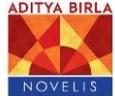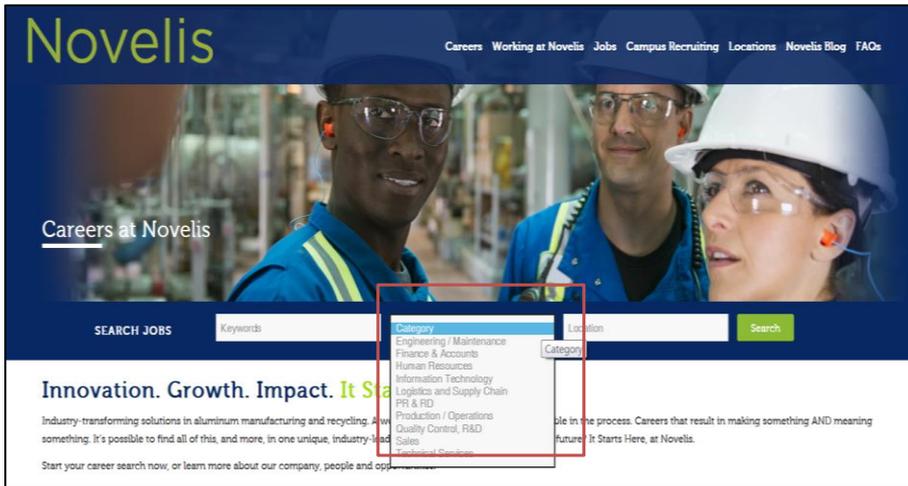# Taleo System Guideline

> ※ 숙지사항
> 1) 한 시간 이상 사용하지 않을 경우, 자동 로그아웃 되니 수시로 저장부탁드립니다.
> 2) 저장 후 계속 (Save and Continue) -> 저장 후 다음 섹션으로 진행할 때, 저장 후 닫기 눌러주십시오.
> 3) 사용자 아이디와 비밀번호 분실을 막기위해, 필히 메모로 남겨두시기 바랍니다.

Step 1. 노벨리스코리아 채용 공고 검색 및 지원

1) 노벨리스 홈페이지(www.novelis.com) -> '채용 (Careers)' 검색
2) Select Category - 관련 채용 범주를 선택한 후, Search 를 눌러 주십시오.

Step 2. 채용 공고 선택 및 아이디 간편 등록

1) 본인이 희망하는 position 선택 후, Apply 를 눌러 주십시오.
2) 간편 아이디 등록을 위한, 본인의 E-mail 계정 및 간단한 프로필 입력해 주십시오.

A. 개인정보

Step 3. 개인정보보호 동의 및 아이디 등록

1) 개인정보보호 (Privacy Agreement) 동의에 동의하여 주십시오.
2) 사용자 아이디와 비밀번호를 생성하여 주십시오.

Privacy Agreement

Select a language
English

Novelis respects concerns about privacy, and this Privacy Notice applies to the information submitted to us through Novelis.com (the "Career Site"). Novelis uses Personal Information submitted to the Career Site to process applications for employment and to assess qualifications and experience of applicants meeting job requirements. "Personal Information" means information submitted through the Career Site that identifies you or that is identifiable to you. By completing this online form, you consent to Novelis' Privacy Policy (http://www.novelis.com/en-us/Pages/PrivacyPolicy.aspx), and to the transfer of the Personal Information you submit, including to countries other than your country of residence or the country where the job you applied for is based. Personal Information will be placed in an international database maintained by a third party, Taleo Corporation, which participates in the EU-US Safe Harbor Program and is subject to confidentiality obligations to Novelis, where the Personal Information will be kept confidential for up to 36 months unless you request that it be deleted from the Career Site. We do not sell, rent, trade or otherwise disclose Personal Information. We may share your information among Novelis-affiliated entities, and we also may share the information with service providers we have retained to perform services on our behalf (for example, Taleo Corporation). These service providers are not authorized by us to use or disclose the information except as necessary to perform services on our behalf or to comply with legal requirements. In addition, we may disclose information about you if we are required to do so by law or pursuant to legal process, in response to a request from law enforcement authorities or other government officials, or when we believe disclosure is necessary or appropriate to prevent physical harm or financial loss or in connection with an investigation of suspected or actual illegal activity. We maintain administrative, technical and physical safeguards for the Career Site designed to protect against loss, misuse or unauthorized access, disclosure, alteration or destruction of Personal Information. We may transfer Personal Information to other countries where we do business, which may not have the same data protection laws as the country in which you reside. We have taken steps to provide an adequate level of protection in accordance with European data protection law in cases of transfers from to third countries. We reserve the right to transfer any information we have about you in the event we sell or transfer all or a portion of our business or assets. Should such a sale or transfer occur, we will use reasonable efforts to try to require that the transferee use Personal Information you have provided in a manner that is consistent with this Privacy Notice.

If you do not consent to the transfer of Personal Information outside your country of residence or otherwise do not agree to the foregoing you should not submit your Personal Information through the Career Site, and you may apply for listed positions by contacting the Novelis Human Resources office for the facility applicable to the listed job. You may update, correct or modify your candidate profile and/or job application submitted within the last 36

I Accept   I Decline   *** 개인정보동의(Privacy Agreement)에 동의하여 주십시오.**

Welcome. You are not signed in.

🔍 Job Search

비밀번호는 다음 규칙에 부합해야 합니다:

- 6 - 32개의 문자를 포함해야 합니다. 다음에 포함된 문자만 사용해야 합니다: ! # $ % & ( ) * + , - . / 0123456789 : ; < = > ? @ ABCDEFGHIJKLMNOPQRSTUVWXYZ [\ ] _ ` abcdefghijklmnopqrstuvwxyz { | } ~
- 최소 1개의 소문자(abcdefghijklmnopqrstuvwxyz)를 포함해야 합니다.
- 최소 1개의 대문자(ABCDEFGHIJKLMNOPQRSTUVWXYZ)를 포함해야 합니다.
- 세 개 이상의 같은 문자를 연속으로(예: AAA, iii, $$$$ ...) 포함할 수 없습니다.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

Forgot your user name?
Forgot your password?

Login   New User

*사용자 아이디와 비밀번호를 생성하여 주십시오.
 - **User Name : 영문으로 생성**
 - **Password : 최소 1개의 대문자, 최소 1개의 소문자 및 특수 기호를 반드시**
                포함해야하며, 세 개 이상의 문자를 연속으로 포함할 수 없습니다.

Step 4. 지원서 작성

A. Resume Upload (자사 이력서 첨부필드) - 온라인 제출 선택하기

1) **노벨리스코리아 지원서 양식**(사람인 노벨리스코리아 채용공고에서 다운가능)을 업로드 해주십시오.

| Resume Upload | Personal Information | Education | Work Experience | Job Specific Questions | File Attachments | eSign |

Save and Continue   Save as Draft   Quit

Resume Upload

Profile Upload

You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

Upload data from

○ in

Or upload a resume

○   Select the resume file to upload

[_____] 찾아보기...

Note: Once the process is completed, please verify the fields containing extracted from the resume. You may have to manually correct or fill out s

◉   No thanks, I will fill out the online submission manually

*노벨리스 이력서는 온라인 제출
(Online Submission Manually) 선택하여,

Save and Continue   Save as Draft   Quit

B. Personal Information (개인정보)

1) * 사항은 필수 입력 사항입니다.
2) 핸드폰번호, 전화번호 입력시, 하이픈 '-' 을 입력하십시오.

| Resume Upload | Personal Information | Education | Work Experience | Job Specific Questions | eSignature | Summary |

[Save and Continue] [Save as Draft] [Quit]

Personal Information

Source Tracking

Please indicate how you heard about this job.

Source Type
[University Recruiting ▼]

University Recruiting
Campus Event

*지원 경로유형을 선택하십시오

Personal Information

Please enter all relevant personal information in the fields below.

*First Name
노벨

*Last Name
김

*Email Address
tjcl1004@ks.ac.kr

*Street Address (line 1)
lovenovelis@XXXXX.com

Address (line 2)
노벨아파트 1

*Place of Residence
Country
[Korea, Republic of ▼]

State/Province
[Ulsan ▼]

Region
[Nam-gu ▼]

*City
울산

*Zip/Postal Code
123-4567

*핸드폰 번호, 전화번호 입력 시,
하이픈 ' - ' 입력하십시오.

*Primary Phone Number
010-2222-7777

Alternate Phone Number
052-825-1004

Current Compensation

[Save and Continue] [Save as Draft] [Quit]

C. Education (학력 사항)

1) 학력 사항에 대해서 'Select 필드'에서 영문으로 찾아 입력해 주십시오.
* Institution : 학교명
* Education Level : 학사 / 석사 등 구분
* Program : 전공 및 복수전공

| Resume Upload | Personal Information | Education | Work Experience | Job Specific Questions | eSignature | Summary |

[Save and Continue] [Save as Draft] [Quit]

Education

Adding education entries
To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Removing education entries
To remove an education from the list, identify it, then click "Remove Education".

Reordering education entries
To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Education

List the educational experiences below, starting with the most relevant education.

Education 1

대학교명
Select

* '선택필드'를 통해,
대학교명을 영문으로 선택해 주십시오.

*Education Level
학위 구분
[Bachelor's Degree (±16 years) ▼]

전공명
ram is not applicable to you or your degree, please select "Not in list"
Select

* '선택필드' 를 통해,
전공을 영문으로 선택해 주십시오.

Remove Education

Add Education

[Save and Continue] [Save as Draft] [Quit]

D. Work Experience (경력 사항)

1) 업무 경력 입력 시, 각 필드에 직접 한글로입력해주십시오.
2) Achievements 필드는, 본인의 업무 관련 주요 성과를 상세히 입력해주십시오.

Work Experience

Work Experience

List the work experiences below, starting with the most relevant one.

Work Experience 1

☐ Current Job

*Employer

Select

*Job Function

Select

*Start Date   End Date
Month ⌄ Year ⌄   Month ⌄ Year ⌄

Achievements

Remove Work Experience

Add Work Experience

Adding work experience entries
To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries
To remove a work experience from the list, identify it, then click "Remove Work Experience".

Reordering work experience entries
To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

* 직무와 관련된 주요 경력(인턴십포함) 에 대해서 **한글**로 직접 입력해 주십시오.
1) Employer : 회사명
2) Job Fuction : 직무
3) Start / End Date : 경력기간
4) AChievements : 주요 성과 및 실적 정리

D. Job Specific Question (관련설문 및 국문이력서 작성)

1) 생년월일/성별/어학점수 등 질문에 대해 답변을 선택 또는 입력해 주십시오.
2) 국문 자기소개서 항목에 대해 성실히 입력해 주십시오.

Job Specific Questions

Questionnaire

Please answer the following questions as accurately as possible.

1.Date of birth(YYYY-MM-DD)
YYYY-MM-DD

2.Gender
○ Male
◉ Female

3.Military Service
○ Completed
○ Not Completed
○ Exemption
◉ Not Applicable

4.Language Test Score (Test, Score, Acquisition Date)
Opic IH
Toeic 870
Toeic Speaking 150

5.Have you ever applied to Novelis before?
○ Yes
◉ No

6.Please introduce briefly your growing up and school life.
[가볍게, 그러나 강하게]
　노빌리스는 세계 알루미늄 시장에서 독보적인 브랜드 파워를
갖고 있습니다. 알루미늄의 경우, 가볍지만 강한 잠재력을 보
유한 재료이다. 최근 노벨리스는 게이지를 게그업 420

* 질문에 대해 답변을 선택 또는 입력하십시오
* 국문 자기소개서 항목에 대해 성실히 입력해 주십시오.

4

E. File Attachments (영문이력서 첨부)

1) 작성한 영문이력 파일을 업로드 해주십시오.

* 노벨리스코리아 영문이력서 양식 : 사람인 사이트 내, 노벨리스코리아 채용공고에서 자사 이력서 양식 다운 후, 업로드
  (영문이력서파일명 : 근무지역_모집부문_국문성명(영문성명) / 예) ex)서울_Accounting_홍길동(Kildong Hong))

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

[　　　　　　　　　　] 찾아보기…

Comments about the file

[　　　　　　　　　　　　　　　]

[Attach]

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Tips
You cannot attach a file that exceeds the allocated limit of 1024 kilobytes.
You can attach a maximum of 10 files, one at a time.
The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).
Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".
Deleting files
To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

* 파일은 찾은 후, **Attach**를 클릭해주십시오
* 하단에 본인이 업로드한 파일을 확인할 수 있습니다.

Relevant Files	Resume	File Name	Date	Comments	Actions
☐	☐	Resume_English (Mechanical)_sample.doc	25/05/16		Delete

F. e Signature (전자서명)

1) 서명란에 본인의 이름을 올바르게 입력해 주십시오.

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

Select a language
[English ▾]

At any time in the future whether during or after my employment, upon request of any party, Novelis (hereinafter referred to as "the Company") may furnish reports and information relative to my record and services with and for the Company as may be appropriate in a given location. Further, I authorize any school or former employer to disclose to the Company upon request any information they may have as to my record, performance or attendance, and will hold such schools and employers harmless for such disclosure.

In consideration of my employment, I will submit to a drug screening to detect the presence of illegal drugs as listed below. By accepting an offer of employment, I also agree to submit to a test at times lawfully prescribed by the Company during employment to determine the presence of alcohol, the presence without a prescription of any substance which is controlled in the United States, or for these illegal drugs: marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines or a metabolite of these drugs in my system.
The Company, its successors and assigns, and any person or entity designated by it, may use, copy, publish, and otherwise exploit all photographs, videotapes, and other likenesses made of me at any time, whether before, during, or after termination of my employment, including altering or adding to the same publication advertising, testimonials, or otherwise, and including any and all commercial use thereof whatsoever, whether with or without the use of my name, all without compensation to me.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:

[　　　　　　　　　　　　]　　　　*전자서명 시, 본인의 이름을 정확하게 기입해 주십시오.

[Save and Continue]　[Save as Draft]　[Quit]

G. 지원서 편집

1) Summary (요약) 섹션에서 본인이 작성한 내용을 살펴볼 수 있습니다. 각 섹션 옆에 **편집**을 선택하여, 지원서를 편집하십시오.

H. 지원서 재작성

1) 로그아웃 후, 지원서를 재작성 하실 때는 다시 로그인 한 뒤, 'Save as Draft' 를 선택하여 재작성 하십시오.

I. 지원서 제출

1) 요약 섹션에서 본인이 작성한 내용을 확인한 후, '**Submit**'을 선택하여 지원서를 제출하여 주십시오.
2) 지원서 제출 후, 이메일이 발송될 예정이오니 확인부탁드립니다.