

E-Recruiting: Candidates

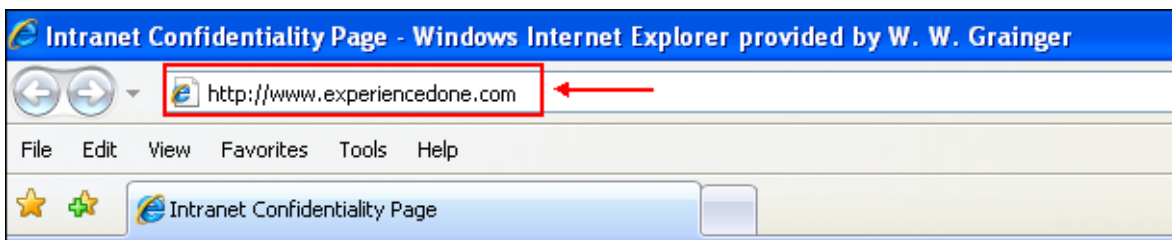
Registration

The first time you visit the Experiencedone Web Site, you are required to register and create a user name and password. On future visits to the Experiencedone Web Site, the user name and password created during registration is used to log on and navigate within the site.

You can access the Registration screen through the Experiencedone Web Site.

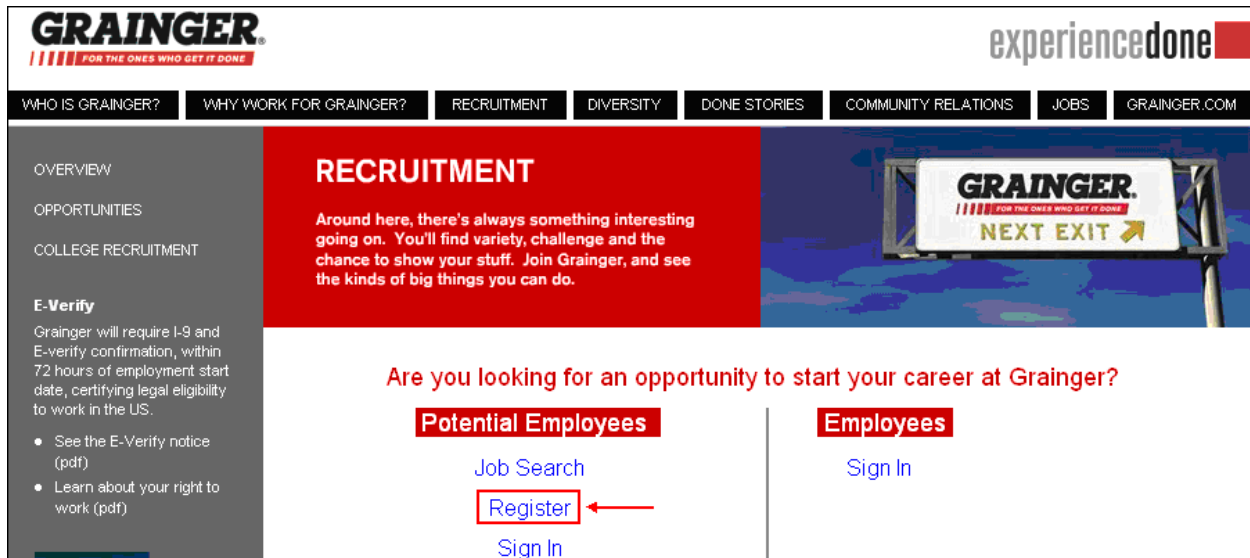
Use the following instructions to register and establish your user name and password.

Step 1: Type <http://www.experiencedone.com> in the **Address** bar of your browser and press the **Enter** key.



Result: The Grainger experiencedone Home Page is displayed.

Step 2: Click the Register link.



Result: The Registration screen is displayed.

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Step 3: Type your **information** in the **required** fields, click the **checkbox** to confirm that you have read and accept the **Data Privacy Statement**, and click the **Register** button.

Note: Required fields are indicated by red asterisks (*). The **Data Privacy Statement** only displays the first time you log on.

Important: Make a note of the user name and password that you create. Going forward, this information is used to access the Job Opportunities web site.

GRAINGER
FOR THE ONES WHO GET IT DONE

experiencedone

Registration

Are you interested in career opportunities at Grainger?

We are always looking for talented and motivated new employees that can contribute to the success of our company. If you are interested in a job, you can apply directly online. If you cannot find an opportunity that meets your career interest but you would still like to work for our company, you can register your personal profile with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name: *

Second Name:

Last Name: *

User Data

User Name: *

E-Mail: *

Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Repeat E-Mail: *

Password: * Password must be 8 characters in length and only contain upper case letters (e.g., PASS123!)

Repeat Password: *

Need an email account? [Click here to obtain a free Hotmail account](#)

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

Register

Note: Once you have registered with Experiencedone, you will receive an acknowledgement e-mail.

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Result: The **My Profile** screen within the **Candidate Profile** tab is displayed and you are ready to use the functionality of the system. The Registration procedure is complete.

The screenshot shows the 'My Profile' page in the Grainger system. At the top, there are tabs for 'Candidate Profile' and 'Employment Opportunities'. Below the tabs, there are links for 'My Profile', 'Change User Name', and 'Delete Registration'. The Grainger logo is on the left, and the 'experiencedone' logo is on the right. The main heading is 'My Profile'. A progress bar below the heading shows eight steps: 1. Candidate Profile Creation, 2. Personal Data, 3. Education/Training, 4. Work Experience, 5. Preferences, 6. Attachments, 7. Overview and Release, and 8. Completed. Step 1 is highlighted in red. Below the progress bar, there is a 'Previous step' button and a 'Personal Data' button. A document icon is next to the text: 'Would you like us to create a candidate profile from your resume? We can automatically create your candidate profile from your resume. You will be able to review and confirm the information prior to it being used. Accepted resume formats include Word, Adobe (.pdf), Works, Microsoft Word for Mac, HTML and more.' Below this text is a 'File:' label, a text input field, and a 'Browse...' button. An 'Upload' button is also present. At the bottom, there is another 'Previous step' button and a 'Personal Data' button.