





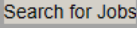





External Candidate Experience

Icon Legend

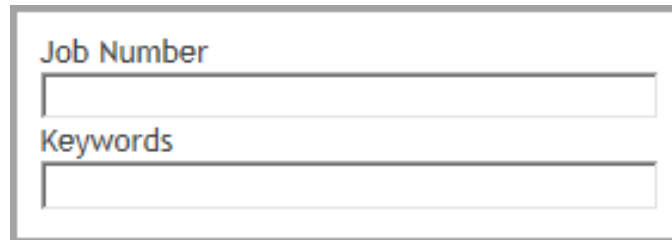
Job Search Tab		Clear Search Criteria		RSS Feed	
My Jobpage Tab		Shopping Cart		Information	
Search...		Draft Submission			
Completed Submission		Share Job...			

Search for a Job

The first step in applying for a job on the Cristal Career Section is to search for a job that matches your skill set.

Starting the Job Search Process

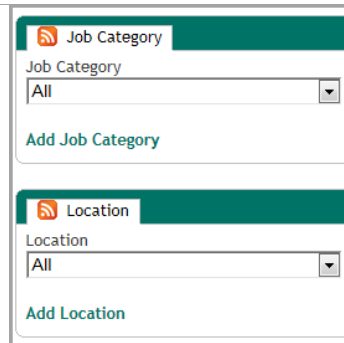
Option 1: From the Cristal Career Section **Front Page**, enter either the **Job Number** (if you have it) or a **Keyword**. By entering a keyword, you narrow the list of available jobs to.



Job Number

Keywords

Option 2: From the Cristal Career Section **Front Page** select one of the options from either the **Job Category** or **Location** drop down menus. (See figure 2 for an example of the Job Categories.)



Job Category

Job Category

All

Add Job Category

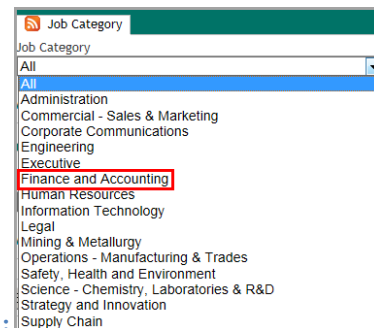
Location

Location

All

Add Location

Figure 1:



Job Category

Job Category

All

All

Administration

Commercial - Sales & Marketing

Corporate Communications

Engineering

Executive

Finance and Accounting

Human Resources

Information Technology

Legal

Mining & Metallurgy

Operations - Manufacturing & Trades

Safety, Health and Environment

Science - Chemistry, Laboratories & R&D

Strategy and Innovation

Supply Chain

Figure 2:

Job Search Results

Upon narrowing the list of jobs to ones that contain your **Keywords**, **Job Number**, or are from the **Job Category** or **Location** that you selected, you can examine each job more carefully.

- A. **Sort by** – allows you to determine what order you will view the returned job openings
- B. **Job Opening** – by clicking the title of the job (hyperlink) you can view the job qualifications and description as well as any other items related to the opening
- C. **Apply** – clicking this link will take you directly to the Application Flow
- D. **Add to My Job Cart** – clicking here will allow you to add this job to your **Shopping Cart**



Search Results (1 job found)

Results per page: 10 **A**

Sort by: Job Title (Descending Order)

Accountant **B**

Requisition ID: 00149
Location: United States-Maryland-Baltimore
Closing Date: Ongoing

Apply | **Add to My Job Cart** | **SHARE** [Facebook] [Twitter] [Email] ...

C **D**

Jobs - Page 1 out of 1 Previous | 1 | Next

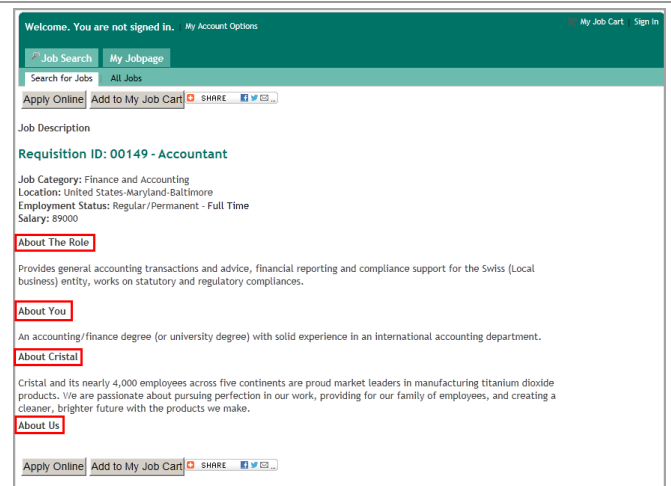
There are four main sections to a Cristal Job Description:

About The Role: This area describes the job in detail giving both a description and bulleted responsibilities

About You: This area lists qualifications that a successful candidate applicant will have

About Cristal: Here the applicant can review information about Cristal overall

About Us: Finally, this area will describe the organization that the applicant would be working in



Welcome. You are not signed in. My Account Options My Job Cart Sign In

Job Search My Jobpage

Search for Jobs All Jobs

Apply Online Add to My Job Cart SHARE [Facebook] [Twitter] [Email] ...

Job Description

Requisition ID: 00149 - Accountant

Job Category: Finance and Accounting
Location: United States-Maryland-Baltimore
Employment Status: Regular/Permanent - Full Time
Salary: 89000

About The Role

Provides general accounting transactions and advice, financial reporting and compliance support for the Swiss (Local business) entity, works on statutory and regulatory compliances.

About You

An accounting/finance degree (or university degree) with solid experience in an international accounting department.

About Cristal

Cristal and its nearly 4,000 employees across five continents are proud market leaders in manufacturing titanium dioxide products. We are passionate about pursuing perfection in our work, providing for our family of employees, and creating a cleaner, brighter future with the products we make.

About Us

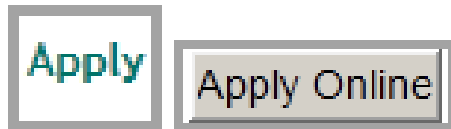
Apply Online Add to My Job Cart SHARE [Facebook] [Twitter] [Email] ...

External Candidate Experience

Job Application Options

Applying to a Job

By clicking either the **Apply Online** button or the **Apply** hyperlink, you will begin the process of completing your Cristal job application.



Saving to My Job Cart

You can also save a job you are interested in, but not ready to apply for, to your **Job Cart**. You can also share a job with friends via social media by clicking the **Share** button.



Applying Online

Once you have found a job to apply for, complete the following steps:

Returning User

If you have applied for a position previously or created a Candidate Profile, you can log in using the credentials you created when you visited the site last.

Enter your **User Name** and **Password** and click **Login**.

A screenshot of a login form. It features two input fields: the top one is labeled '*User Name' and the bottom one is labeled '*Password'. Below the fields are two blue hyperlinks: 'Forgot your user name?' and 'Forgot your password?'. At the bottom of the form are two buttons: 'Login' and 'New User'. Red boxes highlight the input fields and the 'Login' button.

New User

If you have never applied for a job or created a Candidate Profile on the Cristal Career Section, you will need to create a **User Account**.

Click **New User** at the log in screen.

A screenshot of a login form. It features two input fields: the top one is labeled '*User Name' and the bottom one is labeled '*Password'. Below the fields are two blue hyperlinks: 'Forgot your user name?' and 'Forgot your password?'. At the bottom of the form are two buttons: 'Login' and 'New User'. A red box highlights the 'New User' button.

External Candidate Experience

Privacy Agreement

When you log in for the first time, you will be required to agree to Cristal's **Privacy Agreement**. Click **I Accept** to continue.

Privacy Agreement

Cristal

Cristal has created a database dedicated to collect information from individuals that wish to be considered for potential employment. The personal information that we hold about you may be transferred to, and stored within our secure databases; where third parties may have access to personal information about you. Any third party accessing information held on Cristal systems is required to follow our regulations; and Cristal will take all reasonable steps to ensure compliance with appropriate security standards with regard to your information.

By providing any personal data to us, you are confirming you understand fully and consent to the collection and processing of such information; including, as necessary, the transfer of such personal information to other countries or territories around the world in which we operate. We will hold and process any personal information which you provide via the database for our own internal business/recruitment purposes only.

You acknowledge that all information submitted to the database is true and correct to the best of your knowledge. You also acknowledge and agree that you will receive sensitive correspondence about the results of your application via the e-mail address you have provide.

Cristal's complete privacy statement can be found on our corporate website at <http://www.cristal.com>.

New User Registration

In order to create your User Account complete the following fields:

- **User Name** – create a user name
- **Password** – create and reenter a password
- **Email Address** – enter your email address

Click Register to complete the process.

NOTE: The website will reject your user name or password if it doesn't conform to the current security policies established for those fields by Cristal.

New User Registration

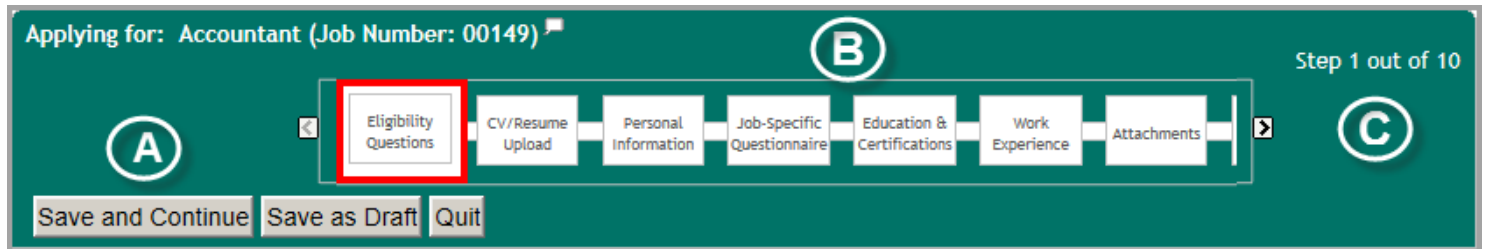
Please take a few moments to register.
You will need this information to access your account in the future.
Mandatory fields are marked with an asterisk.

*User Name	<input type="text"/>
*Password	<input type="password"/>
*Re-enter Password	<input type="password"/>
*Email Address	<input type="text"/>
<input type="button" value="Register"/> <input type="button" value="Cancel"/>	

External Candidate Experience

Job Application Details

Each job requisition contains an **Application Flow**. This application flow dictates the order in which a candidate completes the application. A candidate can go back to a page they have completed but not skip a page to work on a page they have not started yet.



Application Flow Sections:

- A. Buttons – These buttons to be used to either move forward in the application (**Save and Continue**), pause in the process of applying (**Save as Draft**) or stop the application process altogether (**Quit**).
- B. Application Flow Pages – A visual representation of the job application. Each page will become a hyperlink CV/Resume Upload after the candidate has begun to complete the information requested.
- C. Step Counter – This allows the candidate to see where they are in the application flow.

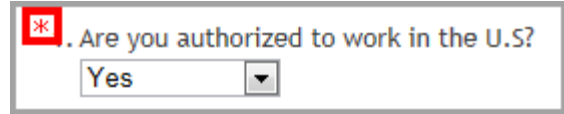
External Candidate Experience

Completing the Fields

Each section of the application will have one or more fields to complete. Some will be mandatory; they are noted by a **Red Asterisk**.

In order to continue completing the application, click the **Save and Continue** button.

If the candidate wishes, they can upload their resume using the **CV/Resume Upload** tool. This allows the **Resume Parsing** tool to extract information from the resume and complete some of the required fields. If a resume is not uploaded, the candidate will need to complete all the required fields manually.



* Are you authorized to work in the U.S?
Yes

Save and Continue

CV/Resume Upload

Upload Your CV/Resume

You can submit personal and professional information by uploading a CV/Resume. The system will automatically extract the relevant information included in the CV/Resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a CV/Resume, you will need to fill out the online submission manually.

- I do not want to upload a CV/Resume.
- I want to upload a CV/Resume.

Select the CV/Resume file to upload

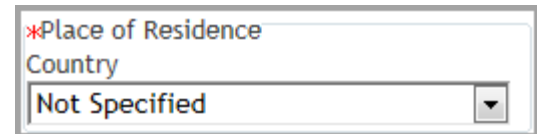
Note: Once the process is completed, please verify the fields containing values automatically extracted from the CV/Resume. You may have to manually correct or fill out some of them.

Grouped Mandatory Fields

Certain fields, once completed, will create additional fields to be completed. For example, upon selecting the appropriate Country in the **Place of Residence** (default is Not Specified)...(Figure 1)

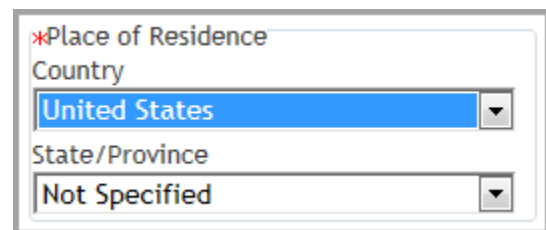
The **State/Province** field appears. Upon selecting the appropriate State/Province, the **Region** field appears...(Figure 2)

Only upon completion of all the fields is the Place of Residence section complete (Figure 3).



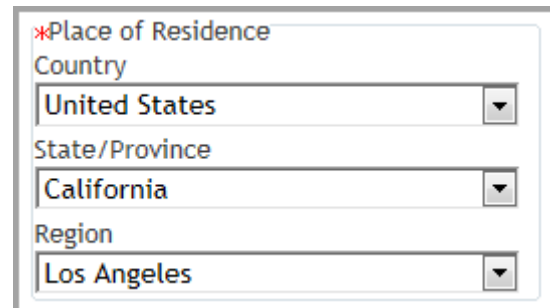
*Place of Residence
Country
Not Specified

Figure 2



*Place of Residence
Country
United States
State/Province
Not Specified

Figure 2



*Place of Residence
Country
United States
State/Province
California
Region
Los Angeles

Figure 3

External Candidate Experience

eSignature and Submitting the Application

eSignature

Just prior to submitting the candidate must sign their completed application. This is done using **eSignature**. By using eSignature, the candidate can agree to the terms of the application as detailed by Cristal. The candidate will provide their **Full Name** and **Email Address** as their "signature".

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

I hereby certify and affirm that all statements made in this application are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or other required documents shall be considered sufficient cause for denial of employment or discharge.

I further understand that an investigative report may be made as to my character and general reputation. I authorize all past employers, schools, persons and organizations having relevant information or knowledge to provide it to Cristal, or its duly authorized representative, for its use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release employers, schools, persons and organizations from all liability in responding to inquiries in connection with my application.

I agree that if I am employed by Cristal I shall be an at-will employee and my employment may be terminated at any time, for any reason by Cristal or me, and this application shall be part of my terms of employment.

I also agree that if I am employed by Cristal my employment is conditional upon my ability to provide sufficient documentation of U.S. Citizenship, or if not a U.S. Citizen, a valid visa permitting my employment in the U.S.

In signing this form, I certify that I understand all of the questions and statements in this application.

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name: *Email Address

External Candidate Experience

Submitting the Application

The final page of the application provides a **Summary** of the candidate's information. Each section may be edited as necessary by clicking on the **Edit** link in each section.

When the candidate is satisfied with the contents of the application, the final step is to click the **Submit** button.

Applying for: Accountant (Job Number: 00149) Step 9 out of 9 | Print/Email

←
Questionnaire
Education & Certifications
Work Experience
Attachments
Diversity Information
eSignature
Summary
→

Submit
Save as Draft
Quit

Summary

This summary displays the information included in your application. To modify any information, click "Edit" next to the relevant section.

Eligibility Questions Edit

Questionnaire

Are you authorized to work in the U.S?	Yes
Do you now, or will you in the future, need sponsorship from an employer in order to obtain, extend, or renew your authorization to work in the United States?	No
Have you ever been convicted of a felony?	
(Disclosure of a criminal record will not necessarily disqualify you for employment. Each conviction will be evaluated on its own merit with respect to time, circumstance and seriousness, in relation to the job for which you are applying.)	
Is there any reason you may have difficulty, with or without reasonable accommodation, performing any of the essential functions of the position you are applying for?	No

eSignature Edit

eSignature

Signed by:	Test Candidate
Email Address	testcandidate@invalidemail.com
Date:	19.07.2013

Submit
Save as Draft
Quit

External Candidate Experience

Post Application Views

Upon clicking submit, the candidate is presented with a **Thank you!** message showing that the application process is complete.

From here, the candidate can click **View All Jobs** to apply to another requisition. They can also click **View My Submissions** to view this and all other applications they have submitted to Cristal.

Thank you!

Process completed

You have successfully sent your job submission on Cristal Careers. Thank you for taking the time to apply. We will shortly be reviewing submissions against the requirements of the position and will contact you regarding the status of your application.

We appreciate your interest in Cristal.

[View My Submissions](#) | [View All Jobs](#)