

QUICK REFERENCE GUIDE FOR CANDIDATES

L-3 Communications Career Section Recruiting Tool

Q: What browsers are supported by Taleo's recruiting solution?

A: Taleo's recruiting solution supports most of the latest browsers and operating systems (OS) but compatibility with your system is dependent on which version of the application is used by the hiring company. For these reasons, some of the latest browser versions or OS versions might not be supported by the career site of a hiring company where you are applying. To minimize browser related issues, a workstation equipped with Microsoft Windows XP and Internet Explorer 7 or 8 should be compatible with most career sites.

Q: How do I use Taleo's recruiting solution?

A: Because we use Taleo to store the information you enter at each step, you must be sure to use the "Continue" or other buttons within the page and **NOT** the browser BACK and FORWARD buttons. These browser buttons interrupt the application process and may cause you to lose valuable data you have entered. If you have been using the BACK and FORWARD browser buttons while applying, please close your browser, restart the application, and be sure to use **ONLY** the CONTINUE buttons within the actual web pages. Taleo's recruiting solution may require new browser windows to open. **We recommend you turn off any pop-up blocker when using the application.**

Q: What might prevent me from seeing the information correctly on the career site?

A: If your browser does not read the Career Section properly, you may need to empty your Temporary Internet Files (cache) or Cookies. You can also make sure that you have the required software and that you can navigate correctly through the application.

Please delete your temporary Internet files (cache) and delete cookies. If this does not work please reset your browser - here are the steps to do so. **IMPORTANT:** make sure **NOT** to install the Google Toolbar, **UNCHECK** the box

In Internet Explorer -

Click on: Tools - Internet Options - Advanced Tab - Click on "Reset" at the bottom of the tab. This will reset the browser to factory settings.

Then download the following plug ins:

1 - Java: <http://www.java.com/en/>

2 - Flash: <http://get.adobe.com/flashplayer/>

Q: What should I do if I receive a system error message?

A: We apologize for the inconvenience. Many issues will be resolved by simply exiting the application and opening a new session and ensuring your browser and OS are compatible.

Q: What should I do if I do not remember my username?

A: When you have forgotten your username, you will need to use the "Forgot your username" function to recover your username. Simply click on the "Forgot your username" link and enter the required information to recover your username.

Q: What should I do if I do not remember my password?

A: When you have forgotten your password, you will need to use the "Forgot your password" function to change your password. Simply click on the "Forgot your password" link. After entering your username and your email address, you will receive a Change Password email. Open this email and follow the instructions. If you are having problems with the link, please open the attachment sent with the email and try again. This email will only be good once to access the application process or change your password. Once you reach the change password screen, enter the requested information and select your new password keeping the following in mind:

- * The password must contain at least six and no more than 32 characters.
- * The password must NOT contain any special characters (e.g. ", ' , ^, Ñ¼, Ñ©, space, etc.).
- * The password must be different from your username.
- * When prompted for the old password, please input the password provided in the e-mail.

Q: I did not get the email to change my password. What can I do?

A: Please verify the following details:

1. Your email software does not have a filter that prevents you from getting emails from people outside of a certain list of contacts.
2. You don't have a filter that classifies the emails that you receive.
3. Your email service does not block emails with HTML attachments.
4. You have provided your email address when logging into the Career Section.
5. You have entered your email address in the Personal Information page of your application.

Q: I am receiving a message that I already have an account, although it isn't accepting my email address. What can I do?

A: If you are certain you do not already have an account the message is probably indicating the "USER ID" you are choosing already exists in the database for another applicant. When creating a User ID, please make sure it is unique. A good example would be your entire email address as no one else will have it and it is easy to remember.

If you can't remember if you already have an account, follow the instructions to recover user ID or password. If still no success, click the link to "report a problem."

Q: My account is locked. What can I do?

A: Your account can be locked after several unsuccessful attempts are made to login with your username and the wrong password. If your account has been locked please send an e-mail to the "Report a Problem" link on the career site.

Q: What are the guidelines for uploading a resume?

A: Your resume must be in Word or pdf format and smaller than 300KB. If you used another application to create your resume, please use the Copy & Paste option or type in your information from scratch. All images must be removed before uploading. Resumes that contain viruses will not be accepted.

Q: What might be the cause of an error when attaching my resume in the parsing tool?

A: This issue may be caused by one of the following:

- * Your resume contains JavaScript.
- * Your resume is in an unsupported format.

Q: What might be the cause an error when attaching a file?

A: This issue may be caused by one of the following:

- * The file you are uploading contains JavaScript.
- * The file you are uploading has a size that is bigger than the maximum size limit. The maximum size limit is under 300KB.

Q: How do I update an attached file?

A: You can attach a file with the exact same name as the file you previously attached. The system will overwrite the old file.

Q: How can I view jobs by occupation, location or L-3 division?

A: Use our Basic Job Search feature to show all the job listings related to an occupation (Job Field tab) or geographic area (Location tab), or L-3 division (Organization tab), or any combination of these items.

Q: How do I look for a job with a specific job number or specific title?

A: If you want to look for a job with a specific job number simply type the job number in the appropriate search box on the career section.

If you want to search for a specific job title simply put "title:" in front of the job title in the Keywords area. While doing a keyword search will often return many results that are similar in nature, doing so can also mean that the search engine will look for it in the description as well. For example, if you type "Employer Service Manager: in the search box, the system will pull listings that have "employer", "service" or "manager" somewhere in the job description.