



## NOTICE OF ACCEPTING APPLICATIONS FOR EMPLOYMENT

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ArcelorMittal USA Burns Harbor, Indiana Harbor, Riverdale, and I/N Tek-I/N Kote (the Hiring Locations) will be transitioning to a continuous application process for hourly bargaining unit positions to maintain a pool of candidates for potential future job openings. The process is open to any individual that chooses to apply. Please use this letter to inform your family and friends of the steps they need to take if they are interested in future employment at any Hiring Locations. Resumes will not be accepted at the Hiring Locations. All candidates must follow the process described below.

1. Interested individuals must register with WorkOne/WorkOne Express in Indiana using the online registration system called CS3. Registration can be completed at any WorkOne/WorkOne Express Office or from any computer with Internet access. Interested individuals must log into their CS3 accounts every **60 days** in order to remain active. Attached are directions for using the CS3 system and a list of WorkOne and WorkOne Express office locations. (Note: There is no deadline for registering on CS3. The switch to a continuous process means applicants can register at any time.)
2. After completing the CS3 registration the individual must inform WorkOne/WorkOne Express in Indiana, in person or via phone, of their interest in employment with **ArcelorMittal USA** and schedule a WorkKeys Assessment. Individuals who already registered with WorkOne do not need to register again, but must contact one of the offices to indicate their interest in employment with **ArcelorMittal USA** in order to schedule the WorkKeys assessment. WorkOne will communicate the results of the WorkKeys assessment directly to the candidate.
3. Individuals must bring their high school diploma or GED and a state-issued driver's license or a state-issued I.D. card with a photograph to the scheduled WorkKeys Assessment session. Individuals should also bring their Social Security card to the WorkKeys session if they would like to register for other available WorkOne services. A passing score on the WorkKeys assessment is required in order to be referred to the next step in the employment process of ArcelorMittal USA.
4. Once referred by WorkOne to ArcelorMittal USA, candidates will be contacted to begin the pre-employment process. This involves properly completing required documents and computer-based testing at a company location. Applicants must have a state-issued driver's license or a state-issued I.D. card with a photograph at the time of testing. After documents are reviewed and tests are scored, candidates will be notified by phone or mail of their qualified or non-qualified status.
5. As job openings occur, candidates will be contacted by the local Employee Services/HR office of the Hiring Location for an interview and a background review, which includes a check of criminal convictions. Candidates selected for hire will be required to pass a physical examination, which includes a hair sample drug screen. Candidates not selected for hire will be notified by phone or mail.
6. PLEASE NOTE: Several candidates applied for employment with ArcelorMittal through WorkOne during the period from November 4, 2006 to December 15, 2006. Candidates who will not continue through the employment process for various reasons have been informed of their status and can re-apply for employment with the company after a 1-year period from the date on last correspondence from the company. All other candidates who applied during this time period are considered 'active applicants'. This group of 'active applicants' is not required to register again with WorkOne nor retake the WorkKeys assessment. No further action is required at this time. The company may contact this group for interviews at some point in the future.
7. Due to the expected high volume of applicants, phone calls or personal contact made to the Hiring Location regarding a candidate's status will not be addressed and could lead to the disqualification of the applicant from consideration.

Pursuant to existing Labor Agreements with the United Steelworkers, hiring preference is given to direct relatives of USW-represented employees. This preference is extended to direct relatives of salaried non-represented employees also. An employee who wants to refer a qualifying relative can pick up an *Employee Relative Referral Form* at the Employee Services/HR office at any Hiring Location or from the intranet via the Employee Homepage under Human Resources (Job Opportunities) and return the completed form to the Employee Services/HR office at their work location. These forms can be accepted at any time.

To qualify as an applicant, an individual **MUST**:

- Be at least 18 years of age, have a high school diploma or GED, and driver's license or state issued ID card.
- Register with a WorkOne/WorkOne Express Office and pass the WorkKeys Assessment.
- Be able to work full-time, including rotating shifts and weekends.

ArcelorMittal USA is an equal opportunity employer and fills its job requirements by selecting from the available labor force those applicants best qualified to perform the work in safety to themselves and others. If you are notified that you are being considered for a position and are in need of accommodations during the pre-employment process, please notify the Employee Services/HR department when contacted.

Date: November 19, 2007

Issued by: ArcelorMittal USA Hiring Locations



ArcelorMittal

## EMPLOYEE RELATIVE REFERRAL FORM

Applicant's Name \_\_\_\_\_  
(Print)                      Last                      First                      MI

Applicant's Signature: \_\_\_\_\_

NOTE: This is obtained during the interview process.

Hiring consideration is applied at the referring Employee's work location. Upon completion of this form, submit it to your respective work location's Employee Services/HR Office.

I certify that the above-named applicant is related to me as I have indicated below:

- Child
- Child-in-law
- Step-child
- Spouse
- Brother or Sister
- Grandchild
- Niece or Nephew

Employee's Name (Print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Employee's Clock # \_\_\_\_\_

Date Submitted: \_\_\_\_\_

\_\_\_\_ USW Represented

\_\_\_\_ Not USW Represented

Employee's Work Location:

- Burns Harbor                       Indiana Harbor                       Riverdale
- Hennepin                               I/N Tek I/N Kote

**Indiana Department of Workforce Development Office Information for ArcelorMittal USA Applications**

**WorkOne Centers Region 1: *Serving: Porter, Lake, LaPorte, Newton, Jasper, Starke, and Pulaski Counties***

Gary WorkOne  
PO Box 1840  
1776 W 37th Ave  
Gary, IN 46409  
Phone: 219-981-1520  
Fax: (219) 884-5148  
Tues, Thurs, Fri 8:00A - 5:00P  
Mon, Wed 8:00A - 7:00P

Hammond WorkOne  
Columbia Plaza Center  
6431 Columbia Ave  
Hammond, IN 46320  
Phone: 219-933-8332  
Fax: (219) 853-1397  
Mon, Wed, Fri 8:00A - 5:00P  
Tues, Thurs 8:00A - 7:00P

WorkOne LaPorte  
Sagamore Center  
300 Legacy Plaza W  
LaPorte, IN 46350  
Phone: 219-362-2175  
Fax: (219) 362-1198  
Mon - Fri 8:00A - 4:30P

Knox Express  
53 W Lake St  
Knox, IN 46534  
Phone: 574-772-6882  
Fax: 574-772-6899  
Mon - Thur 8:00A - 4:30P  
Friday 8:00A - 12:00 Noon

Michigan City Express  
344 Dunes Plaza  
Michigan City, IN 46360  
Phone: 219-872-5575  
Fax: 219-873-3226  
Mon - Thur 8:00A - 4:30P  
Fri 8:00 AM - 12:00 Noon

Morocco Express  
Suite 400  
4117 S 240 W  
Morocco, IN 47963  
Phone: 219-285-6805  
Fax: 219-285-2213  
Mon - Thur 8:00A - 4:30P  
Fri 8:00A - 12:00 Noon

WorkOne Express of  
Portage  
AmeriPlex Commercial  
Park  
Suite A  
1575 Adler Cir  
Portage, IN 46368  
Phone: 219-762-6592  
Fax: 219-762-1052  
Mon - Fri 8:00A - 4:30P

Rensselaer Express  
Suite 8  
116 N Van Rensselaer St  
Rensselaer, IN 47978  
Phone: 219-866-4330  
Fax: 219-866-2746  
Mon - Thur 8:00A - 4:30P  
Fri 8:00A - 12:00 Noon

Valparaiso Express  
Suite 105  
502 Wall St  
Valparaiso, IN 46383  
Phone: 219-464-4861  
Fax: 219-462-3945  
Mon, Wed, Thurs 8:00A - 4:30P  
Tues 8:00A to 7:00P

Winamac Express  
Suite A  
102 N Monticello  
Winamac, IN 46996  
Phone: 574-946-6300  
Fax: 574-946-2638  
Mon - Thur 8:00A - 4:30P  
Fri 8:00A -12:00 Noon

Crown Point Center  
Express  
1166 N Main St  
Crown Point, IN 46307  
Phone: 219-661-8985  
Fax: 219-661-8916  
Mon, Tues, Thurs, Fri  
8:00A - 5:00P  
Wed 8:00A - 7:00P

East Chicago Center Express  
4818 Indianapolis Blvd  
East Chicago, IN 46312  
Phone: 219-398-2601  
Fax: 219-392-8637  
Tues, Wed, Thurs, Fri 8:00A -  
5:00P  
Mon 8:00A - 7:00P

**WorkOne Center Region 2: *Serving: St. Joseph, Fulton, Elkhart, Marshall, and Kosciusko Counties***

WorkOne St Joseph County  
Monroe Industrial Park  
851 S Marietta Street  
South Bend, IN 46618  
Phone: 574-237-9675  
FAX: 574-239-2672  
Mon - Fri 8:00A - 4:30P\*  
\*Eastern Time Zone

All locations administer WorkKeys Assessment. Days and times vary.

## PROCEDURE FOR REGISTRATION WITH CS3 (Customer Self Service System for the State of Indiana)

- 1) Type in [cs3.dwd.state.in.us](http://cs3.dwd.state.in.us) in the address window of your browser
- 2) Click GO or hit the enter key
- 3) Login/Register -  
If first time user Click "Register now" on right hand side of screen.  
Read information page and click "NEXT" at bottom of screen.  
Read conditions/agreement page, click "I Understand"
- 4) Enter SSN, hit tab to next line, re-enter SSN once again.  
Create User ID (6-30 characters)  
Create password, re-enter password, Click NEXT at bottom of screen.  
Security Question - Choose one from drop down menu. Click Tab  
Enter answer to your Security Question, Click NEXT.
- 5) Enter name, address, city, and zip code. The system will automatically enter your county when you enter your zip code. Click NEXT.
- 6) Enter demographic information. Click NEXT.
- 7) Under EMPLOYMENT SERVICES Click "Look for a job in Indiana" then Click NEXT.
- 8) Enter education information such as high school, college, etc. Click NEXT.
- 9) Enter any vocational and other training information. Click NEXT.
- 10) Enter any Licenses/Certifications/Registration. Click NEXT.
- 11) Work History. Enter previous employers here. For current employer, leave End Date blank. Click NEXT.
- 12) Enter family income information. (This is collected for statistical purposes as well as identifying you for potential additional programs)
- 13) Answer all questions. Click NEXT.
- 14) Availability - Fill in all blanks with the preferences you choose. Click NEXT.
- 15) The system defaults to "willing to work anywhere in State of Indiana", you will be prompted to "de-select" this if you want to define areas acceptable for work. Click on map, if you choose Lake County you will also need to choose where in Lake County you prefer to work. Check all that apply and Click NEXT.
- 16) Click NEXT to review your availability information. Make any changes if needed. Click NEXT.
- 17) Occupation Areas - Choose type of work you are seeking. You will only be permitted to select one at a time, but you need to select more than one. You will need to continue on through the Summary page until you have an option at the bottom for: I would like to add a new Job Title. This is where you will select additional Occupation areas. For production work, select Factory Work, Major Employers. Click NEXT.
- 18) Occupation Job Titles. Again, choose areas that you are interested in working. Use "forward" button for additional selections. You may select more than one at the same time. Click NEXT.
- 19) Occupation Skills. Select all job skills that you have experience in. Again, you may select more than one at the same time. Click NEXT.
- 20) Summary page - Next to each Occupation area you will need to enter the number of MONTHS experience you have. If you do not have any experience in the Occupation area, enter 0 months for amount of experience. If you are certified in any of these areas, be sure to check the certification box. Click NEXT.
- 20) Continue to add occupations and skills as needed. Click NEXT.
- 21) When you are finished, you will default back to the main menu. You will then be able to print out your "Applicant data sheet".