



## NOTICE OF ACCEPTING APPLICATIONS FOR EMPLOYMENT

(Begins 5-3-2021, at 8:00 AM)

Cleveland-Cliffs' Burns Harbor, Indiana Harbor and Riverdale locations (the "Hiring Locations") will be accepting applications for hourly bargaining unit Utility Person positions to maintain a pool of candidates for potential future job openings. The application process is open to any individual that chooses to apply. Current employees may also use this Notice to inform their relatives of the steps they need to take if they are interested in applying for future employment at any Hiring Location. Resumes will not be accepted at the Hiring Locations and those interested in applying must follow the process described below.

1. Interested individuals must register with the State of Indiana's "Indiana Career Connect" job matching website: ([www.indianacareerconnect.com](http://www.indianacareerconnect.com)). Registration can be completed from any device with internet access.
2. Individuals must have a current email address and will need to create a profile in the "Indiana Career Connect" system. Step-by-step instructions to register with "Indiana Career Connect" are available on the website listed in Step 1. Applicants will be contacted via the email address they have provided regarding further steps in the process. Applicants are responsible to make sure that their email address is current in their "Indiana Career Connect" account and are responsible to check the email account for further hiring instructions from a representative from Cleveland-Cliffs. Applicants should also regularly check their email spam and junk-mail files.
3. A complete description of the job duties and job requirements for the Utility Person position is listed on the "Indiana Career Connect" website. To access this information and apply for the position, please refer to the following Job Search numbers:

• **Utility Person**

**Job Search # 9542530**

4. Once the applicant is on the appropriate Job Search page, they can apply for the position by creating a resume or uploading an existing resume.
5. Applicants who are referred by WorkOne to Cleveland-Cliffs will begin the pre-employment process. This involves qualification on a general aptitude computer-based test administered by the company. All applicants will receive details regarding the administration of this test.
6. As job openings occur, applicants may be contacted by a Human Resources representative from a Hiring Location and may be scheduled for an interview and a background review. Applicants selected for hire will be required to pass a post-offer, pre-employment medical examination, which includes a drug screen. Applicants not selected for hire will be notified by email, phone, or mail.

Due to the expected high volume of interest, there may be periods when the maximum limit for applicants in the job pool is reached. When this occurs, the applicant will need to check back periodically on the "Indiana Career Connect" website to apply when the position is made available again. Do not contact WorkOne or Cleveland-Cliffs when this occurs. Additionally, phone calls or personal contact made to a Hiring Location regarding an applicant'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 and retirees of the Company. Salaried non-represented employees may also refer direct relatives. Applicants who are referred to the Hiring Locations from WorkOne, WILL RECEIVE AN EMPLOYEE/RETIREE RELATIVE REFERRAL FORM to complete and submit with their application packet.

As a reminder, to be eligible to apply, an individual **MUST**:

- Be at least 18 years of age
- Provide proof of identification
- Be authorized to work in the United States
- Have earned a high school diploma, GED, or equivalency from an accredited institution
- Must not have been disqualified from consideration for hire within the last year (May 3, 2020)
- \* Be able to work full-time, including rotating shifts, weekends
- \* Register on "Indiana Career Connect" per instructions above

Cleveland-Cliffs is an equal opportunity employer and fills its job requirements by selecting from the available labor market those applicants best qualified to perform the essential job functions in a safe manner. Individuals notified that they are being considered for a position should notify a Human Resources representative from the Hiring Location during the pre-employment process if they are in need of an accommodation related to the pre-employment process.

**Equal Opportunity Employer - Race/Color/Age/Sex/Sexual Orientation/Gender Identity/Religion/National Origin/Disability/Veterans**