

## Job Opportunities Q&A

### **Q: Where do I go to apply for a Qwest Job?**

A: Please visit our website at [www.qwest.com/careers](http://www.qwest.com/careers) so you can see our current job opportunities and apply online. At our website, you will have the option of creating a personal profile, including a job match notification option so that as soon as a new position becomes available which is along the lines of what you're seeking, you will be notified via email. That way you will be involved in the process and can apply for jobs that match your interests.

### **Q: I have already applied for a Qwest Job, why haven't I heard anything?**

A: Our candidate pools are typically quite large and very competitive and, as a result, the hiring process can take some time to complete. Qualified candidate resumes are routed to hiring managers for review and consideration. Depending upon their schedules, the selection process can take some time. If a position is cancelled or filled by another candidate, all qualified applicants will receive an email update.

### **Q: Why wasn't I hired or chosen for an open position that I applied for?**

A: Candidate pools for open positions are typically quite competitive and very large. The recruiters work closely with hiring managers to determine how to pre-screen potential candidates for the job openings, including input on the qualifying questions. Resumes of the best qualified candidates are routed to the hiring managers for review and possible interview. Hiring managers screen the resumes for the applicants whose experience and skills best match the job requirements. Those that do will be contacted for an interview.

Helpful hint: When you apply online, be sure to include as much relevant information in your profile as possible to illustrate your qualifications for the position; that will help the recruiter and the hiring manager when reviewing qualified applicant profiles. If there are any questions about your background once you've qualified for a position, a recruiter or a hiring manager will be in touch with you at that time.

### **Q: Does Qwest have an internship program?**

A: Qwest participates in the INROADS summer program for interns. If you are interested in one of those opportunities, please visit their website at [www.INROADS.org](http://www.INROADS.org) to review participation requirements.

### **Q: Dex Jobs**

A: Qwest Dex is no longer a part of the Qwest family. They are now Dex Media and they are advertising their job opportunities via their own website: [www.dexmedia.com](http://www.dexmedia.com)

### **Q: I want to stop receiving email from the internal Qwest careers site, how do I go about that?**

A: At anytime you can access your profile to edit or stop email notifications. Please follow these steps:

- Step 1: Go to <http://qwest.com/careers/>
- Step 2: Click on Returning Visitor
- Step 3: Enter your email address and password
- Step 4: Under "Candidate Options," click on Create/Update Your Job Search Criteria and E-mail Notification Options

- Step 5: Under "My Notification Options," deselect the E-mail Notification Option and click OK.

**Q: Where can I find a list of the jobs I have applied for?**

A: Sign on to the Qwest Careers website using your Email Address and password. From this homepage, please check under the View your job submissions link. This option only displays if you submitted to one or more jobs and the submission went through our system. You should have also received an email after you completed your submissions online. If you did not get an email, please check the link.

If the job you applied for is not listed under this link, or if this link is not available on your homepage, your application did not go through and you will need to apply again.

**Q: I have applied for a job and want to provide a new resume to the recruiter, how do I do that?**

A: Update your resume by accessing the **Create/Update Resume** link under "Candidate Options" on your "My Job Search Home Page." Once you have gone online and updated this information in the system, it will reflect on your profile that same day. Each job you apply for is attached to your profile in the system so your information will be updated on all of the job openings you have applied for.

**Q: How can I get scheduled for testing?**

A: Staffing conducts testing when there are job openings and will only test those candidates who are considered potential candidates based on the requirements of the position.

**Q: If I do not qualify on a test, how soon am I eligible to retest?**

A: A candidate who does not qualify on a test is eligible to re-test in six months. However, the candidate will be retested only when considered for another opening.

**Q: Who is the hiring manager for the job I recently applied for?**

A: Qwest does not publish or provide the names of hiring managers to candidates.

**Q: What is the posting expiration date for any position?**

A: If you were sent an email from Qwest notifying you about an open position, the posting expiration date is listed on it. An occupational requisition must be posted a minimum of 10 days and a management requisition must be posted a minimum of 5 days. The posting expiration date is different with every requisition. Some Recruiters choose to leave it posted until the position is filled, while others only allow a specific time to apply. As a result, the posting expiration date varies depending on the requisition.

**Q: Do I have a resume on file?**

A: If you are an external candidate, please go to [www.qwest.com/careers](http://www.qwest.com/careers). Log in as a returning user. Proceed to the section called Create/Update Resume. Use the View Resume link to view the resume that you have on file.

**Q: I am experiencing technical difficulties, what should I do?**

A: If you are experiencing technical difficulties, please visit the following site: [Hire.com Frequently Asked Questions](#).

**Q: Do you still have questions?**

A: If you still have questions regarding how to apply for current job openings at Qwest, please contact [staffing@qwest.com](mailto:staffing@qwest.com).