QUICK REFERENCE GUIDE FOR CANDIDATES

L3 Technologies, Inc. Career Section Recruiting Tool

Q. **What browsers are supported by Taleo's recruiting solution?**

A:

Taleo Enterprise Operating Systems and Browsers

Supported operation systems and browsers (and similar information) for Taleo Enterprise products is found in this section.

Supported Operating Systems and Browsers for Taleo Enterprise Products*	Window's OS	Mac OS X
IE 11 (64 bit)	Certified	Not Supported
IE 11 (32 bit)	Certified	Not Supported
IE 10 (64 bit)	Certified	Not Supported
IE 10 (32 bit)	Certified	Not Supported
IE 9 (64 bit)	Supported	Not Supported
IE 9 (32 bit)	Supported	Not Supported
IE 8 (64 bit)	Supported	Not Supported
IE 8 (32 bit)	Supported	Not Supported
IE 7 (64 bit)	Supported	Not Supported
IE 7 (32 bit)	Supported	Not Supported
Safari 7.x	Not Supported	Certified
Safari 6.x	Not Supported	Supported
Firefox 24 ESR	Certified	Not Supported
Firefox 17 ESR	Supported	Not Supported
Chrome 37	Certified	Not Supported

* Exceptions to the browser matrix are listed below:

- Firefox 32+ on Windows operating systems is supported for Career Section only.
- Chrome 37+ on Windows operating systems is supported for Career Section only.
- SmartOrg and Configuration are only supported on Internet Explorer browsers, all versions.
- The Taleo Assessment Authoring Center is only supported on Internet Explorer browsers, all versions except IE10 and IE11.
- Taleo Compensation does not support IE10, IE11 or Chrome.
- Check Taleo Learn documentation for supported browser information.
- Taleo Business Objects Reporting support is dependent on SAP BusinessObjects SP6 support.
- Oracle Business Intelligence support is dependent on Oracle Business Intelligence 11.1.7.0 support.
- The Taleo Reporting and Analytics metrics configurator is only supported on Internet Explorer browsers, all versions except IE10 and IE11.
- Windows Metro mode is not supported; desktop mode is supported.
- To make sure that you're protected by the latest security updates, Google Chrome automatically updates whenever it detects that a new version of the browser is available. The update process happens automatically in the background. Due to this automatic update process we certify the most up to date version available during testing.

Q. **How do I use Taleo's recruiting solution?**
A: L3 uses Taleo to store the information you enter at each step, you must be sure to use the "Continue" or other buttons within the page and **NOT** the browser BACK and FORWARD buttons. These browser buttons interrupt the application process and may cause you to lose valuable data you have entered. If you have been using the BACK and FORWARD browser buttons while applying, please close your browser, restart the application, and be sure to use **ONLY** the CONTINUE buttons within the actual web pages. Taleo's recruiting solution may require new browser windows to open. **We recommend you turn off any pop-up blocker when using the application.**

Q: **What might prevent me from seeing the information correctly on the career site?**
A: If your browser does not read the Career Section properly, first make sure you are using a supported OS or browser. You may need to empty your Temporary Internet Files (cache) or Cookies. You can also make sure that you have the required software and that you can navigate correctly through the application.

Please delete your temporary Internet files (cache) and delete cookies.

Then, if not already downloaded, download the following plug ins:

1 - Java: http://www.java.com/en/
2 - Flash: http://get.adobe.com/flashplayer/

Q: **What should I do if I receive a system error message?**
A: We apologize for your inconvenience. Many issues will be resolved by simply exiting the application, closing out of the browser, opening a new browser session then beginning a new session of Taleo. Also, double check to make sure your browser and OS are compatible.

Q: **What should I do if I do not remember my username?**
A: If you have forgotten your username, you will need to use the "**Forgot your username**" function to recover your username. Simply click on the "**Forgot your username**" link and enter the required information to recover your username.

Q: **What should I do if I do not remember my password?**
A: If you have forgotten your password, you will need to use the "**Forgot your password**" function to change your password. Simply click on the "**Forgot your password**" link. After entering your username and the email address you used when you originally created your profile, you will receive a Change Password email with an Access Code. Open this email and follow the instructions. This email will only be good once to access the application process or change your password. Once you reach the change password screen, enter the requested information and select your new password keeping the following in mind:

* The password must contain at least six and no more than 32 characters.
* The password must be different from your username.
* When prompted for the old password, please input the temporary password provided in the e-mail. It is best to copy and paste the temporary password versus typing it.

Q: **I did not get the email to change my password. What can I do?**
A: Please verify the following details:
1. Your email software does not have a filter that prevents you from getting emails from people outside of a certain list of contacts.
2. You don't have a filter that classifies the emails that you receive.
3. Your email service does not block emails with HTML attachments.
4. You have provided your email address when logging into the Career Section.
5. You have entered your email address in the Personal Information page of your application.

Q: **I am receiving a message that I already have an account, although it isn't accepting my email address. What can I do?**

A: If you are certain you do not already have an account the message is probably indicating the **"USER ID"** you are choosing already exists in the database for another applicant. When creating a User ID, please make sure it is unique. A good example would be your entire email address as no one else will have it and it is easy to remember.

If you can't remember if you already have an account, follow the instructions to recover user ID or password. If still no success, please send an email to recruiting.admin@L3T.com.

Q: **My account is locked. What can I do?**

A: Your account can be locked after several unsuccessful attempts are made to login with your username and the wrong password. If your account has been locked please send an e-mail to recruiting.admin@L3T.com.

Q: **What are the guidelines for uploading a resume?**

A: Your resume must be in Word or pdf format and smaller than 2MB. If you used another application to create your resume, please use the Copy & Paste option or type in your information from scratch. All images must be removed before uploading. Resumes that contain viruses will not be accepted. Do not use special formatting characters in the name, address, phone number or email section of your resume.

Q: **What might be the cause of an error when attaching my resume in the parsing tool?**

A: This issue may be caused by one of the following:
   * Your resume contains JavaScript.
   * Your resume is in an unsupported format.

Q: **What might be the cause of an error when attaching a file?**

A: This issue may be caused by one of the following:
   * The file you are uploading contains JavaScript.
   * The file you are uploading has a size that is bigger than the maximum size limit. The maximum size limit is under 2MB.

Q: **How do I update an attached file?**

A: You can attach a file with the exact same name as the file you previously attached. The system will overwrite the old file.

Q: **How can I view jobs by location, occupation, or L3 division**?

A: Use our Basic Job Search feature to show all the job listings related to a geographic area (Location tab), an occupation (Job Field tab), or L3 division (Organization tab), or any combination of these items. You can also search by job schedule, job type, job level, and travel requirements.

Q: **How do I look for a job with a specific job number or specific title?**

A: If you want to look for a job with a specific job number or title simply type the job number or title in the "Keyword" search box on the career section.