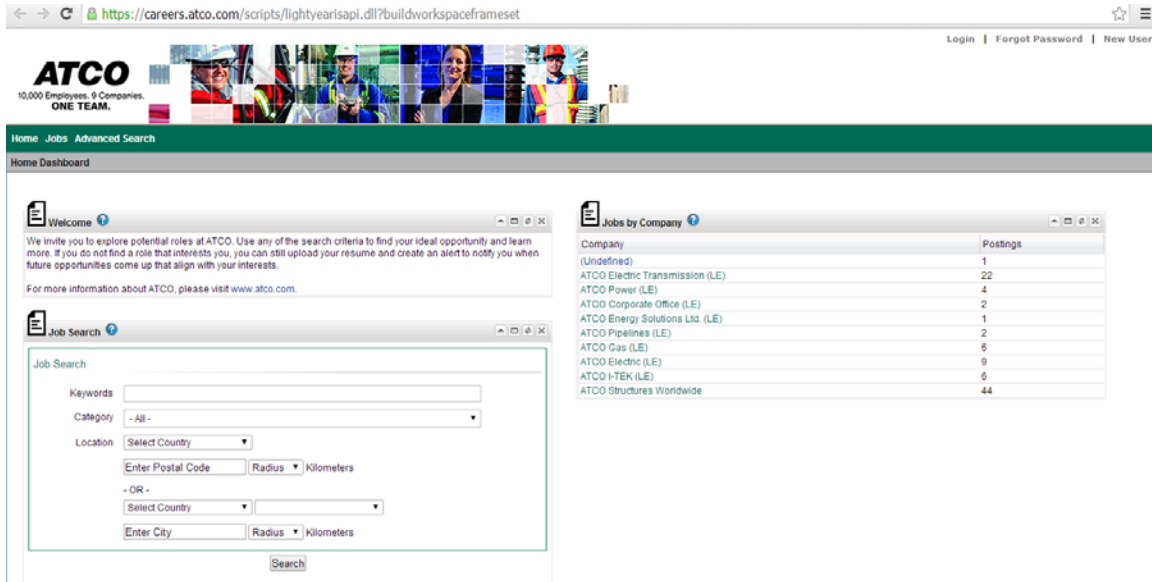


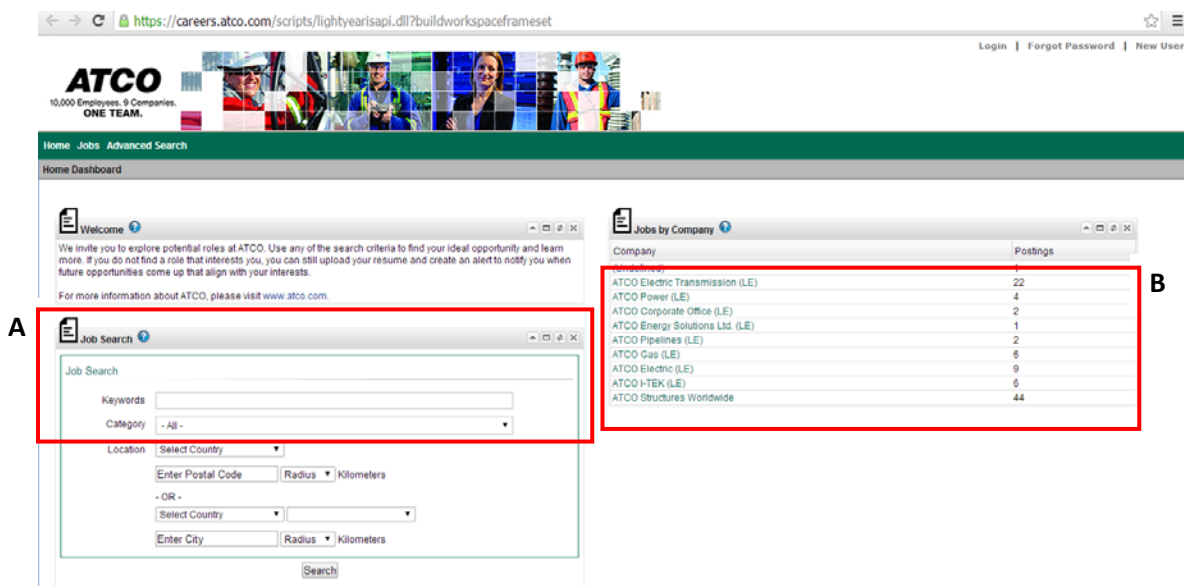
1. Click the 'Search Jobs' button (lower, left corner of the screen).



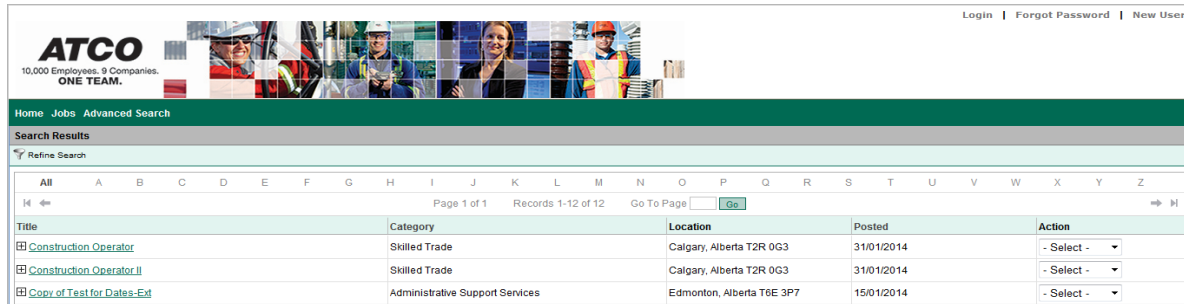
2. The ATCO home page to apply for jobs will display.



3. You can immediately begin searching for jobs in several ways: **A)** using the Keywords or Category fields (a drop down list) or **B)** by ATCO Company.



- Upon entering your search criteria, the available jobs will display.



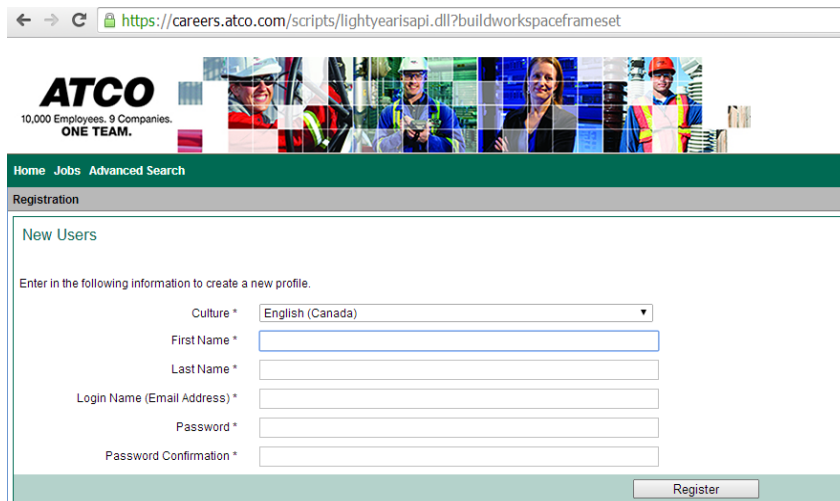
The screenshot shows the ATCO careers website search results page. At the top, there is a navigation bar with 'Home', 'Jobs', and 'Advanced Search'. Below this is a 'Search Results' section with a 'Refine Search' button. A table displays search results with columns for Title, Category, Location, Posted, and Action. The table contains three rows of job listings.

Title	Category	Location	Posted	Action
Construction Operator	Skilled Trade	Calgary, Alberta T2R 0G3	31/01/2014	- Select -
Construction Operator II	Skilled Trade	Calgary, Alberta T2R 0G3	31/01/2014	- Select -
Copy of Test for Dates-Ext	Administrative Support Services	Edmonton, Alberta T6E 3P7	15/01/2014	- Select -

- You are also encouraged to set-up your **Profile**. When applying for a job, if you are a New User, you will be asked to set-up your Profile during the application process. Or, at anytime, you can click the 'New User' link in the top, right corner.


[Login](#) | [Forgot Password](#) | [New User](#)

- Enter your First and Last Name in the fields provided, as well as your Email Address (which will function as your Login Name). Enter a password that includes at least one numeric character. Click 'Register'.

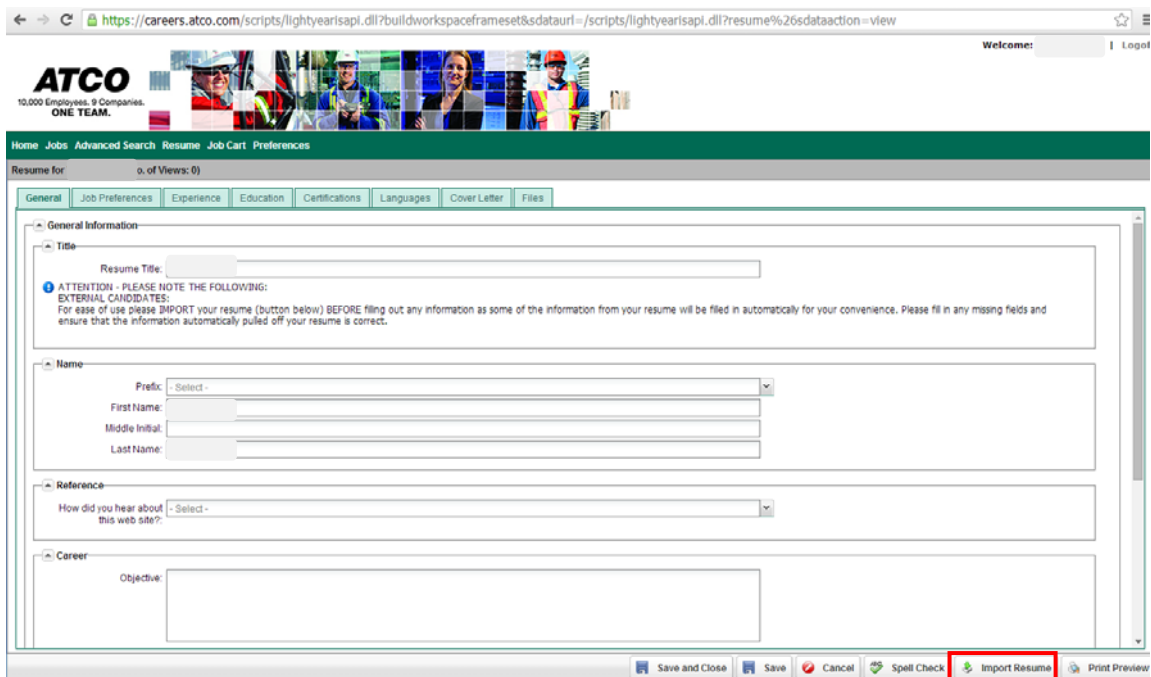


The screenshot shows the ATCO careers website registration page. At the top, there is a navigation bar with 'Home', 'Jobs', and 'Advanced Search'. Below this is a 'Registration' section with a 'New Users' sub-section. The page prompts the user to enter information to create a new profile. The form includes fields for Culture, First Name, Last Name, Login Name (Email Address), Password, and Password Confirmation, along with a 'Register' button.

7. The Profile Set-up page will display.



TIP: The most efficient next step is to **Import your Resume** *before* entering the remainder of the fields. The 'Import Resume' button is at the bottom.



8. Once your resume has been imported, review and correct (if needed) the information that has been auto-populated into the fields on each tab (General, Job Preferences, Experience, Education, Certifications and Languages). Don't forget to 'Save' your work as you go.

9. An important final step is to ensure that you attach a **Resume** under the 'Files' tab.



- As you apply for jobs, your active applications will be listed under the 'Applications' section on the Home page.

The screenshot shows the ATCO careers website dashboard. The 'Applications' section is highlighted with a red box and displays the message: "You have no active applications." Below this, there is a 'Jobs by Company' table with the following data:

Company	Postings
(Undefined)	1
ATCO Electric Transmission (LE)	22
ATCO Power (LE)	4
ATCO Corporate Office (LE)	2
ATCO Energy Solutions Ltd. (LE)	1
ATCO Pipelines (LE)	2
ATCO Gas (LE)	6
ATCO Electric (LE)	9
ATCO I-TEK (LE)	6
ATCO Structures Worldwide	44

Thank you for your interest in a career with the ATCO Group of Companies!

We look forward to reviewing your applications.