Prospective Applicant,

Thank you for your interest in applying for a position with our Company.  We are pleased you would consider joining our dynamic team.  The application process begins through our website: www.TheVirginianPilot.com/careers.

**1)** Upon entering the website, you will see the following on your screen:

## Quick Job Search

To search by job code # click here.

| Division: | Continental Broadband<br>KLAS TV<br>Landmark Corporate<br>New s &Record<br>The Roanoke Times | |
|---|---|---|
| **Location:**<br>(Only areas containing jobs will appear below. The number of jobs in an area will appear at the end of each listing in brackets.) | FL - MIAMI--FORT LAUDERDALE [2]<br>IL - CHICAGO--GARY--KENOSHA [1]<br>MA - BOSTON--WORCESTER--LAWRENCE [1]<br>MD - WASHINGTON--BALTIMORE [3]<br>NC - GREENSBORO--WINSTON-SALEM--HIGH POINT [6]<br>NC - SMALL TOWN/RURAL AREA [4] | |
| **Job Category:** | Accounting<br>Administrative / Clerical<br>Broadcasting<br>Communications<br>Customer Service | |
| **Keywords** | | |
| With ALL of the following: | | |
| With at LEAST ONE of the following: | | |
| With this EXACT PHRASE: | | |
| WITHOUT the following: | | |

Search Jobs

You may search two ways:
**A)** **If you know the job code #** of the job you are interested in, click on the **To Search by Job Code Click Here** field referenced (circled above in red).  You will be taken to another screen titled ADVANCED JOB SEARCH.  Enter the 3-digit job code in the **JOB CODE** field (circled below in red).

## Advanced Job Search

| Job Code: | |
|---|---|
| **Division:** | Continental Broadband<br>KLAS TV<br>Landmark Corporate<br>New s &Record<br>The Roanoke Times |
| **Location:**<br>(Only areas containing jobs will appear below. The number of jobs in an area will appear at the end of each listing in brackets.) | FL - MIAMI--FORT LAUDERDALE [2]<br>IL - CHICAGO--GARY--KENOSHA [2]<br>MA - BOSTON--WORCESTER--LAWRENCE [1]<br>MD - WASHINGTON--BALTIMORE [4]<br>NC - GREENSBORO--WINSTON-SALEM--HIGH POINT [3]<br>NC - SMALL TOWN/RURAL AREA [2] |
| **Keywords** | |
| With ALL of the following: | |
| With at LEAST ONE of the following: | |
| With this EXACT PHRASE: | |
| WITHOUT the following: | |
| **Zip Code Range:** | Search within [ -- ] miles of zip: [ ] |
| **Job Category:** | Accounting<br>Administrative / Clerical<br>Broadcasting<br>Communications<br>Customer Service |
| **Job Level:** | Entry<br>Experienced<br>Senior<br>Executive |
| **Salary Range:** | Not Specified<br>$10-25K Year<br>$25-30K Year<br>$30-40K Year<br>$40-50K Year |
| **Hourly Wage Range:** | Not Specified<br>Minimum Wage<br>Less than $10 Hour<br>$10-15 Hour<br>$15-20 Hour |
| **Travel:** | None/Not Specified<br>0-10%<br>10-20%<br>20-30% |

Search Jobs

# (OR)

**B)** Select **The Virginian-Pilot** field and the **Location,** other fields can be left blank.  Click on the **SEARCH JOBS** button, and you will be given a list of **all jobs available**.  Example below:

## Quick Job Search

### JOB SEARCH RESULTS

Search Again ⟶

Showing 25 jobs (1 to 25) of 57.

Next ⟶

| Division | Job Code | Job Title | Location | Date Posted |
|---|---|---|---|---|
| The Virginian-Pilot | 490 | Online Video Sales Manager | NORFOLK, VA 23510 | 05/12/06 |
| The Virginian-Pilot | 488 | Broadband Video Sales Professional | NORFOLK, VA 23510 | 05/12/06 |
| The Virginian-Pilot | 487 | Senior Editor | NORFOLK, VA 23510 | 05/12/06 |
| The Virginian-Pilot | 484 | Copy Editor | NORFOLK, VA 23510 | 05/12/06 |
| The Virginian-Pilot | 480 | Online Ad Scheduler | NORFOLK, VA 23510 | 05/11/06 |

**2)** By double clicking on a particular **JOB TITLE**, you will be taken to the description for that job. Example below:

## Copy Editor

Apply On-line!

| Job Code: | 484 |
|---|---|
| Division: | **The Virginian-Pilot** |
| Location: | NORFOLK, VA US |
| Travel Involved: | 0-10% |
| Job Type: | Full Time |
| Job Level: | Experienced |
| Education: | Bachelors Degree |
| Category: | Newspapers |

**Position Summary:**

We are seeking a copy editor who will edit stories that appear in The Pilot, write headlines and captions, and proof pages, maps and graphics.

Please note the **NEXT** arrow above the page (circled in red above). By clicking this arrow you will be taken to additional pages of jobs.

**3)** Once you are in the Job description, to apply for that position, click on the **APPLY ON-LINE** button located at the upper right-hand of the page.  You will be shown the following:

## First Time User?

**Submit a Resume Profile first!** Along with maintaining an up-to-date Resume, you can also build an extensive **Skills Profile** that will increase your value to recruiters searching for a specific skill set, create **Job Search Agents** that will do the searching for you and much more.

⟶ Create your Resume Profile!

## Returning User?

Have you already completed a Resume Profile? If so, please login to apply online for a job or edit your information.

**Username:**

**Password:**                    Log In

⟶ Forgot your password?

As a first time user of our system, and to apply for a job, you will click on **CREATE YOUR USER PROFILE** under **FIRST TIME USER.**

**4) You will be asked to: (You are required to fill in all fields listed below in red)**

- Create a **USERNAME** and **PASSWORD** (Choose one that's easy to remember as you will need this information to log back into the system to update your information or apply for other jobs in the future. **We are not able to retrieve this information should you forget it.)**
- **HOW DID YOU HEAR ABOUT US?**-newspaper, friend, recruiter etc.
- **FIRST NAME**
- **LAST NAME**
- **EMAIL ADDRESS ***
- **PRIMARY PHONE**
- **ADDRESS**
- **INDUSTRY OF LAST EMPLOYER-**what type of business were you last employed in
- **WHAT ARE YOUR AREAS OF EXPERTISE?**- what are you good at?
- **WHAT KIND OF JOB ARE YOU LOOKING FOR?-**Full time, part-time, etc.
- **DESIRED SALARY RANGE**
- **JOB LEVEL**- Are you looking for an entry level position or higher?
- **ARE YOU WILLING TO RELOCATE?**
- **WHEN WOULD YOU BE ABLE TO START?**
- **LEVEL OF EDUCATION**
- **ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.?**
- **IF YOU ARE OFFERED EMPLOYMENT, DO YOU AGREE TO A DRUG TEST?**
- **LIST RESUME**-follow the instructions- you may cut and paste of type in the field provided

- **\*** Entering your email address will allow us to communicate with you more easily.  **If you do not have an email address**, please use LAST NAME **+** today's date to form your email address. For example: if your last name is Smith and today is June 1, 2006, your email address would be: smith+060106@pilotonline.com.

**After this information is entered**, please hit [SUBMIT]

**5) YOU ARE NOT DONE**- At the top of the next screen click [SUBMIT MY RESUME FOR JOB]

**6)** You may be asked some pre-screening questions at this point- Please answer all the questions and hit [SUBMIT]

**You have now applied for a position with our company.**

You will be contacted by a hiring manager for an interview via phone or email, if your skills and experience match the qualifications we are seeking, or if further information is needed.

In the meantime, you can go back into the system at any time by logging in to update your information, or apply for other jobs. Enter your **USERNAME** and **PASSWORD** in the **RETURNING USER** field and choosing one of the following:

| | |
|---|---|
| View/Edit my Resume Profile | Manage my Skills Profile |
| My Job Search Agents | Apply History |
| Retrieve my Password | Change my Password |

| |
|---|
| Manage My Offers |

**To create a Job Search Agent,** search our careers and save your search criteria as a **Job Search Agent**. It will then do the searching, and e-mail those jobs to you!

**The following will appear on your screen**

## My Job Search Agents

Every hour, your Agents will search the jobs database. If a new job has been opened that contains your Agent's criteria, that job will be emailed directly to you!

### ADD A NEW JOB AGENT

| | |
|---|---|
| Job Agent Name: | |
| Keyword(s) a job should contain: | At least one keyword you enter must be in a job for it to appear. |

Add

Choose a JOB AGENT NAME.  This will be the title of the job you wish to search for, (example: Marketing, Legal, Customer Service, Reporter).  Then enter a keyword that the job must also contain to sort through the list of jobs, (example: Manager, Representative, Assistant, etc.).

We encourage you to visit our website regularly, as new positions are added daily: www.TheVirginianPilot.com/careers.

**The Virginian-Pilot Media Companies are Equal Employment Opportunity Employers and support a drug free workplace.**

Thank You,

Human Resources Department