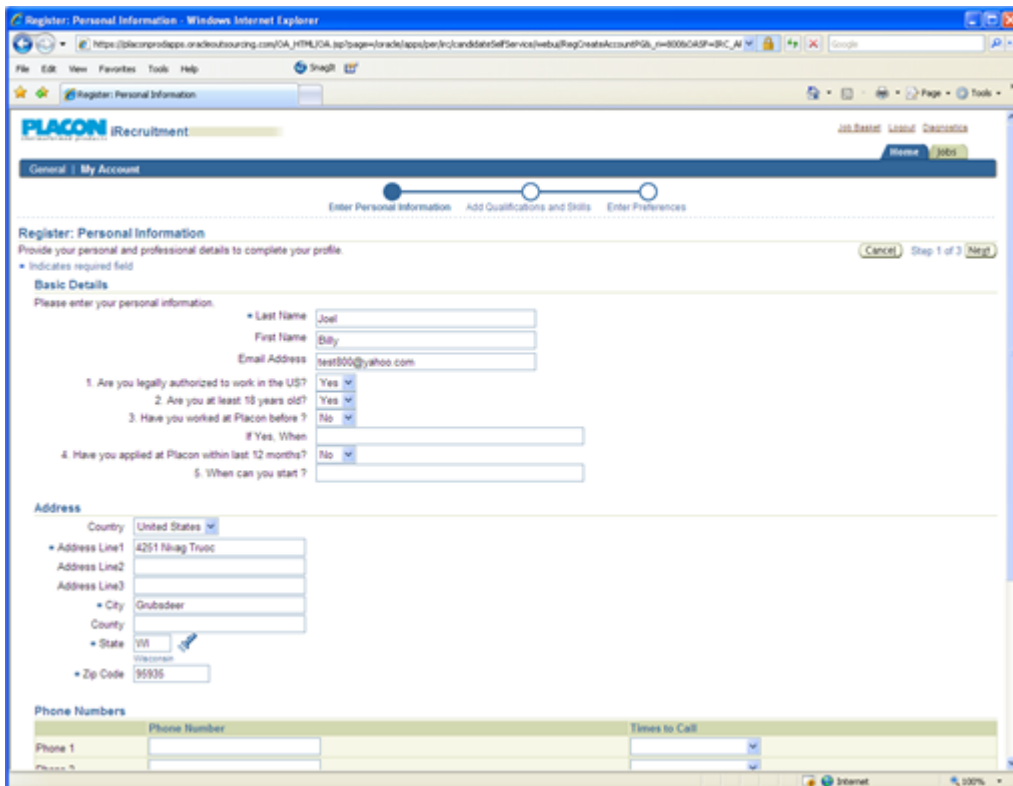
Fill in the required information on each page. **If you do not have an e-mail address, you may simply fill in your name.



Since you are applying on our Placon Corporation kiosks, you do not have the capability to upload your resume, at this point. On this screen, check I do not have a resume. Next, click .



Fill out all of the information on the next screen (step 1), and click .



Fill out all of the information on the next screen (step 2), and click **Next**.

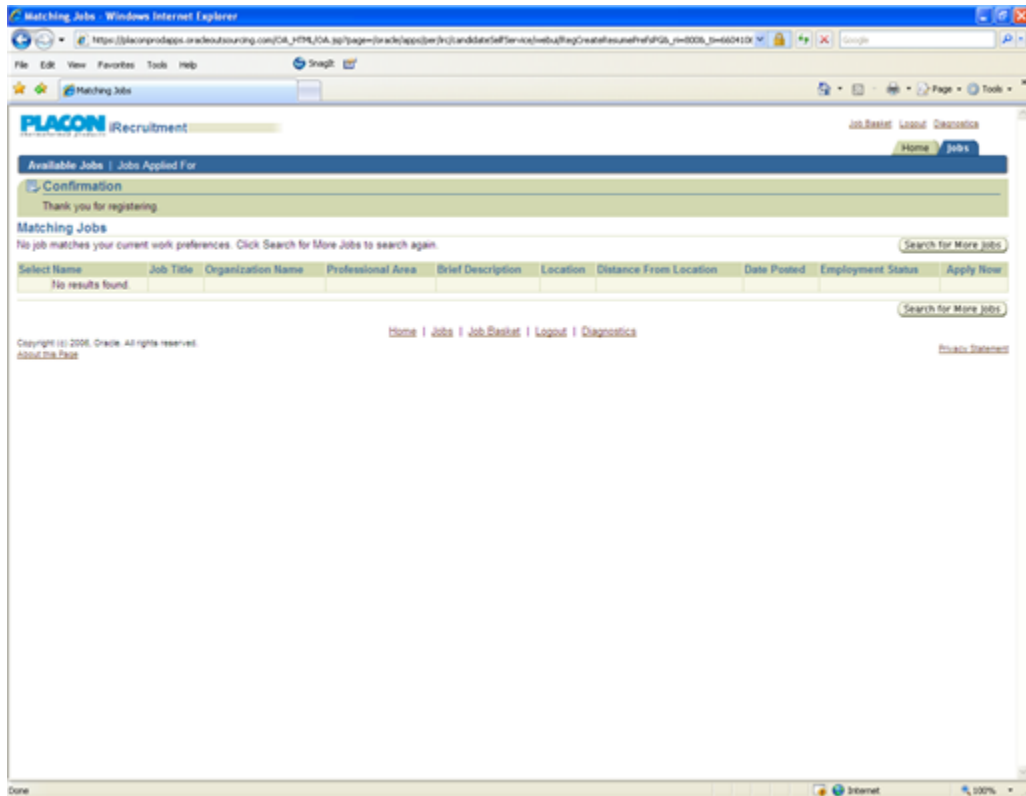
The screenshot shows the 'Register: Add Qualifications and Skills' page in a web browser. The page has a progress bar at the top with three steps: 'Enter Personal Information', 'Add Qualifications and Skills' (the current step), and 'Enter Preferences'. The main content area is divided into three sections: 'Employment History', 'Education Qualifications', and 'Additional Qualifications'.
1. **Employment History:** A table with columns for 'Details', 'Employer', 'Start Date', 'End Date', 'Job Title', and 'Location'. One entry is visible for 'Employer 1' from April 2001 to July 2000, with the job title 'Machine operator' and location 'Shelbyville, IN'. A text area below contains the description: 'Set up, inspected, and cleaned machine while running quality parts'.
2. **Education Qualifications:** A table with columns for 'College or University', 'Location', 'Degree', 'Major Subject', and 'Date Received'. One entry is for 'Shelbyville Area High School' in 'Shelbyville, IN' with a 'High School' degree in 'General' subject, received in 'June 2000'.
3. **Additional Qualifications:** A table with columns for 'Category', 'Qualification Type', 'Qualification', 'Received From', and 'Date Received'. It currently shows 'No results found'.
Navigation buttons include 'Cancel', 'Back', 'Step 2 of 3', and 'Next'.

Fill out all of the information on the next screen (step 3), and click **Finish**.

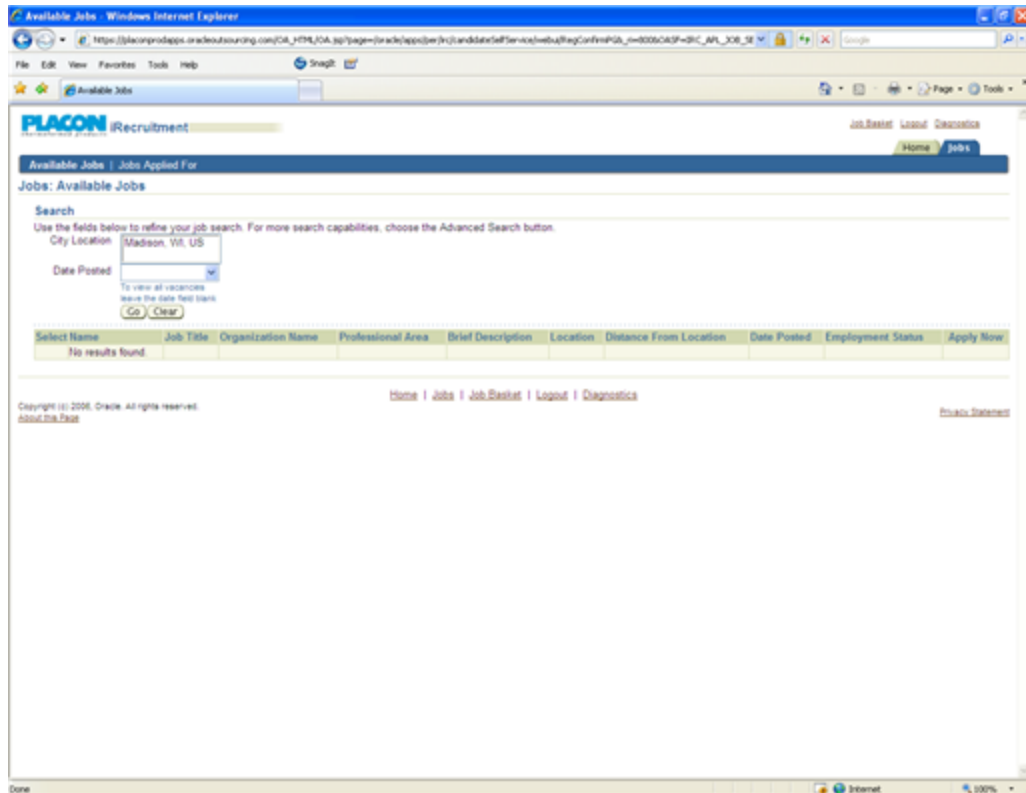
The screenshot shows the 'Register: Enter Preferences' page in a web browser. The progress bar at the top shows three steps: 'Enter Personal Information', 'Add Qualifications and Skills', and 'Enter Preferences' (the current step). The main content area is titled 'Want to Find the Right Job?' and includes several preference settings:
1. **Job Category:** A dropdown menu with 'Manufacturing Operations' selected.
2. **Amount of Travel:** A dropdown menu with 'Possible' selected.
3. **Work From Home:** A dropdown menu with 'Possible' selected.
4. **Minimal Desired Salary (Annually/Hourly):** A text input field with 'USD' as the currency.
5. **Email Preferences:** A section with checkboxes for 'Receive emails of Matching Jobs' and 'Receive General emails'. Below these are options for 'Frequency of emails' (set to 'Daily') and 'Email Format' (radio buttons for 'HTML, mail with attachments' and 'Plain text mail').
Navigation buttons include 'Cancel', 'Back', 'Step 3 of 3', and 'Finish'.

Congratulations! You have successfully registered with our application system.


Apply for Jobs: Click the **Search for More Jobs** button.

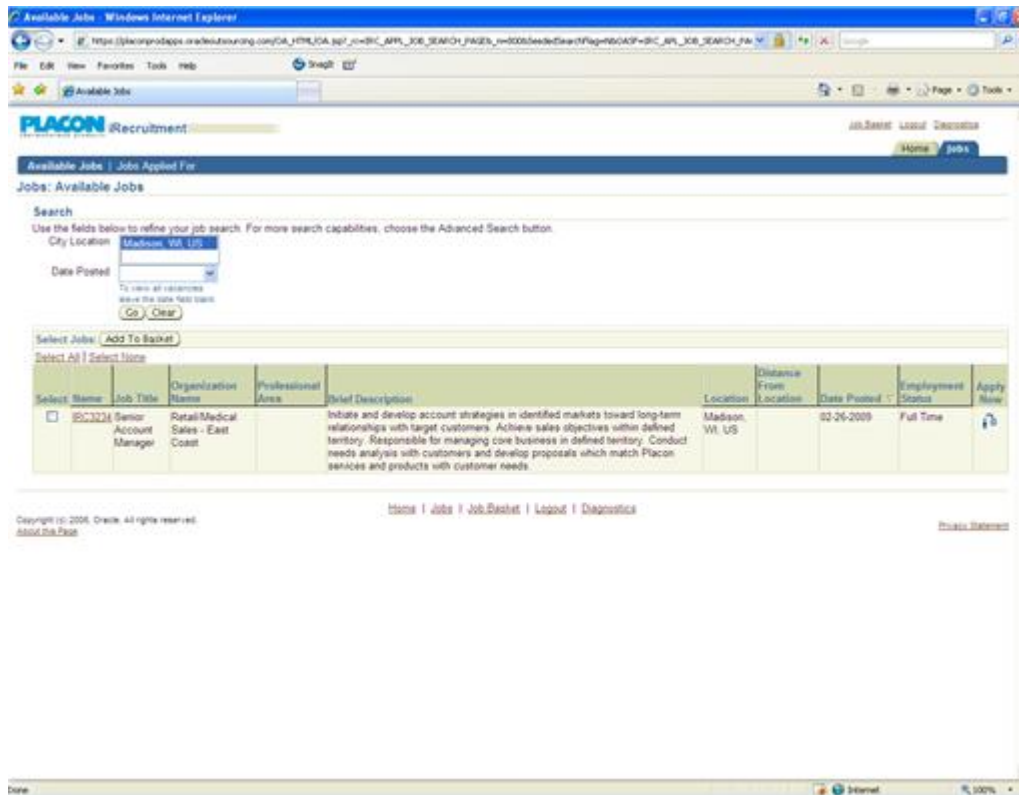


Choose Madison for the City Location, and leave the Date Posted blank. Click **Go**.

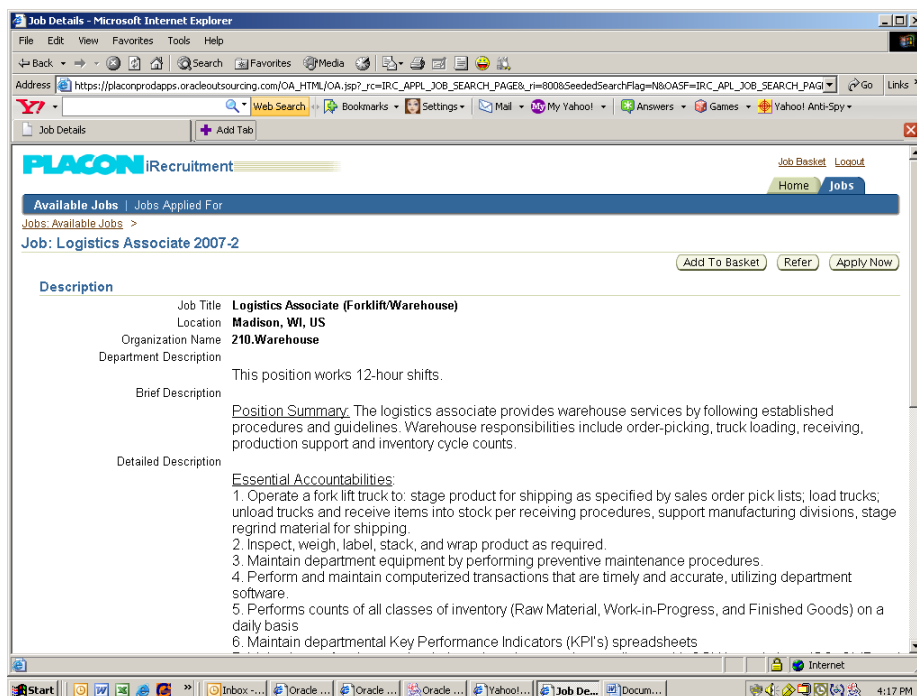


The available positions will come up for you to see, with a brief description of each position.

1. If you want to learn more about the position, click on the [Name](#) of the position.
2. If you want to go ahead and apply for the position, click  [Apply Now](#). (Skip to next page for additional instructions.)



1. If you clicked on the name of the position, and now want to apply for the position, click [Apply Now](#).



Step 1: Review Account. Click **Next**.

The screenshot shows the 'Review Account' step of an application process. The page title is 'Application: Review Account IRC3234'. A progress bar at the top indicates the current step. Below the title, there are navigation tabs for 'Basic Details', 'Address', 'Phone Numbers', 'Documents', 'Employment History', 'Education/Qualifications', and 'Additional Qualifications'. The 'Basic Details' section is active and contains the following fields:

- Resume:** A link to 'Upload Resume'.
- Basic Details:** Fields for Last Name (Bdy), First Name (Joel), Person Middle Name, and Email Address (jeer00@yahoo.com).
- Legal and Work History:** Five questions with dropdown menus:
 - 1. Are you legally authorized to work in the US?
 - 2. Are you at least 18 years old?
 - 3. Have you worked at Placon before? (If Yes, When)
 - 4. Have you applied at Placon within last 12 months? (When can you start?)
 - 5. When can you start?
- Address:** Fields for Country (United States), Address Line1 (23423 Some Rd), Address Line2, Address Line3, City (Shelbyville), County, and State (IN).

Step 2: Enter Application Details. Click **Next**.

The screenshot shows the 'Enter Application Details' step of the application process. The page title is 'Application: Other Info IRC3234'. A progress bar at the top indicates the current step. Below the title, there are navigation tabs for 'Review Account', 'Enter Application Details', and 'Results'. The 'Enter Application Details' section is active and contains the following fields:

- How Did You Hear About Us:** A dropdown menu for 'Job Posting Source' (Newspaper Ad - WI State Journal) and a text field for 'Source Name'.
- Equal Employment Opportunity:** A section with a disclaimer and fields for Date of Birth (06-26-1982), Sex (Male), and Ethnic Origin (Native Hawaiian/Other Pacific Islander/Not Hispanic/Latino). There is also a checkbox for 'do not want to disclose my EEO information'.

Step 3: Enter your shift availability and click Finish Survey.

The screenshot shows a web browser window displaying the PLACON iRecruitment survey. The page title is "Survey Instructions: Shift availability". Below the title, there are instructions: "Answer the questions on this page and click Next to go to the next survey page. Click Summary to see which questions you must answer before submitting the survey. Click Finish Survey if you are ready to submit your survey." There are "Cancel" and "Finish Survey" buttons. The main section is titled "Shift availability" and contains a question: "1. What shifts are you available and willing to work?" with the instruction "(Choose all correct answers)". The options are: 12-hour days (6am-6pm), 12-hour nights (6pm-6am), Weekends, Overtime, 1st shift, 2nd shift, and 3rd shift. At the bottom right, there are "Cancel" and "Finish Survey" buttons.

Step 4: Review all of your information. Read the paragraphs at the end of the page, carefully. Click **Finish**.

Congratulations! You have successfully applied for a position with Placon Corporation.

The screenshot shows the "Available Jobs" page on the PLACON iRecruitment site. It features a "Confirmation" message: "Thank you for submitting your application to Placon Corporation. We have received your application and are currently reviewing your experience and qualifications. If your profile corresponds to our requirements, a member of our HR Department will contact you soon. Due to the high volume of applications that we receive, we do not accept phone calls or e-mail inquiries regarding status of applications. Thank you for your interest in employment with Placon Corporation. Please note, direct responses to this message are undesirable. If you are finished updating your record and/or applying for jobs, please be sure to logoff for security purposes." Below this is a "Jobs: Available Jobs" section with a search form. The search form includes "City Location" (Madison, WI, US), "Date Posted" (dropdown menu), and "Go" and "Clear" buttons. Below the search form is a table with columns: "Select Name", "Job Title", "Organization Name", "Professional Area", "Brief Description", "Location", "Distance From Location", "Date Posted", "Employment Status", and "Apply Now". The table currently shows "No search conducted". At the bottom, there is a footer with "Copyright (c) 2008, Oracle. All rights reserved." and "About This Page".

If you would like to apply for another job, follow all of the instructions beginning with Madison for the City Location and Date Posted.

If you are done applying for jobs, click [Logout](#) at the top right corner of the screen.