



NORDAM Corporate Offices  
P.O. Box 3365  
Tulsa, OK 74101

Dear Candidate,

Thank you for expressing your interest in NORDAM. **Currently, we are only accepting resumes through our website.** You can access a list of open positions and upload a resume at [www.nordam.com/careers](http://www.nordam.com/careers). Below you will find detailed instructions for submitting your resume. Again, thank you for your interest in NORDAM.

**To express interest in a specific requisition, please visit our site at [www.nordam.com/careers](http://www.nordam.com/careers):**

1. Choose "Current Openings" from the left hand side of the screen under the Careers listing.
2. Select "Search openings" from the Welcome page.
3. From the Search Openings page you can narrow your search by selecting specific details of interest such as Functional Group, Location, Date posted or Proximity. Once you have made any selections, click "Search" at the bottom of the screen. *\*Please note, to see all the current openings at any domestic NORDAM division, be sure not to make any selections and click "Search" at the bottom of the screen.*
4. The search results page will give you a list of titles currently being recruited for; you may click on the AutoReq number to see the complete job description.
5. **Click "Submit to Job(s)" to submit your profile.** You can either upload a resume you have already created or create one during the submission process.
6. ***Please note that if you do not select the "Submit to job(s)" option, your resume will not be sent for consideration.*** *You will receive an automatic email notification confirming receipt of your submission. This will indicate you have successfully submitted your resume for consideration.*
7. To check the status of your submission(s) you can log back into the careers website with your user name and password and click on the Job submission status. From the Job submission status page you will be able to view the jobs you applied to, the status of that job and the status of your resume. Please note that a NORDAM representative will contact you directly if need be.

**Search Agent function** – If you would like our system to notify you as new openings become available that you are interested, you can set up a search agent.

1. Select the option to "Create new search agent".
2. A new window will open called "Create saved search" where you have the ability to determine how often you will receive email notifications about new openings as well as establish the search criteria.
3. Once you "save" the search agent, you can always modify the settings by opening up the "Search Agent Manager" after you have signed in with your user name and password.

Sincerely,

The NORDAM HR Team