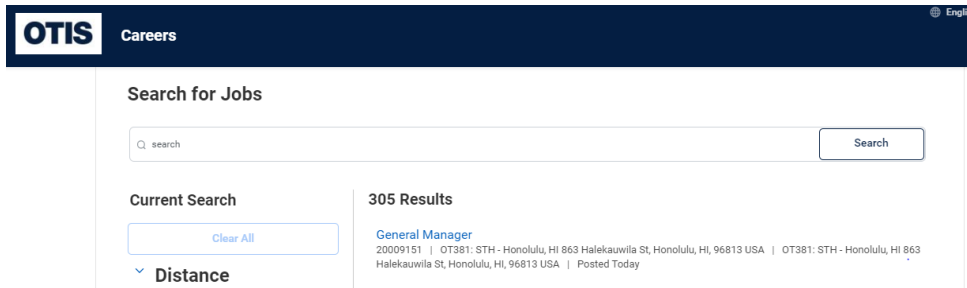


외부 지원자를 위한 가이드

First Step: 외부 채용 홈페이지를 통한 채용 공고 확인

1. 외부 채용 사이트를 통해 지원하는 지원자들은 https://otis.wd5.myworkdayjobs.com/REC_Ext_Gateway 웹사이트에서 각 채용공고를 확인할 수 있습니다.
2. Search를 클릭합니다.



3. 지원자는 각 키워드, 직무, 국가/지역, 도시 등의 분류를 통해 채용 공고를 검색할 수 있습니다.
4. 지원하고 싶은 **Position**을 선택합니다.

3106 Job(s) found

Specialist, Engrg Apps Infrastructure	05/06/2020	Cedar Rapids, Iowa
Manager, Technology Public Policy	05/06/2020	Washington D.C., District of Columbia
Manager, Environmental & Trade Policy	05/06/2020	Washington D.C., District of Columbia
Operations Product Manager	05/06/2020	Andover, Massachusetts
University Programs: Systems Engineering Intern Junior	05/06/2020	El Segundo, California
Sr Software Engineer II	04/03/2020	State College, Pennsylvania
DevOps Sr Software Engineer I	04/03/2020	State College, Pennsylvania

5. Apply를 클릭합니다.

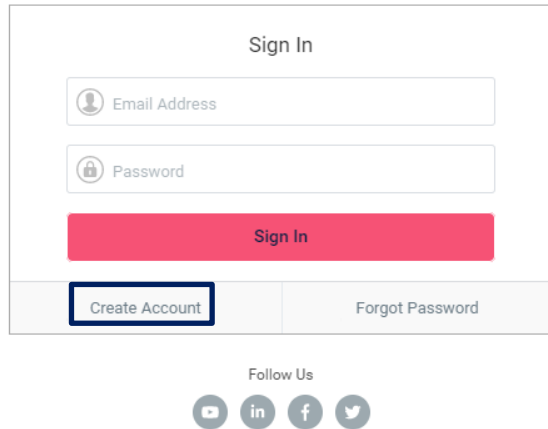
Escalator Installation Engineer

📍 Otis Chiswick Park, Building 5 Ground Floor, 566 Chiswick High Road, London, W4 5YF, UK.

Apply

외부 지원자를 위한 가이드

6. **Create Account** (계정 생성)를 클릭합니다.



The image shows a 'Sign In' page with two input fields: 'Email Address' and 'Password'. Below the fields is a red 'Sign In' button. At the bottom, there are two buttons: 'Create Account' (highlighted with a blue box) and 'Forgot Password'. Below the buttons are social media icons for YouTube, LinkedIn, Facebook, and Twitter.

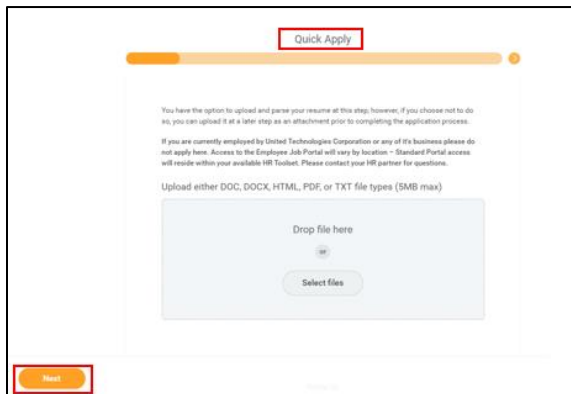
7. 이력서 양식을 작성하여 업로드 합니다.

(MS Word 파일 및 PDF 권장)

오티스 이력서 양식은 홈페이지에서 다운 가능합니다.

<https://www.otis.com/ko/kr> - 회사 소개 - 오티스 지원하기 선택

8. **Next**를 클릭합니다.

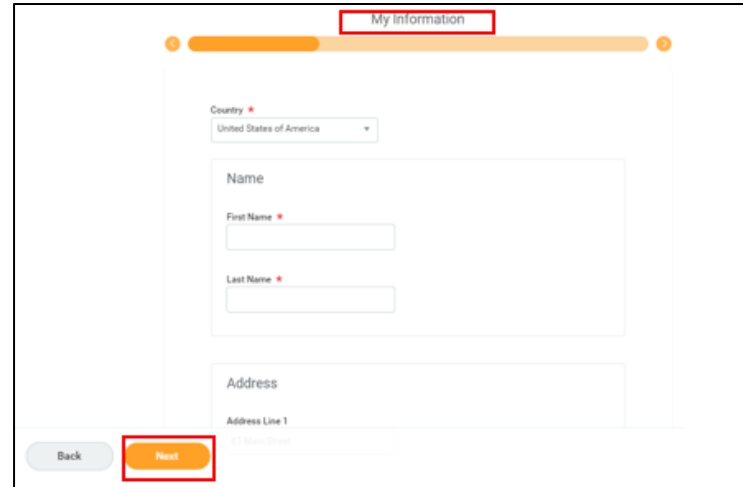


The image shows a 'Quick Apply' page with a progress bar at the top. Below the progress bar is a text area with instructions: 'You have the option to upload and parse your resume at this step; however, if you choose not to do so, you can upload it at a later step as an attachment prior to completing the application process. If you are currently employed by United Technologies Corporation or any of its business please do not apply here. Access to the Employee Job Portal will vary by location - Standard Portal access will reside within your available HR Toolset. Please contact your HR partner for questions. Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)'. Below the text is a 'Drop file here' area with a 'Select files' button. At the bottom left, there is a 'Next' button (highlighted with a red box).

9.

10. **My Information**(내 정보)을 완성합니다.

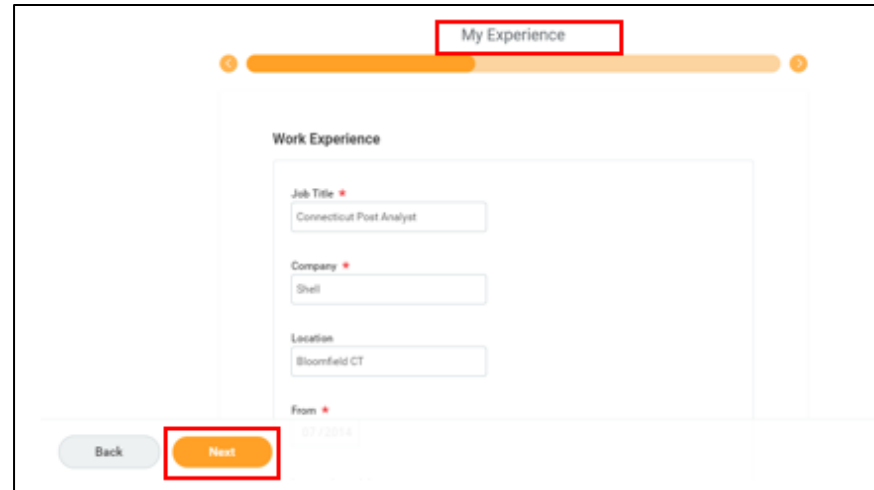
11. **Next**를 클릭합니다.



The image shows a 'My Information' page with a progress bar at the top. Below the progress bar are several input fields: 'Country' (dropdown menu showing 'United States of America'), 'Name' (with sub-fields for 'First Name' and 'Last Name'), and 'Address' (with sub-field for 'Address Line 1'). At the bottom, there are two buttons: 'Back' and 'Next' (highlighted with a red box).

12. **My Experience**(경력 사항)를 완성합니다.

13. **Next**를 클릭합니다.



The image shows a 'My Experience' page with a progress bar at the top. Below the progress bar is a 'Work Experience' section with several input fields: 'Job Title' (text field with 'Connecticut Post Analyst'), 'Company' (text field with 'Shell'), 'Location' (text field with 'Bloomfield CT'), and 'From' (text field with '07/2014'). At the bottom, there are two buttons: 'Back' and 'Next' (highlighted with a red box).

외부 지원자를 위한 가이드

14. **Application Questions**를 완성합니다.

15. **Next**를 클릭합니다.

Application Questions

Do you now work or have you ever worked at or for United Technologies Corporation or any of its businesses in any capacity? *

selected one *

Are you presently authorized to work in the country where the job is located? *

selected one *

Are you subject to any employment restrictions, such as a non-compete agreement? *

selected one *

Are you a CURRENT U.S. federal government employee? *

selected one *

Back Next

16. **Voluntary Disclosures**를 완성합니다.

17. **Next**를 클릭합니다.

Voluntary Disclosures

E.E.O Instructions

PLEASE READ CAREFULLY BEFORE RESPONDING

Anti-Discrimination Notice. It is an unlawful employment practice for an employer to fail or refuse to hire or discharge any individual, or otherwise to discriminate against any individual with respect to that individual's terms and conditions of employment, because of such individual's race, color, religion, sex, national origin, disability or protected veteran status or any other federally protected class. United Technologies Corporation ("UTC") is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, UTC invites applicants and employees to voluntarily self-identify their race/ethnicity and gender.

Submission of this information is voluntary, and refusal to provide it will not subject you to any adverse treatment. The information will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

If you choose not to self-identify at this time, the federal government requires us to determine this information by visual survey and/or other available information.

Invitation to Self-Identify Veteran Status: United Technologies Corporation is a Federal Government

Back Next

18. **Self Identify**를 완성합니다.

19. **Next**를 클릭합니다.

Self Identify

Language *

English *

Voluntary Self-Identification of Disability

Form

CO-305

OMB Control Number

1250-0005

Expires

1/31/2020

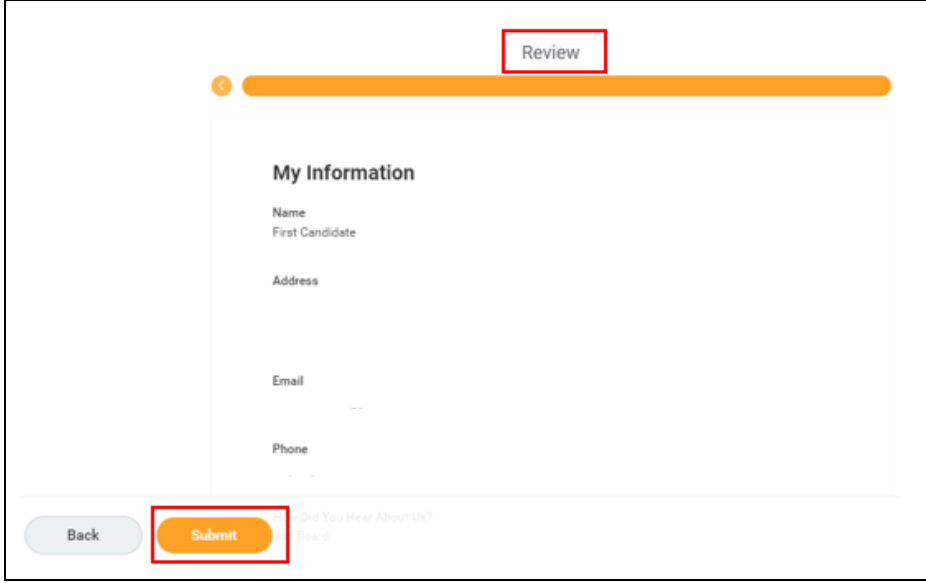
Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities [1]. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. (Consider this form to be confidential.)

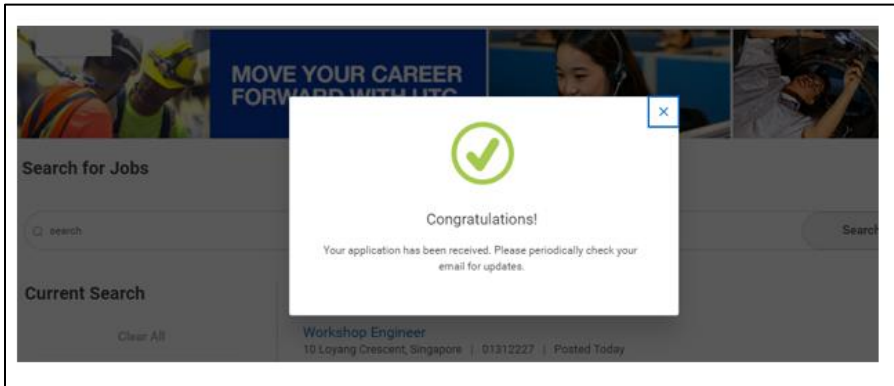
Back Next

외부 지원자를 위한 가이드

- 20. 최종적으로 Review(검토) 후 수정사항을 반영합니다.
- 21. Submit을 클릭합니다.



- 22. 최종 완료 메시지를 확인합니다.

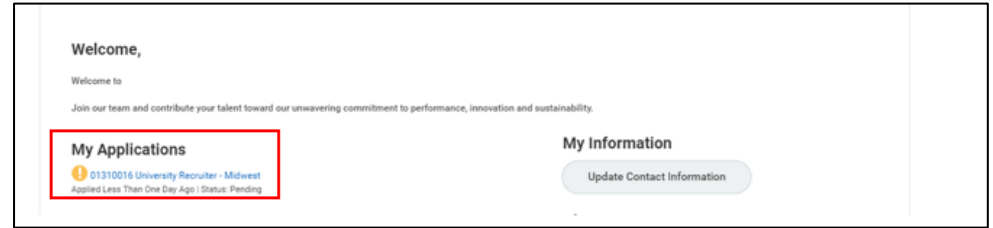


입사제안서가 전달되면 후보자는 다음과 같은 안내 이메일을 받게 됩니다.

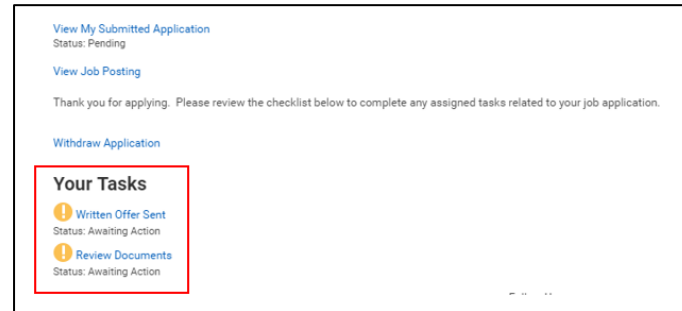


Second Step: 입사제안서가 전달된 경우 필요한 절차

1. https://otis2.wd5.myworkdayjobs-impl.com/REC_Ext_Gateway 웹사이트로 로그인합니다.
2. 후보자 홈 - My Applications (본인이 제출한 지원 정보)를 선택합니다.

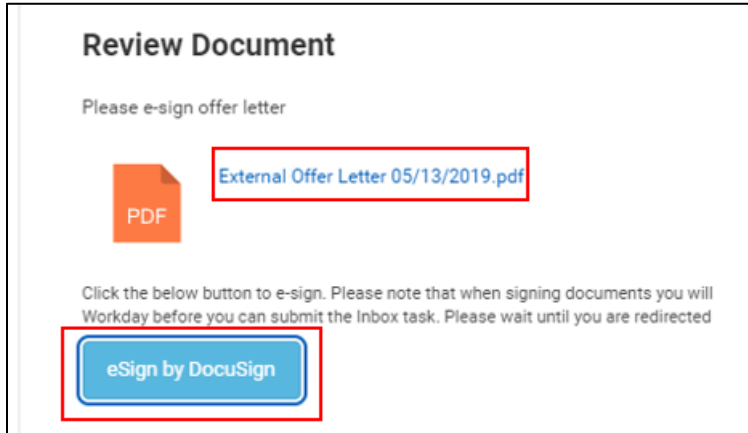


3. Your Tasks (내 태스크) 하단에 조회되는 각 사항을 완성합니다.

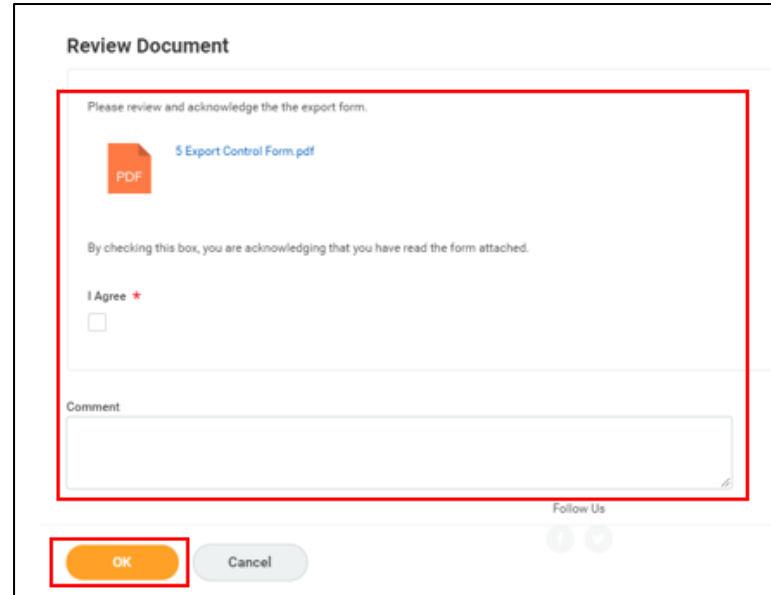


외부 지원자를 위한 가이드

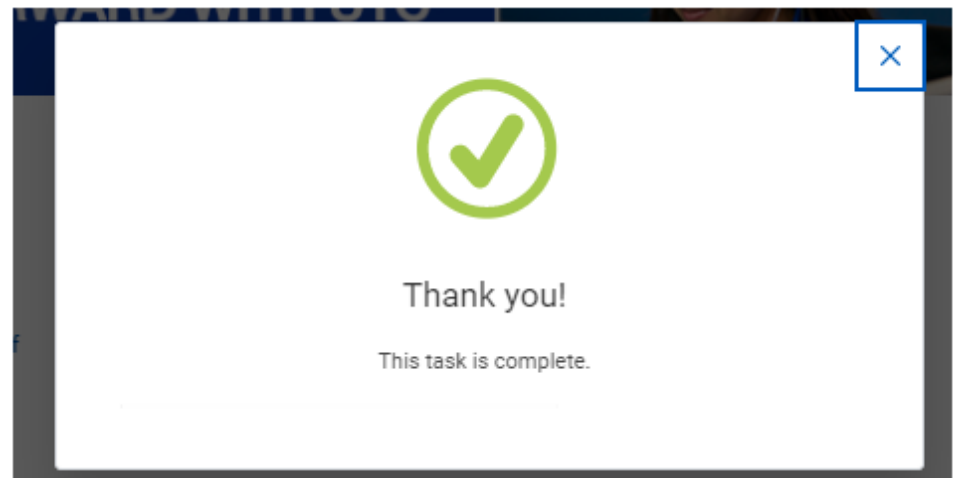
4. **External Offer Letter** 를 클릭하여 제안된 내용을 확인하고, 하단의 **eSign by DocuSign** 버튼을 클릭하여 제안서에 서명합니다.



5. Choose **Review Documents** 통해 서명 완료 내용을 확인합니다.
6. **OK**를 클릭합니다.



7. 최종 완료 메시지를 확인합니다.



외부 지원자를 위한 가이드

8. **Update Personal Information** 화면에서 개인정보 업데이트를 완료합니다.
9. 업데이트 완료 후 **OK**를 클릭합니다.

Update Personal Information

We invite you to review the EEO information that you entered when you completed your application and update, if necessary. You will also be prompted to enter your date of birth, please update prior to clicking submit.

Once this task is submitted, you will receive a pop up message indicating that your information has been submitted. Please do not log out once you see this message. Please click OK and proceed to the next task.

Date of Birth *

MM / DD /YYYY

Gender *

select one

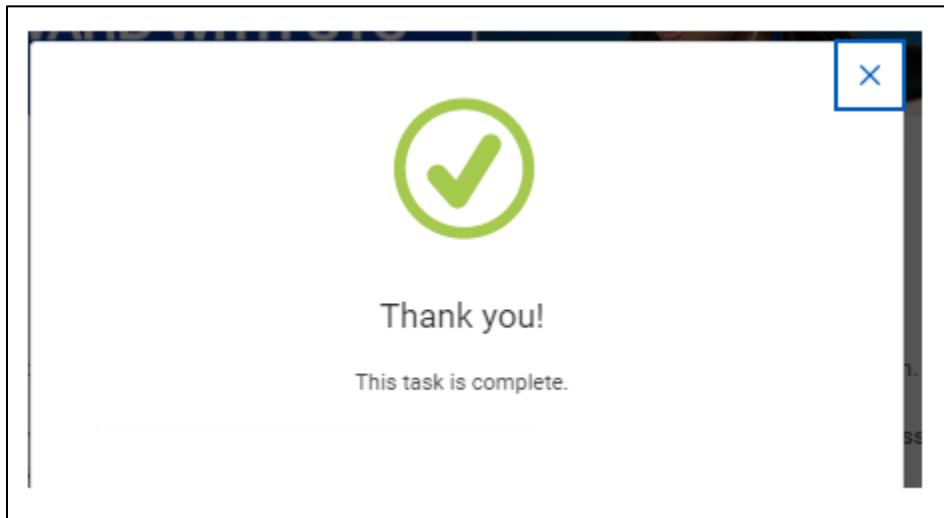
Ethnicity *

select one

Citizenship Status

OK Cancel

10. 최종 완료 메시지를 확인합니다.



11. **Update National ID or Government ID Information**에서 주민등록 번호 및 국적을 업데이트합니다.
12. 완료 후 **OK**를 클릭합니다.

Update National ID or Government ID Information

Congratulations and welcome to UTC!

Please click the "*" sign under the National ID section. You will be prompted to enter your country and your national ID (ex. SSN) information.

Once you click submit, you will receive a pop up telling you that the task has been submitted. Please do not log out after receiving this message as there will be 3 additional tasks requesting further information. Click "OK" and proceed to the next task.

Thank you!

National ID

Country *

select one

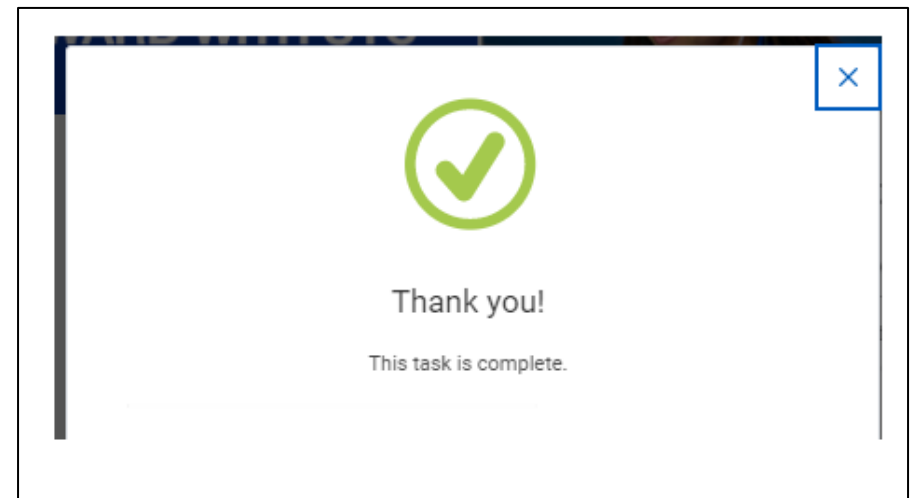
National ID Type *

select one

Identification Number *

OK Cancel

13. 최종 완료 메시지를 확인합니다.



외부 지원자를 위한 가이드

14. **Your Tasks** 에서 모든 단계에  표시가 되었는지 확인합니다.





[View My Submitted Application](#)
Status: Pending

[View Job Posting](#)

No Pending Tasks

[Withdraw Application](#)

Your Tasks

-  [Written Offer Sent](#)
Status: Step Completed
-  [Review Documents](#)
Status: Step Completed
-  [Update EEO/Personal Information](#)
Status: Step Completed
-  [Update National ID](#)
Status: Step Completed