

## HOW TO SEND YOUR APPLICATION

### **Please note when applying**

The current version of the online application tool does not support fully the use of Safari, Internet Explorer 8 or Firefox 3.5. This can be shown in difficulties when using e.g. drop down menus. We recommend that you use other internet browsers when applying if possible. We apologise for the inconvenience this may cause you.

### **Finding the open vacancies**

Go to [www.outokumpu.com/careers](http://www.outokumpu.com/careers) and choose 'Vacancies'

1. Choose the link 'Register with us' and fill in the required information as well as choose a user name and password. Registration is confirmed by automated email notification. If you have previously already registered at [outokumpu.com/careers](http://outokumpu.com/careers) you naturally do not need to register again.
2. Choose next 'Jobs' -> 'Search for Jobs'.
3. Select 'Start Search' without selecting any search criteria.
4. Now you should see a list of Outokumpu's open vacancies.
5. Select the vacancy you wish to apply for by clicking the title.
6. After making sure you have opened the right vacancy you can apply for it by clicking the 'Apply' button at the upper left hand corner.

### **Filling in the application**

When filling in the application, please submit all the information and make sure you fill in all the pages of the application form. The information provided by the drop down menus and questionnaires is used for ranking and selecting the candidates for the next steps of the selection process. Please also state the reasons for applying on the Cover Letter page. You can in addition attach a freeform CV if you wish.

After you have submitted your application, please exit by closing the browser. You will receive an email notification that the application has been received. This is an automated email notification so you cannot reply to it.