

## Innovation

U S WEST has made it easier for you to find your ideal job.

Take advantage of our new Online Job Center by linking to our Professional Event Calendar, Career Resources, and Work Life & Benefits. You'll soon be on your way to a **new job**.

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 wait for email notifications that tell you about new job opportunities which match your skill set.

## What you will find inside...

- First Time Users
- Job Match Email Notification
- Searching Jobs
- Job Center Tips & Hints
- College Opportunities

Open for more details

## To Register or Not to Register

U S WEST recognizes that you may not want to register in our candidate resume database. You may still search for open positions, however, in order to be considered for a position, you will need to register and submit your resume.

You can protect certain personal information and prevent the 'Visibility' of your profile from being accessed by U S WEST by unselecting 'Notification' in your personal profile (located in Job Finder criteria).

## 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 become available.

- 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.

**USWEST**  
life's better here®



Your Guide to finding the perfect job @ U S WEST

# Starting Your Online Job Search @ U S WEST

Telephone Tech  
Customer Sales Rep  
Operator Services



IT, Finance, Sales,  
Emerging Technologies  
Wireless



Internships,  
MBA, INROADS,  
College Hires



**USWEST**  
life's better here®

[www.uswest.com/jobs](http://www.uswest.com/jobs)

## Welcome to our Online Job Center

U S WEST abounds with new job opportunities across all divisions. Our innovative products and services in the areas of wireless, data, Internet and local telephone service, are paving our future to be one of the best telecommunications companies in the world.

Inside you'll find some **great tips** on how to best use the job opportunities section of the U S WEST website.

U S WEST offers competitive benefits which are rated in the top 3% of Fortune 1000 companies.



U S WEST is nationally recognized as one of the top employers for minorities



U S WEST has received the Ron Brown Award for corporate leadership.



# Optimizing Job Finder for You

## First Time Users

U S WEST's exciting new Job Finder system is simple and easy to use. For first time users, we recommend you register with the site.

- To register, click on 'Update Profile.' After entering your e-mail address, follow the easy steps to add your preferences and interests such as your job expertise, education level, desired work location and relevant key words that your skills.

**FREE Email**  
If you need an e-mail address, obtain one free by clicking on [uswestmail.net](http://www.uswestmail.net) on the U S WEST job opportunities website. <http://www.uswestmail.net/>

- We encourage you to add a resume which will allow you to easily apply for positions on the website. This is easily completed in one of two ways:
  - Click on 'Enter Free Form Text' and cut and paste your resume
  - Or click on our 'Resume Builder'



**Now you are ready to search for jobs.**

## Searching Jobs

**Browse by Category:** This option under Job Search allows you to view all open positions within a specific category such as Engineering or Finance.

**Browse by Keyword:** The most tailored way to search for jobs that require very narrow skills such as C++ or cost accounting, this option allows you to view all job descriptions which contain the keywords you have indicated. For best results, separate each of your key words by a comma and click 'Search Jobs.'

**Browse by Location:** If you're only interested in viewing positions in certain locations, select one and then click 'Search Jobs.' Multiple locations may be selected by holding down the control key and then clicking your selections.

### Other Helpful Searching Hints:

- Browsing by keyword is the best way to customize your search. The fewer criteria that you add, the more jobs your search will return.
- Selecting multiple items in any one category will return jobs that match all of your criteria. If you select Accounting and Advertising, positions must have both Accounting and Advertising to be returned.
- When you login to Job Finder, the search criteria you registered with will be used to show jobs which match your criteria. If you want to conduct a new search using different criteria, click on the box labeled 'Ignore Your Search Criteria.'

## Job Match E-mail Notification

A unique feature of U S WEST's site allows you, as a registered user, to receive and manage job match e-mail notifications sent to you by our job search agent.

- Job Finder automatically sends you an e-mail when a job is posted to our website that matches your search criteria. Using a word recognition program, every keyword you type in, geographic location or job type is matched against jobs that are open. If you're not getting e-mails about positions that interest you, try updating your profile with new criteria or new key words. This makes your life easier so that you don't have to check back to our website every week to see if new positions have been posted.
- Once you receive a job match e-mail, just click on the link provided and Job Finder will take you to the job description page where you start the application process. Job Finder will e-mail you with information about continuing the application process for that specific position. In most cases, if you've accurately answered the qualifying questions, your resume will be forwarded to a hiring manager for further review.
- If you don't want to be notified by e-mail of new positions that match your criteria, it's easy to remove your name from Job Finder's 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 Job Finder's job match e-mail notification service allows you to apply only for those positions in which you have an interest. You will need to apply for each position in which you are interested. Each time you apply, you will be asked questions related to the job.

## 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 website 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/>

## College Opportunities

Are you a college student looking for an internship or full time position? If so visit our "College Opportunities" web site.



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

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

