

# How to Check the Status of Your Application

[www.greenheck.com](http://www.greenheck.com)

# Click Log-in Get Started

Greenheck Fan Corporation - Careers - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address C:\Documents and Settings\brodman\_t\Desktop\employment.htm

Google

To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options...

**GREENHECK** Building Value in Air

WHAT'S NEW | FIND MY REP | EMPLOYMENT | CONTACT US | ABOUT GREENHECK  
PRODUCTS | QUICK DELIVERY | SOFTWARE | CAD DRAWINGS | APPLICATION INFO

EMPLOYMENT

**GREENHECK** Building Value in Air

ACCUREX | AROLITE | Innovent | MASONRY COLLS | valens

SCHOFIELD, WI | WARETTA, OH | MINNEAPOLIS, MN | SOBENVILLE, TN | MINNEAPOLIS, MN

SEARCH [ ] GO  
advanced search

**Log In / Register**

Career Opportunities

View Opportunities

U.S. Facilities

Need Help?

Administrative Login

Welcome to Greenheck Companies Career Page!

**Special Note for Returning Users:**

On September 8, 2008, we upgraded our application system to create a new talent network tracking system. We have added a ton of new functionality to make sure you are up to date on all the latest openings and careers. However, the new system requires you to create a new profile to be considered for new job openings.

New features you'll benefit from include:

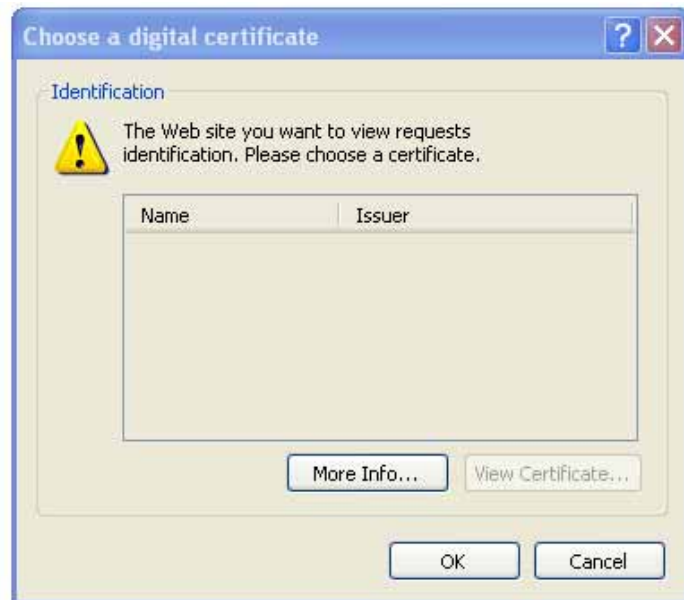
BUILDING YOUR FUTURE

start

3:07 PM

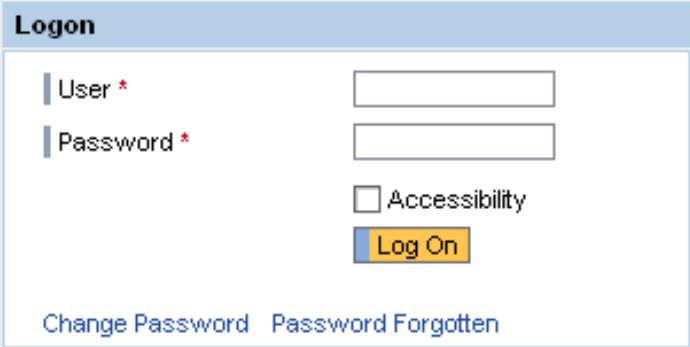
In order to see the status of your application you need to have applied using a profile.

# Logging In



**If you receive these boxes, click OK or Yes**

# Enter Your User Name and Password



**Logon**

User \*

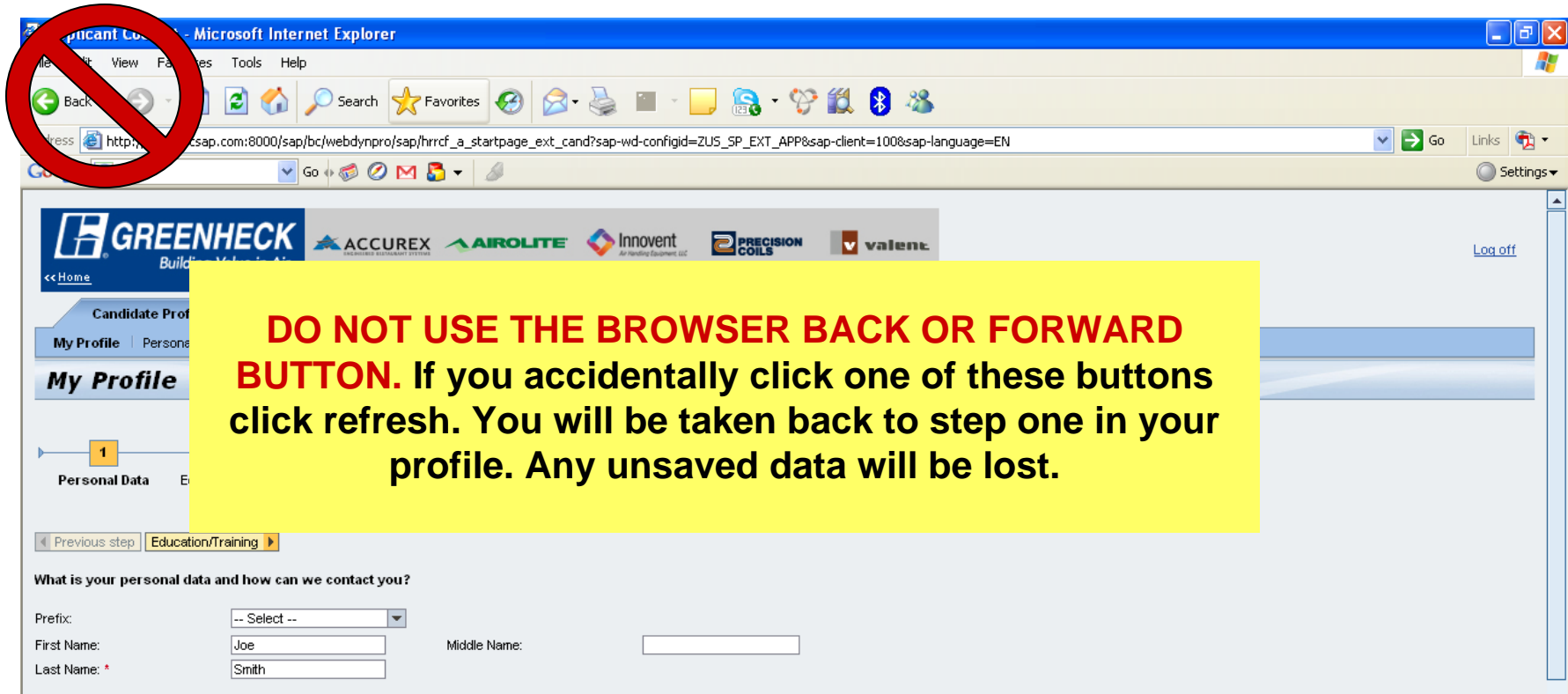
Password \*

Accessibility

[Change Password](#) [Password Forgotten](#)

**Enter your User Name and Password**

# Moving Around the System



**DO NOT USE THE BROWSER BACK OR FORWARD BUTTON.** If you accidentally click one of these buttons click refresh. You will be taken back to step one in your profile. Any unsaved data will be lost.

**Please disable your pop-up blocker for this site.** If you don't disable the blocker certain functions may not work properly and will cause you to start over.

# Reviewing Your Applications

Applicant Cockpit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address [http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf\\_a\\_startpage\\_ext\\_cand?sap-client=1008&sap-language=EN&sap-wd-configId=ZUS\\_SP\\_EXT\\_APP](http://hrqa.gfcsap.com:8000/sap/bc/webdynpro/sap/hrrcf_a_startpage_ext_cand?sap-client=1008&sap-language=EN&sap-wd-configId=ZUS_SP_EXT_APP)

Google G Go

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ACCUREX AIROLITE Innovent PRECISION COILS valent

<< Home SOUTHFIELD, MI MARIETTA, OH MINNEAPOLIS, MN SOMERVILLE, TN MINNEAPOLIS, MN

Candidate Profile **Employment Opportunities**

My Profile Personal Settings Change User Name Delete Registration

**My Profile**

Click on the "Employment Opportunities" tab to begin searching for a job.

# Reviewing Your Applications

The screenshot displays the Greenheck Human Resources portal. At the top, there is a navigation bar with the Greenheck logo and tagline "Building Value in Air." followed by logos for ACCUREX, AROLITE, Innovent, PRECISION COILS, and valent. Below this, a horizontal menu contains "Candidate Profile", "Employment Opportunities", "Job Search", "Application via Reference Code", "Favorites", "My Applications", and "Job Agents". The "My Applications" tab is highlighted with a red rectangular box. A yellow callout box with the text "Click on My Applications" is positioned over the "My Applications" tab. Below the navigation bar, the "Job Search" section is visible, featuring a "Start Search" button and several search filters including "Search Query", "Full Text Search", and "Search Criteria for Employment Opportunities".

# Reviewing Your Applications

The screenshot shows the Greenheck Human Resources portal. At the top, there is a navigation bar with the Greenheck logo and tagline "Building Value in Air." followed by logos for ACCUREX, AIROLITE, Innovent, PRECISION COILS, and valent. Below this is a location menu with options: SCHOFIELD, WI; MARIETTA, OH; MINNEAPOLIS, MN; SOMERVILLE, TN; and MINNEAPOLIS, MN. A "Log off" link is in the top right. The main navigation includes "Candidate Profile" and "Employment Opportunities". Under "Employment Opportunities", there are links for "Job Search", "Application via Reference Code", "Favorites", "My Applications" (which is highlighted), and "Job Agents".

## My Applications

Do you want to call an overview of your applications up to now?

These are your previous applications. You can check the status of applications, and withdraw or delete applications. You can submit an application again for withdrawn or deleted applications.

**Number of Applications: 1**

Job Posting	Application from	Short text
<a href="#">Engineering Manager NB50001316</a>	08/26/2008	In Process

Buttons: Apply, Delete/Withdraw

**Here you will see the jobs you have successfully applied for. You can see the date you applied and the status of the application. You will be notified via email if the status of your application changes or if more information is needed.**