

Welcome to Careers at Gore!

Challenge, opportunity, and a unique corporate culture are among the reasons to consider a career at W. L. Gore & Associates, Inc. An enterprise driven by innovation, Gore offers opportunities at its locations around the world in North America, Europe, and the Asia Pacific region.

You can use our Careers site to explore current job openings and apply for them online. This guide provides some basic information for using the site that will help you move through the process more easily. In addition to using this guide, be sure to refer to the Frequently Asked Questions (FAQs), which provides answers to the most commonly asked questions.

NOTE: This software was designed for use with Windows XP and Internet Explorer 6.0 or 7.0. Other operating systems or browsers may not be compatible.

The two main tabs that appear after you click the **Apply for an opportunity at Gore** link are **Job Search** and **My Jobpage**.

- ✓ The **Job Search** tab enables you to search for jobs that meet the criteria you specify or to search all available jobs.
 - Perform an advanced job search to narrow the results based on job function, location, schedule, or type. If you know the job number or want to search by keywords, enter the information in the appropriate field and click the **Search for Jobs** button.
 - You can view summary information (click the bubble icon beside the job title) or detailed information (click the job title) for each job listing.
 - Icons next to a job indicate that the job is in your job cart, that you started a job submission form (draft) for that job, or that you have already submitted an application for that particular job (completed). See the icon legend located on the right side of the page.
- ✓ The **My Jobpage** tab contains saved searches, jobs you have saved to your job cart, jobs to which you have applied, and, if you are a Gore Associate, jobs to which you have referred someone.

Search for a Job

You can search for jobs to see what is available without signing in or creating a profile. When you find a job to which you would like to apply, you must sign in.

1. Select a Job Function. If you want to search for more than one function, click the **Add Job Function** button. Add or remove as many job functions as you would like to include in your search.
2. Select a Location. Continue to narrow your search by selecting countries and cities. Add or remove as many locations as you would like to include in your search.
3. Select your desired Schedule and Job Type.
4. Click the **Search for Jobs** button to view the results.
5. Click the **Clear** button to remove the search filters.

Save Search

To save the current search in the **My Jobpage** tab, click the **Save This Search** link at the top right of the page. Enter a name for your search and click the **Save** button. Sign in if requested.

To view your saved searches, either click the **Access My Saved Searches** link that appears when saving the search or click the **My Jobpage** tab and select **My Saved Searches**. You can save up to five searches.

Add to Cart

When you find a job that interests you but you would like to apply later, click the **Add to My Job Cart** link. Sign in if requested.

To view items in your cart, either click the **My Job Cart** link at the top right of the page or click the **My Jobpage** tab and select **My Job Cart**. You can apply for the job from here or remove the job from your cart.

Tell a Friend

If you see a job that you think would interest someone you know, click on the job title and click the **Send this job to a friend** link on the right side of the page. Complete the e-mail form and click the **Send** button.

Sign In

To sign in, you must accept our privacy agreement and create a user name and password for your personal account. Signing in allows you to use all the features of the site.

1. Click the **Sign In** link at the top right of the page. Read the privacy agreement, select **I Accept**, and click the **Continue** button.
2. If you are a new user, click the **New User** button.
- ✓ Complete the New User Registration information.

NOTE: Your password must contain at least six characters with at least one number. Special characters on your keyboard (!, @, /, <, {, ?, etc.) are allowed. However, your password cannot contain your username or more than two consecutive, repeated characters (aaa, ???, etc.).

- ✓ Complete the Security Question information. Your question does not need to include a question mark.
3. If you have created login information before, enter your User Name and Password and click the **Login** button.

Apply for a Job (without first creating a profile)

You do not need to create a profile before you apply for a job. However, if you do not see a job for which you would like to apply at this time, you can create a profile that includes your resume (see **Create a General Profile (and apply for a job later)**).

The following instructions describe how to apply for the first time without creating a profile beforehand. Your profile will be created automatically from the information you enter on the job submission form.

1. When you find a job that interests you, click the **Apply** link. Sign in if requested.
2. Complete the sections of the job submission form. You can review and revise previously completed sections.

Note the three buttons at the top and bottom of the page:

Save as Draft	Click this if you want to complete the application later. The next time you sign in, locate the job and click the Finish Draft Submission link. You will be taken to the page where you left off.
Quit	Click this if you do not want to continue applying for the job.
Save and Continue	Click this if you want to continue the process.

✓ **Resume Upload**

- Upload your resume to populate some fields of the **Personal Information** and **Resume Highlights** pages of the submission form. Select **I want to upload a resume** and click the **Browse** button to locate the file on your computer.
- Click the **Save and Continue** button to go to the next page of the job submission form.

✓ **Personal Information**

- Information extracted from your resume will complete some of the fields; be sure to complete the others on the page. Verify all entries populated by your resume.
- When you select your State/Province in the Place of Residence section, a Region drop-down list appears; select the city nearest to your home.
- You must enter a phone number in the field that you indicated as your Preferred Method of Contact.
- If you are a Gore Associate applying through gore.com, make sure to indicate so on this page of the form. However, we encourage Gore Associates to apply through our Intranet.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ **Resume Highlights**

- Information extracted from your resume will complete some of the fields; be sure to complete the others on the page. Verify all entries populated by your resume.

- If you are currently employed, click the **Current Job** button for the appropriate entry. Do not select an end month and year.
- Click the **Add [Work Experience]**, **[Education]**, or **[Certification]** links to create another entry and the **Remove [Work Experience]**, **[Education]**, or **[Certification]** links to remove an entry. Use the **Move Down/Move Up** links to organize the entries in the desired order.

NOTE: The system contains thousands of employers, institutions, and certifications. You can either begin typing the information in the appropriate box and select the proper entity from the list generated by the system (use down arrow) or click the **Select** link.

If you click the **Select** link, select **Refine by Keyword** from the drop-down list, enter the item name in the next field, and click the **Refresh** button. *Do not press the Enter key on your keyboard.* Select the option next to the appropriate item and click the **Select** button.

- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ Questionnaire

- Select the appropriate answers to the questions.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ Attachments

- The resume you uploaded at the beginning of the process is already attached at the bottom of the page.
- You can upload files in addition to your resume, such as a cover letter, letters of recommendation, and certificates. (You can attach a maximum of three files, including your resume.) To attach a file, click the **Browse** button, locate the file on your computer, and click the **Attach** button. Once the file is attached, the information will be updated at the bottom of the screen.
- Click the **Save and Continue** button to go to the next page of the job submission form.

✓ Diversity

- Select the appropriate answers to the questions or select **I do not wish to provide this information**. You must make a selection for each question.
- Click the **Save and Continue** button to go to the **Summary** page of the job submission form.

✓ Summary

- Review the job submission form and edit as needed. Either click the **Edit** link next to the appropriate section or click the step at the top of the page to go to the area you want to revise. Make changes and click the **Save and Continue** button to return to the **Summary** page.
- Click the **Submit** button when you have completed your job submission form.

Congratulations! You have submitted your application and will receive confirmation of its receipt via e-mail. You can now view your submission or general profile, or return to the search page.

Create a General Profile (and apply for a job later)

You can create a profile to submit your resume without applying for a specific job. Your profile and resume will be used to complete parts of the job submission form when you find a job to which you would like to apply. Information in your profile takes precedence over that in your resume.

1. Scroll down the **Advanced Search** tab of **Job Search** to the listing of all jobs and click the **Access my profile** link on the right side of the page. Sign in if requested.
2. Complete the sections of the general profile. You can also review and revise previously completed sections.

Note the three buttons at the top and bottom of the page:

Save as Draft	Click this if you want to complete the information later. The next time you sign in, access your profile and you will be taken to the page where you left off.
Quit	Click this if you do not want to continue creating a profile.
Save and Continue	Click this if you want to continue the process.

✓ **Personal Information**

- Complete the page. When you select your State/Province in the Place of Residence section, a Region drop-down list appears; select the city nearest to your home.
- You must enter a phone number in the field that you indicated as your Preferred Method of Contact.
- Indicate your employment and travel preferences to help us more closely match your selections. For example, if you do not wish to travel, select the appropriate option from the Travel drop-down list so that you are not notified of jobs that require travel.
- Select the option for e-mail notification of positions that match your profile (at the bottom of the page).
- Click the **Save and Continue** button to go to the next page of your profile.

✓ **Job Alerts**

- Select a Job Function you prefer and click the **Add to List** button. You can select as many as you like. If you decide that you would like to remove one that you have added, click the **Remove** button. Use the **Reset** button to return the Job Function list to its default setting; this will remove all the job functions you have selected.
- Click the **Save and Continue** button to go to the second page of **Job Alerts**.
- Select the Location you prefer. The options become more specific based on your selection. Click the **Add to List** button. The **Add to List** and **Remove** buttons function the same as on the previous page; the **Reset** button resets the Location list to World Region.
- Click the **Save and Continue** button to go to the next page of your profile.

✓ Resume Highlights

- Enter information about your Work Experience, Education, and Certifications. Click the **Add [Work Experience]**, **[Education]**, or **[Certification]** links to create another entry and the **Remove [Work Experience]**, **[Education]**, or **[Certification]** links to remove an entry. Use the **Move Down/Move Up** links to organize the entries in the desired order.

NOTE: The system contains thousands of employers, institutions, and certifications. You can either begin typing the information in the appropriate boxes and select the proper entity from the list generated by the system (use down arrow) or click the **Select** link.

If you click the **Select** link, select **Refine by Keyword** from the drop-down list, enter the item name in the next field, and click the **Refresh** button. *Do not press the Enter key on your keyboard.* Select the option next to the appropriate item and click the **Select** button.

- If you are currently employed, click **Current Job** for the appropriate entry. Do not select an end month and year.
- Click the **Save and Continue** button to go to the next page of your profile.

✓ Attachments

- Upload your resume so we can help you find jobs that might be a good match for your skills and experience. (You can attach a maximum of three files, including your resume.) Click the **Browse** button, locate the file on your computer, and click the **Attach** button. Once the file is attached, the information will be updated at the bottom of the page.
- Click the **Save and Continue** button to go to the **Summary** page of your profile.

✓ Summary

- Review your profile and edit as needed. Either click the **Edit** link next to the appropriate section or click the step at the top of the page to go to the area you want to revise. Make changes and click the **Save and Continue** button to return to the **Summary** page.
- Click the **Submit** button when you have completed your profile.

Your profile is complete! You will receive confirmation of its receipt via e-mail.

Apply for a Job with a Profile

1. When you find a job that interests you, click the **Apply** link.
2. Complete the sections of the job submission form. You can review and revise previously completed sections. The **Save as Draft**, **Quit**, and **Save and Continue** buttons work the same way as for the general profile.

✓ Personal Information

- Information from your general profile is presented on this page. Select the appropriate Source Tracking information.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ **Resume Highlights**

- Information from your general profile is presented on this page.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ **Questionnaire**

- Select the appropriate answers to the questions.
- Click the **Save and Continue** button to go to the next section of the job submission form.

✓ **Attachments**

- The resume you uploaded when you created your profile is already attached at the bottom of the page.
- You can upload files in addition to your resume, such as a cover letter, letters of recommendation, and certificates. (You can attach a maximum of three files, including your resume.) To attach a file, click the **Browse** button, locate the file on your computer, and click the **Attach** button. Once the file is attached, the information will be updated at the bottom of the screen.
- Click the **Save and Continue** button to go to the next page of the job submission form.

✓ **Diversity**

- Select the appropriate answers to the questions or select **I do not wish to provide this information**. You must make a selection for each question.
- Click the **Save and Continue** button to go to the **Summary** page of the job submission form.

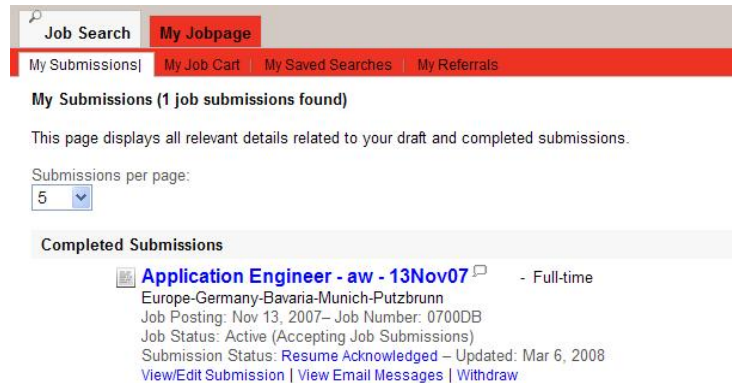
✓ **Summary**

- Review the job submission form and edit as needed. Either click the **Edit** link next to the appropriate section or click the step at the top of the page to go to the area you want to revise. Make changes and click the **Save and Continue** button to return to the **Summary** page.
- Click the **Submit** button when you have completed your job submission form.

Congratulations! You have submitted your application and will receive confirmation of its receipt via e-mail. You can now view your submission or general profile, or return to the search page.

Check Your Application Status

You can check the status of your application from the **My Submissions** tab of **My Jobpage**. The job posting date and job status information are also provided.



The screenshot shows a web interface with a navigation bar at the top containing 'Job Search' and 'My Jobpage'. Below this is a sub-navigation bar with 'My Submissions| My Job Cart | My Saved Searches | My Referrals'. The main content area is titled 'My Submissions (1 job submissions found)'. A message states: 'This page displays all relevant details related to your draft and completed submissions.' Below this is a 'Submissions per page:' dropdown menu set to '5'. A section titled 'Completed Submissions' contains one entry: 'Application Engineer - aw - 13Nov07' with a small icon to the left and '- Full-time' to the right. Below the job title, the following details are listed: 'Europe-Germany-Bavaria-Munich-Putzbrunn', 'Job Posting: Nov 13, 2007- Job Number: 0700DB', 'Job Status: Active (Accepting Job Submissions)', and 'Submission Status: Resume Acknowledged - Updated: Mar 6, 2008'. At the bottom of the entry are three links: 'View/Edit Submission | View Email Messages | Withdraw'.

- ✓ Click the **link** in the Submission Status line to view status details of your application.
- ✓ Click the **View/Edit Submission** link to return to the **Summary** page of the job **submission** form. From there, you can make changes to your application. Make sure to click the **Save and Continue** and **Submit** buttons when you are done.
- ✓ Click the **View Email Messages** link to view the list of messages sent to you about your submission. From there, click the **Printable Format** link to view the messages.
- ✓ Click the **Withdraw** link to withdraw your submission. Please provide an explanation.

NOTE: If you withdraw a submission and decide that you want to apply again, go to the **My Jobpage** tab, select **My Submissions**, and click the **Re-apply** link on the job.

You can also locate the job on the **Job Search** tab, click the **View/Edit Submission** link, review the job submission and revise it, if you wish, and click the **Submit** button.

Apply for Another Job

If you have already applied for a job through this site, information from your previous submission will populate the pages of the current job submission form. You can edit the information and upload different documents if you wish. Verify all information before you click the **Submit** button.

Complete a Draft Submission

If you clicked the **Save as Draft** button during the job submission process, a pencil icon will be displayed next to the job in the **Job Search** tab and the relevant pages of **My Jobpage**. Click the **Finish Draft Submission** link to return you to where you left off on the job submission form. Complete the form and click the **Submit** button.

View Account Options

Click the **My Account Options** link at the top left of the page to view or edit information about your account. You can change your e-mail notification preferences from here.