

Career Search

Even though you have to be registered to apply, you don't have to register to look for jobs.

Browse by Category

Just click on "Career Search." You're in the Job Finder system. You can click on any category to view all the open jobs in that area.

Browse by Keyword

If searching by category is too large, you may click on any "Areas of Expertise" in order to narrow your search. You can also type in any "keywords" after you get into the category you wish to search.

Browse by Location

You can further pinpoint the areas you want to work in by selecting a geographic location. Just click on the city or state you prefer to be in.

Update Your Profile

If you want to add more information to your profile, or if your employment needs have changed, you may access your file, and add, subtract or change whatever you need to. You can even change your e-mail address.

Tips & Hints

No Resume... No Problem

U S WEST's resume builder helps you create the document that gets you noticed. Simply register yourself with our web site and select "Resume Wizard"

No Computer... No Problem

Visit your local library, U S WEST Employment Center, coffee house, or a friend's house.

No Email... No Problem

Get FREE email from U S WEST. Just visit :

<http://www.uswestmail.net/>

Start your search today!

<http://www.uswest.com/jobs>

It's as easy as a click of the mouse. Who needs to lick stamps anyway?

- Register and see the jobs you are applying for immediately.

- E-mails can be sent to you when new jobs open.

- It's always best to apply on line because the information you provide is sent directly to the hiring manager.



U S WEST is an equal opportunity employer. Any offer of employment is contingent upon the results of a pre-employment drug test and background check.



Your Guide to finding the perfect career at U S WEST

Starting Your Online Career Search @ U S WEST

Telephone Tech
Customer Sales Rep
Operator Services



IT, Finance, Sales,
Emerging Technologies
Wireless



Internships,
MBA, INROADS,
College Hires



www.uswest.com/jobs



Start the Process

Career Finder / Sign In

There's an easy way to look for jobs. You don't have to search through all the jobs listed. Just register with job finder, and tell us about yourself.

• Sign In

Once you enter our jobs site, click on "Career Finder" and sign in. You can tell us about yourself. You can list your interests by areas of expertise, education, city or state, amount of travel, or by level of job. Once you've chosen criteria, continue to resume options, and complete your registration process.

• View Matched Jobs

When you register your information, every time you sign in, Career Finder will display all the jobs – new and already posted – that match your criteria. You can also choose to receive an e-mail notification when jobs become available that match your criteria.

• Answer Questions

Once you find a job you want to apply for, click on the title, scroll down, click on "continue to questions," and you'll see a list of questions to answer. This information will be reviewed along with your resume. Click on "continue"....

• Submit

...and you've applied. Try to make sure you've said what you want to say, because once you apply, you can't go back and modify any information for that particular submission.

Want FREE Email?

<http://www.uswestmail.net/>

- Goto the web address and select - "Sign Me Up"

- Follow the simple instructions so that you can start receiving email on the latest careers that U S WEST has to offer.

Customize Career Finder to work for you

By selecting Update Profile, you can take advantage of the many power features that Career Finder has to offer.

- Career Finder can automatically send you e-mail when a job matches your interests. Using a word recognition program, every keyword you type in, geographic location or job type is matched against jobs that are opening up.



- Once you receive an e-mail, just click on the link and Career Finder will take you to the job description page where you start the application process. If for some reason you don't qualify for a position, based on your criteria and the questions you've answered, Career Finder will email you.

- And if you don't want to be notified, it's easy to remove your name from Job Finders list. Log in, click on "review and revise Job Finder Criteria", scroll down the page, and where it says "Notification", simply uncheck the box, and you'll no longer receive e-mails.

The Staffing Process

Submit your resume online

After you have successfully profiled yourself, you are able to begin submitting your resume for new careers.

Resume Screening

If the position requirements match, your information is sent off to the hiring manager for further review. They are in the best position to know who to call for an interview.

Interview

If selected, a testing coordinator and/or hiring manager will set up a schedule for you to be tested and interviewed.

Offer –

You did it! You've completed all the steps through the hiring process. Welcome to the U S WEST family!

Drug Testing –

Any offer of employment is contingent upon the results of a pre-employment drug test and background check. Everyone who accepts an offer must complete this step.

New Career

So here you are, about to start your new journey. As part of the U S WEST Team, you're part of the fastest growing, most exciting industries in the world today – voice, data, wireless, DSL Internet access, video, directories and information services and more than 25 million customers.

What about College Hiring and Internships?

Throughout our 14 state region there are a number of different entry level, full time, and internship opportunities. If you check out our web site, you'll find the information you need to make some of the most important choices you'll ever make – because it's not just about another job, it's about your life.

- You'll see how to submit your resume to U S WEST for full time and internship positions.
- Use the quick and easy questionnaire and Resume Builder.
- Find out when U S WEST will be in your neighborhood.
- Best of all, take a road trip to find out more about the U S WEST territory, and where you might be living!



<http://www.uswest.com/jobs/bheard>

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