

## NOTICE OF ACCEPTING APPLICATIONS FOR EMPLOYMENT

(Begins 12-16-20, 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 process is open to any individual that chooses to apply. Current employees may use this letter to inform 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. All candidates 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 made from any computer with internet access (i.e., home, library, or WorkOne offices).
2. Individuals must create a username, password and have a current email address to create their 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. Candidates will be contacted via the email address they have provided regarding further steps in the process. Candidates are responsible to make sure that their email address is current in their "Indiana Career Connect" account and responsible to check the email account for further hiring instructions. Candidates 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 a position, please refer to the following Job Search numbers:

• **Utility Person**

**Job Search # 9443031**

4. Once the candidate is on the appropriate Job Search page, he/she can register for the position by creating a resume or uploading an existing resume.
5. Candidates 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 candidates will receive details regarding the administration of this test.
6. As job openings occur, applicants may be contacted by a Human Resources representative from the 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 candidate 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 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 current USW-represented Cleveland-Cliffs employees (formerly employees of ArcelorMittal) and ArcelorMittal retirees. Salaried non-represented employees may also refer direct relatives. Candidates who are referred to Cleveland-Cliffs from WorkOne, WILL RECEIVE AN EMPLOYEE/RETIREE RELATIVE REFERRAL FORM to complete and submit with his/her application packet.

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

- Be at least 18 years of age
- Provide proof of identification
- Register on "Indiana Career Connect" per instructions above
- Be able to work full-time, including rotating shifts, weekends
- \* Have earned a high school diploma, GED, or equivalency
- \* Be authorized to work in the United States

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. An individual notified that he/she is being considered for a position should notify the Employee Services/Human Resources department during the pre-employment process if he/she is 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**