AUTS – Employee User Guide

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AUTS - Employee User Guide

Introduction   The purpose of this guide is to provide employees with instructions and information regarding the web-based online AUTS system. Employees will now be able to:

- Create/update their "Employee Profile"
- Create/update their "Skills"
- View internal job openings and bid on advertised job postings
- Create Future Transfer Requests
- Request Tests
- Access AUTS from home and/or work 24 hours a day 7 days a week
- Contact the AUTS Employee Service Center (1-888-722-1787) and speak "AUTS" for assistance

Employees will receive immediate confirmation of their bid(s) on advertised jobs and Future Transfer Request(s) via email.

If there are any terms you are not familiar with, please refer to Exhibit 2, Dictionary of Terms.

Background   AUTS was developed as a result of 1992 bargaining. Its objectives are:

- Provide employees access to information about available jobs.
- To help employees influence the direction of their careers by identifying the skills that allow them to qualify for available job opportunities.

Equal Opportunity   All AT&T California\Nevada Region employees are responsible for complying fully with the letter and spirit of EEO laws and regulations.

Equal opportunity is the responsibility of all AT&T employees, AT&T prohibits discrimination or harassment based on race, color, religion, national orgin, sex, age, sexual orientation, gender, gender identity, marital status, citizenship status, veteran status or disability. People providing services to AT&T under contract, including independent contractors, are also protected from unlawful harassment and discrimination for any of the above reasons.

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Reasonable Accommodation   The AT&T California\Nevada Region is committed to providing reasonable accommodation to qualified employees with disabilities where the requested accommodation does not present an undue hardship to the business. If you believe you need an accommodation to perform a particular skill listed for a job on which you are bidding, you should advise the Employee Service Center (ESC) representative of this fact when requesting a test or submitting your Bid Request. The ESC representative will refer your accommodation request to the appropriate Staffing Office who will then contact you to discuss the job requirements and your request in more detail.

Process   If you are a Regular full-time, Regular part-time or a Term non-management employee, you are eligible to participate in AUTS. AUTS provides you a way to access information about:

- Jobs currently available throughout AT&T California\Nevada Region.
- Skills required in order to take advantage of current and future job vacancies.
- Initiate Regular Bids for advertised vacancies (unlimited)
- Initiate Regular Future Transfer Request(s) (up to 10)
- Initiate unlimited regular surplus bids for lateral and downgrade jobs.
  - Surplus employees may not use their Surplus bid for upgrades with the exception of Surplus employees in Wage Schedule 3 may use their Surplus bid type to bid on upgrades in Wage Schedule 4.
- Initiate unlimited surplus Future Transfer Requests for lateral and downgrade jobs.
  - Surplus employees may not use their Surplus bid for upgrades with the exception of Surplus employees in Wage Schedule 3 may use their Surplus bid type to bid on upgrades in Wage Schedule 4.

AUTS is supported by the Employee Service Center. You can reach the ESC by dialing a toll free number 1-888-722-1787 and speaking AUTS. If you experience any problems accessing AUTS, contact the ESC. Generally these calls should be made on your own time during breaks, lunch, or from home.

AUTS will provide you with information about job opportunities currently available throughout the AT&T California/Nevada Region. If you are seeking a different position, you can view available job opportunities and bid on positions of interest. Job postings will be available for seven (7) calendar days.

Process
(continued)

In filling job openings through AUTS, Surplus employees who have bid on positions will be considered in advance of employees who have Regular bids for lateral and downgrade positions. Any surplus employee selected for a job opening must meet the basic test and any required skill(s) qualification prior to a job offer being given.

Joint AUTS (JARC) Review Committee

The Joint AUTS Review Committee (JARC) is made up of two Communications Workers of America (CWA) representatives and two representatives from the Company. The Committee's responsibilities include:
• Monitoring the on-going operations of AUTS
• Analyzing overall results
• Providing a forum to address concerns raised about the staffing of positions

West AUTS issues involving CWA represented employees not resolved through the grievance procedure may be presented to the JARC. The Committee's decisions in such matters will be considered final and binding resolutions.

West AUTS issues involving IBEW represented employees will be resolved through their normal grievance procedures.

West AUTS issues involving non-represented employees will be resolved through normal issue resolution procedures.

AUTS Dispute Resolution Committee (ADRC)

An AUTS Dispute Resolution Committee (ADRC) has been established as a sub-committee of the JARC to expeditiously address disputes and issues regarding the staffing of positions through West AUTS. The ADRC will analyze and evaluate the dispute and made recommendations to quickly resolve issues for an employee seeking transfers. Contact your CWA local for assistance.

The ADRC committee will consist of:
• One (1) single point of contact for CWA in Northern California and one (1) single point of contact for CWA in Southern California;
• One (1) single point of contact for the Company's Staffing organization;
• One (1) single point of contact for each Company Organizational entity as determined by the Companies.

Eligibility

Regular

All Regular AT&T West Region active, full-time and part-time and Term non-management employees are eligible to participate in AUTS.

To receive consideration employees must:
- must have a skill profile in the AUTS system
- meet basic test and skill requirements for the position(s).
- meet standards of the AT&T Code of Business Conduct.
- have a satisfactory job performance rating.
- have satisfactory attendance.
- have satisfied Time-in-Title/Time-in-Location requirements for your current job as shown on the applicable job brief.

Temporary or Occasional employees are not eligible to participate.

Note: If you are on a leave of absence, you may participate in AUTS with a Participation Waiver approved by the AUTS Staffing Office if you are returning to work within 15 days. Contact the ESC on OneStop 1-888-722-1787 to initiate the participation waiver. If you are job offered while on leave, you must meet the date wanted or training date specified on the requisition.

Surplus

All Surplus AT&T West Region active, full-time and part-time employees are eligible to participate in AUTS.

To receive surplus consideration employees must:
- have a skill profile in the AUTS system
- meet basic test and skill requirements for the position(s).

Surplus must be declared in your work group by job title, in a specific consolidated headquarters within a Presidential entity in order to receive surplus consideration. You are granted surplus status on Day 1 of the declaration until surplus is resolved.
Note: The above definition of Surplus Declaration is applicable to CWA represented employees. IBEW declaration criteria is covered in separate respective bargaining agreements. Questions should be referred to your supervisor.

There are no job performance, attendance, Time-in-Title/Time-in-Location requirements needed to participate in AUTS.

Temporary or Occasional employees are not eligible to participate.

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Roles and Responsibilities Employee

AUTS is a voluntary program that requires the employee's active participation in order to be effective. Employees are responsible for:

- Reviewing and updating the Employee Profile which includes skills to ensure all data is accurate and complete. This activity is very important, because the information provided will be used by the Staffing Manager and selecting supervisor to determine your qualification for requested jobs and to compare qualifications with those of other candidates.
- Reviewing Job Briefs to determine the duties and requirements of requested jobs (i.e., basic tests, Required, May be Required, and Desired Skills).
- Requesting testing for positions of interest. Allow up to 30 business days to be tested.
- Bidding on advertised positions of interest.
- Creating Future Transfer Request (FTR)
- Responding to job offers within 2 business days (48 hours).
- Paying any costs or expenses associated with voluntary relocation under the Regular Placement portion of AUTS CareerPath.
- Asking your supervisor to assist you if a disability prevents your use of the AUTS system and you are unable to contact the ESC or Staffing Office yourself.
- Mentioning to the ESC Representative that you may need an accommodation to perform a test or a particular skill, or that you need an accommodation in order to perform the requirements of the job.
- Providing your supervisor with a contact number if you are away from the job (i.e., on vacation, personal time off, etc.) so that a skill confirmation or job offer may be completed.

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Roles and Responsibilities Supervisor

Supervisors are available to assist you with:
- Providing you access to the information contained in the West AUTS Supervisor's User Guide
- Ensuring that your job appraisal and attendance records are current, accurate, and reflect whether you meet or do not meet standards.
- Returning you from leaves of absence according to Company policy.
- Contacting the Employee Service Center or the Staffing Manager if a disability prevents you from using the AUTS System.
- Notification of a force limitation that has been established in your work group.

AUTS Employee Service Center (ESC)

Employees can reach the AUTS Employee Service Center by dialing a toll free number OneStop 1-888-722-1787 and follow the instructions. Calls should be made on the employee's own time.

The center's main function is to assist you with obtaining or submitting information associated with AUTS, such as:
- Provide instructions for updating information in the Employee Profile including skills and print and provide copy to employee.
- Provide employees with AUTS Skills Profile Form upon request.
- Advising the AUTS Staffing Manager of your request for accommodation to perform a test or particular skill that is needed or that an accommodation is needed in order to perform the requirements of the position.
- Accepts requests for testing and schedules appropriate test.
- Accepts requests for test grandfathering and forwarding the request to the appropriate office.
- Works with supervisor of employee's who are unable to access the AUTS system.
- Enter a bid and/or Future Transfer Request (FTR) on behalf of employee's who are unable to access the AUTS system.
- Provide specific information about the status of a job requisition upon request.
- Documenting actions in AUTS as appropriate.

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Roles and Responsibilities Staffing

Responsibilities of the Staffing Offices include, but are not limited to the following:

- Receiving and forwarding all requests for changes to Job Briefs and Skill Code dictionary
- Proving an organization with status of its requisitions
- Clarifying and approving tests, work experience and skill requirements on Job Requisitions
- Scheduling employees for testing according to Order of Consideration guidelines
- Advising supervisors and employees of test time and location
- Upon an employee's request, providing reasonable accommodations, if needed, to perform a test
- Administering tests and providing test feedback to employees]
- Inputting test results into database(s)
- Preparing a candidate summary package and sending it to the selecting supervisor, or making job selections as directed by the selecting manager
- Extending job offers
- Interviewing external candidates and arranging for testing or other processing as required
- Determining starting wage
- Documenting actions in AUTS as appropriate
- Arranging for additional basic testing, medical evaluations and DMV records, as required
- Maintaining data reports concerning Job Requisitions, Placements, and Force Movement activities
- Providing training and education on the Staffing process
- Verifying priority placement status
- Work with Supervisors who are assisting employees who are unable to use the AUTS system
- Maintaining all Selection documentation for internal and external candidates as appropriate
- Responding to inquiries from government, legal, EEO, and Union representative regarding the Selection process, decisions, and Force Movement activities, in accordance with applicable procedures

AUTS - Employee User Guide, Continued

Employee Profile

You will be able to view, edit and print your profile from the Employee Self Service main menu.

When you log on to the Employee Self Service (ESS) page in AUTS main menu you will be able to access the following:

- ➢ **My Profile**: Provides you with the ability to review/complete or update your profile.
- ➢ **View Employee Profile:** Provides you the ability to view your profile
- ➢ **View Profile Report (On the AT&T network only):** provides you the ability to view and print your profile on the AT&T Network.

Accessing the Employee Profile

Employees can access AUTS and login to the Employee Self Service main menu to view, edit and print their profile.

You are required to login using your AT&T Global Login and Password. Once logged in, you will see the AUTS main menu known as Employee Self Service.

Continued on next page

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My Profile   Employees who wish to update their profile should follow the instructions below:

1. Login to Employee Self Service
2. Select My Profile

3. Complete the fields that are marked with an asterisk and select Save and Continue to progress to the next screen.
4. When all updates are complete, select the "Submit" button.

View and Print Profile   View Profile provides you the ability to view and print a report with detailed information of your complete profile i.e., Skills, Work History, Test Information, Current Supervisor, etc.

1. Login to Employee Self Service
2. Select **View Employee Profile**, Provides the employee the ability to view and online profile outside of the AT&T network
3. **View Profile Report (on the AT&T network only)** provides you the ability to view your profile and/or print detailed information, i.e., Skills, Work History, Training History, Test Information, current Supervisor, etc.
   a) Login to Employee Self Service
   b) Select View Profile Report (on the AT&T network only), a report will generate. This may take a few minutes to appear on the screen.

View and Print Profile (continued)

The report is presented on the screen in PDF format..

In the left corner of the Profile Report, click on the ⬆ icon to export the report. Under the File Format field, click on the dropdown box and select PDF and click "Export", click "Open" and then click on the printer icon 🖨 in the PDF document.
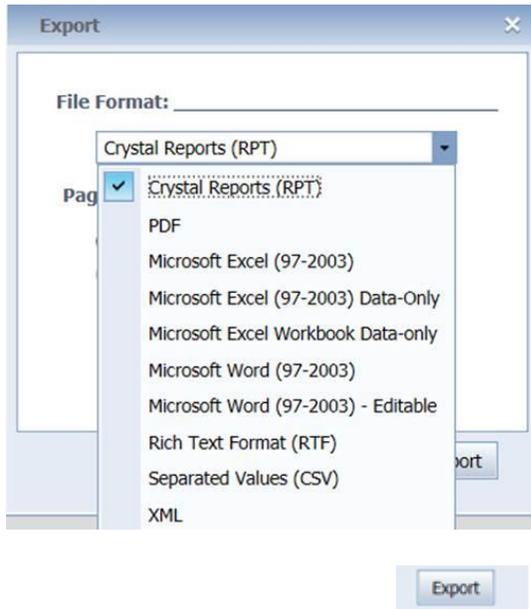
This will print the document.

Continued on next page

Skills

You can view, add, edit or remove skills. Skills are categorized as:
- General
- Language
- License/Certificate

Claiming a Skill

You may identify up to 125 of these skills to be placed on your Skills Profile.

In order to claim a skill, you must have:
- Successfully performed the skill for at least 6 months, or
- Successfully completed training that is related specifically to that skill, or
- Successfully completed Horizon's training that has been approved for claiming specific AUTS Skill codes.

Note 1: The skills included in the Job Skills Dictionary will also be listed on applicable Job Briefs. The Job Skill Dictionary will be used by supervisors in identifying the requirements for specific job vacancies. Job Briefs and the Skill Code Dictionary will be updated periodically.

Note 2: Keep in mind that some Job Briefs have Required and May be Required skills. You should include such skills when completing your profile. For example, a Service Technician job has a valid California/Nevada Driver's License as a requirement. If you possess these skills, they must be on your profile as they will impact the selection consideration.

Accessing AUTS

You can access the AUTS main menu via OneStop.

You are required to log in using your AT&T Global Login and Password.

Once logged in, you will see the AUTS main menu, known as Employee Self Service.

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Add Skills   To Add skills, select Profile then Skills.

If you have not added skills in AUTS, upon initial entry there will be no data on your skills summary screen until you add skills.

1. Select the **"Add"** button to begin adding your skills from the full list provided on the screen.

2. Click on the box to select a skill

3. You can select multiple skills or click again to deselect

4. Click on the hyperlink to view a description of a skill

5. If a skill already exists on your profile, a message box will appear

6. Click "OK" and the skill will automatically deselect

7. Scroll down and continue to select the skills you wish to add

8. For General Skills, complete the required "Date Acquired" field

9. For Licenses/Certifications complete the required "Date of Issue" and "Expiration Date" fields

10. For Languages, complete the "Date Acquired" field.

11. Once all skills are added select "Save and Continue"

A confirmation message will appear in the left corner of your screen

Select Cancel to exit the screen without saving the skills you have selected.

Continued on next page

Edit Skills   To edit a skill, select the box next to the skill(s) you wish to update. Select "Edit" and the list of your skills will show on the screen. The fields you can edit will be based upon the skill you have selected. Make the updates and select "Save and Continue". You can make multiple updates and removal of skills at the same time.

If you wish to remove the skill, place a checkmark in the box next to the skill in the "Remove" column. Select Save and Continue.

Edit Skills

To edit the date field(s) associated with a skill or remove a skill(s) from your Skills Profile.

Edit	Skill Name ▲	Skill Category	Skill Code	Date Acquired (MM/DD/YYYY)*	Date of Issue (MM/DD/YYYY)*	Expiration Date (MM/DD/YYYY)	Remove
☐	Amplitude Modulator Circuits	Technical	C2007	05/03/2016			☑
☐	Amplitude Modultn & Single-Sidebnd Modul	Technical	C2006	05/03/2016			☑

Print or Email Skills   On the Add/Edit Skills page, click on "Print/Email" link.

Print/Email

To print skills select "print". To email skills, select "email".

Updating Skills via AUTS Employee Service Center (ESC)   On rare occasions, it might be necessary to update your skills profile with the assistance of the Employee Service Center (ESC). The Skills Profile Form is available on OneStop and can be completed and forwarded to the ESC. The ESC will input the updated information within 48 hours of receipt. The Skill Code Dictionary located on OneStop will provide you with the name of the skill and definition.

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ESC Contact Information

Employee Service Center AT&T
Staffing West
3707 Kings Way – Room A2
Sacramento, CA 95821

Or **FAX** the original to 1-916-972-8331 or 1-714-871-3366

Note: You should use company U.S. mail procedures for mailing forms to the ESC. The ESC will accept FAX copies of original (initial) AUTS Skills Profile Form. Keep a fax receipt as your proof of when you faxed your original documents to the ESC.

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View Posted Jobs

You will be able to view internal job postings and apply to positions via the AUTS main menu also known as Employee Self Service.

Select View Posted Jobs

View Posted Jobs   **Future Transfers**

West AUTS

National Transfer Plan

The AUTS section will appear and you can view and bid on posted jobs.
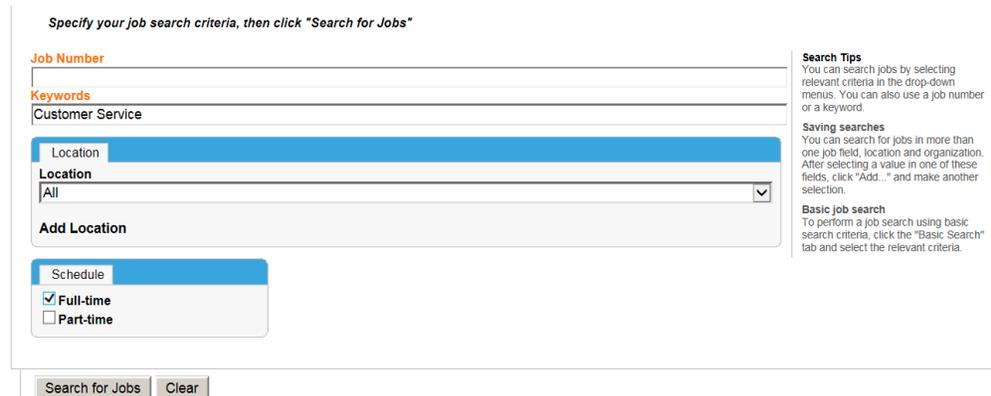
**** West AUTS ****

To create or update your Resume or Profile, scroll down to see "Access my Profile" link located on the far right-hand of Job Search page.

All AUTS vacancies will be posted for a minimum of seven (7) calendar days.

Job Search

You can search for positions by a job number, a key word, location, or full-time or part-time. Search results will return if there are jobs matching your search criteria. If you do not wish to search scroll to the lower section of the page and posted positions will be listed.

Specify your job search criteria, then click "Search for Jobs"

Job Number

Keywords
Customer Service

Location
Location
All

Add Location

Schedule
☑ Full-time
☐ Part-time

Search for Jobs   Clear

Search Tips
You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

Saving searches
You can search for jobs in more than one job field, location and organization. After selecting a value in one of these fields, click "Add..." and make another selection.

Basic job search
To perform a job search using basic search criteria, click the "Basic Search" tab and select the relevant criteria.

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Apply for Posted Job(s)

Job Postings are listed on the Job Search page. You can apply to the position from this page or click on the bolded title to see posting details and apply within the detail screen.

Customer Service Associate [CWA09] WEST TEST REQ - 1601855
US-California-Oakland-2150 WEBSTER ST (OKLDCA72)
Schedule - Full-time
Shift - Day Job
Apply | Add to My Job Cart | SHARE

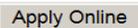**Sales & Service Representative Bilingual Residence [CWA09] West Test Req** - 1601845
US-Nevada-Reno-645 E PLUMB LN (RENONV70)
Schedule - Full-time
Shift - Day Job
Apply | Add to My Job Cart | SHARE

If you click on the View Full Job Brief link in the detailed screen shown below, you will be directed to the complete job brief for the advertised position.
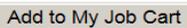
Apply Online | Add to My Job Cart | SHARE

Job Description

Customer Service Associate [CWA09] WEST TEST REQ - 1601855

Description

VIEW FULL JOB BRIEF

Job - Business Sales Solutions
Primary Location - US-California-Oakland-2150 WEBSTER ST (OKLDCA72)
Organization - CHAIRMAN'S OFFICE (01013892)
Schedule - Full-time **Shift -** Day Job
Employee Status - Regular
Job Posting - Aug 30, 2016, 10:00:00 PM **Unposting Date -** Nov 10, 2016, 10:59:00 PM

Company Code & Name F9 - Pacific Bell Telephone Company

Apply Online | Add to My Job Cart | SHARE

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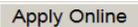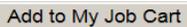
Testing - Types of Tests

Basic Test – Employees may request basic tests at any time to meet the basic test requirements of an advertised position.
Additional Basic Tests – Tests for which you must qualify to be job offered. You may bid on an advertised job pending additional required tests. If selected, you will be required to meet any qualifying test required for the position.

All test requirements are noted on the applicable job brief.

Regular and Surplus Test Requirements

Regular and Surplus employees must meet all test requirements as stated on the Job Requisition in order to be placed in the position.

Test Scheduling

Surplus employees will have priority for testing over Regular employees. Regular employees should allow 30 business days for testing, and surplus employees should allow 15 business days.

Note: Testing depends on the availability of testing resources and the activity level of job vacancies for the positions being requested.
IMPORTANT: If you take Corporate Funded Training, such as Horizons, you will be allowed to be tested upon successful completion of the training. Contact the Employee Service Center (ESC) to schedule testing.

After you have requested testing through the ESC or AUTS, you will be contacted with scheduled test information. If you are unable to keep your scheduled appointment for the day of the test you or your supervisor should call the ESC to discuss the circumstances and reschedule for another time.

If you do not provide advance notice, your request to be tested will be canceled and you will have to start the scheduling process all over again.

Employees who are candidates on a job that requires an Additional Basic Test and who refuse to be tested or fail to give notice that they cannot keep a test appointment will be bypassed for the opening. If you are in a surplus workgroup and have placed a surplus bid or have been assigned to a surplus job and refuse to take a test, you will leave the business.

Test Requests   You can express an interest to test in AUTS or you can contact the AUTS Employee Service Center for assistance if needed.

If you request a test in AUTS, follow the instructions below. The request will be reviewed and you will be contacted with test instructions.

1. At the Employee Self Service main menu select Testing / Test Request.
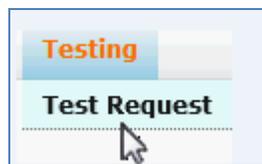
The Test Request Summary page will populate. To Add a test request, select Add

The Add Test Request screen populates. You can search by Job Family, Job Title or Test Name.

Job Family - Provides the drop down of job families. Select Search and a list of tests will populate that are available by that job family.
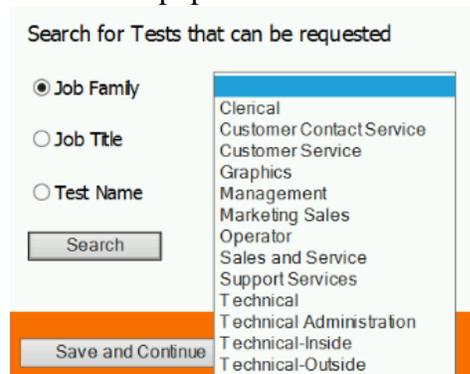
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Test Requestss
(continued)

Job Title
Provides the drop down of job titles. Select the job title and Search and a list of tests that are available for that title will appear.
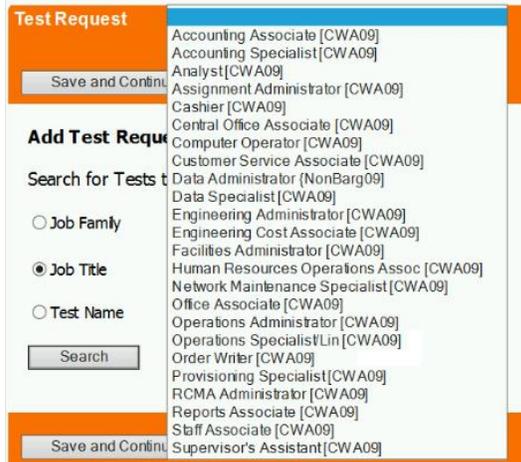
Test Name
Provides the drop down with a list of all available tests. Select the test and Search. The test will appear in the screen.

Test Requestss
(continued)

If choosing Test Name, select the drop down arrow and a list appears on the screen to make a selection.

Select the test, select Search, then place a check in the checkbox in front of the test name and "Save and Continue".

To add a Test Request(s), select the checkbox(s) in front of the Test Name(s) and click Save and Continue.

	Test Name
☑	**Keyboarding Skills Test**

The summary screen will show a "Saved Successfully" message.

Testing > Test Request
Saved successfully
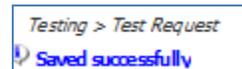
Test Accommodations

Prior to testing, individuals with disabilities may request reasonable accommodations through the ESC. Requests for accommodations are reviewed and approved on a case-by-case basis.

The primary consideration for approving a requested accommodation will be its impact on the validity of the test and its administrative and logistical feasibility.
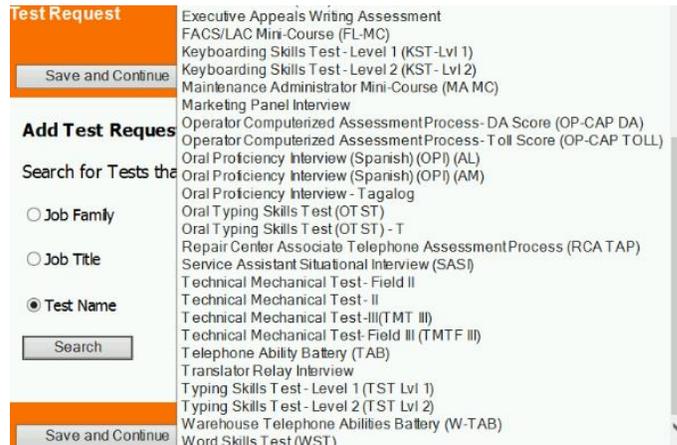
Test Results

Once you have been tested and informed of the results, the Test Administrator supplies this information to AUTS.

These results should be reflected in AUTS within 24 hours after results are available. Some test include an assessment which requires additional time for the results to be reflected in AUTS. You must allow enough time for your test results to be accessible to the ESC or the Staffing Office.

Types of Test Exemptions

There are three (3) types of test exemptions:
• Grandfathering
• Automatic System Grandfathering
• Employee Requested via Test Exemption Notification process
Exemptions do not apply to skills tests (typing, data entry, etc.) or language assessments (i.e., Spanish, Cantonese, etc.) or physical abilities test (PAE).

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Test Exemptions Grandfathering

The process known as **grandfathering** requires requesting confirmation and approval. You may be test qualified for various positions by meeting one of the following grandfathering criteria:

- For any family of jobs requiring the same aptitude tests, you may be grandfathered for movement among those job titles, as long as you have held one of those job titles for at least 6 consecutive months (exclusive of formal training) performed the job with satisfactory rating, and the test has not changed.

- If you have held a temporary assignment consecutively for six (6) months or longer, (exclusive of formal training) you will be considered test qualified for any jobs requiring the same test as long as you have performed the whole job with satisfactory rating and the test has not changed.

- Additional grandfathering exemptions, which apply to specific tests, are reflected in the **Grandfathering Matrix shown below:**

Grandfathering may occur if you…			
Test	**Performed whole job (or whole job specified below)** • **for 6 months or longer** • **with satisfactory job performance** • **and test has not changed**	**Currently perform job which has the same test requirements**	**OTHER** **(Criteria specific to this particular test or job)**
AMQT	Not Grandfathered	Grandfathered	N/A
BMQT	Not Grandfathered	N/A	N/A
CSA	Grandfathered	N/A	N/A
Cust. Assoc. Simulation	Grandfathered	N/A	Serv. Reps. Not Exempt
TKT II	Grandfathered	Grandfathered	N/A
TKT II	Comm. Tech. - ESS	Comm. Tech. - ESS	* Training Course 5600A
FL-MC	Grandfathered	N/A	N/A
CSR/MA-MC	Grandfathered	N/A	N/A
TAB	Grandfathered	N/A	Additional Exemptions May Apply
TMT III	Grandfathered	Grandfathered	N/A

Successfully completed applicable training course.

Note: To request to be grandfathered, you should contact the Employee Service Center. You will receive a decision on your request within 5-10 business days of referral

Automatic System Grandfathering

In the cases listed below, you do not need to request grandfathering. The System will identify the test qualifying experience.

- All test scores will be honored as long as there is a record in the system indicating that you have met current test standards, the test results are still valid and have not expired as indicated below, and the test has not changed:

Language Assessment (includes sign language)	No expiration
Physical Abilities Evaluation	Results are valid for one (1) year.

Note: You may bid on positions requiring physical ability test* or language assessments even if qualifying test scores have expired.

Skills Tests*	Results are valid for five (5) years

Note: If you do not have the level of skill required for a posted position, you may bid on that position and will be scheduled to test.

*Skills Tests include Typing, Keyboarding, Word and Excel.

- If you are presently performing a job which is not a temporary or a loan assignment and the job has the same requirements as the job requested, you will be considered currently test qualified.

Employee Requested Test Exemption

To request a test exemption, complete and submit the Exemption Request Form along with supporting documentation as follows:

- For an Education Exemption Request – provide a copy of the diploma or certificate.
- For an Experience Exemption Request – provide the company name, job title held, period of time employed in that specific title, and a brief description of the job duties.

A new automated process has been developed and you can now request a Test Exemption Request Form {Insert Link} online via OneStop. You will receive an email confirmation of receipt of the request and will be notified with the exemption status within 48 hours.

AUTS - Employee User Guide, Continued

Retest/ Expiration Guidelines

Retest/Expiration guidelines can be found on the applicable test guide. Test Guides are located on [OneStop](#).

You will not be considered for open jobs if you do not meet the retest intervals by the end of the advertised period.

Travel Expense for Testing

If you must travel in order to be tested as assigned by the Company, your current (sending) supervisor will pay the expenses associated with that travel and your time away from the job (per CWA/IBEW contracts).

Employees may not request testing at a specific test center, unless approved by Staffing for valid business reasons. The testing location will be the center closest to your work location.

View and Bid on Posted Jobs Regular Bid

All requests for Regular movement under the AUTS are voluntary, through a self-bidding process. (See Exhibit 1) You may have an unlimited number of Regular bids for upgrade, downgrade and lateral movement. (Also reference View Posted Jobs – page 19 for more information.)

There is no penalty for a declination on a Regular bid. The bid expires if one of the following occurs:
- the requisition is filled/cancelled
- you refuse to take an additional basic test
- you do not meet AUTS eligibility criteria
- you are placed in another job via AUTS
- you withdraw your bid on or before the date the job requisition ends advertising
- you leave the West Region AT&T payroll

If any of the following situations apply, you will be entitled to submit bids through AUTS from the effective date (report date) of your new assignment:
- For up to 6 months if you accept a non-commutable assignment from an intra-VP force rearrangement offer.
- For up to 24 months if you are placed in a job under the force movement (Surplus) process, using your Return Rights bids.
- Limited Return Rights for up to 24 months as stated in the CWA Contract.

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View and Bid on Posted Jobs Regular Bid (continued)

If you are a former employee, you will be entitled to submit unlimited Bids through AUTS for up to 18 months from your termination date if:

- You declined a non-commutable job under the intra-VP force rearrangement process.

- You declined a downgrade and/or non-commutable job under the Force Movement (Surplus) process during the Assignment Phase.

- You accepted the Voluntary Surplus Reduction Option (VSRO), Enhanced Surplus Reduction Offer (ESRO), or Enhanced Severance Benefit (ESB) under the Force Movement (Surplus) process.

NOTE: If you apply to an external position, you will be subject to the rules of the Former Employee Policy.

Access AUTS to View and Bid on Posted Jobs

You will be able to view internal job postings and apply to positions via the AUTS main menu.

At the AUTS main menu select View Posted Jobs

The AUTS section will appear and you can view and bid on posted jobs.

**** West AUTS ****

To create or update your Resume or Profile, scroll down to see "Access my Profile" link located on the far right-hand of Job Search page.

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Future Transfer Requests - Regular

Future Transfer Requests (FTR) provides you the ability to create and/or cancel Future Transfer Requests. A maximum of 10 Regular Future Transfer Requests are allowed.

To Add or cancel a Future Transfer Request, select **Future Transfers>Future Transfer Request** from the AUTS main menu.

1. To add a Future Transfer Request select **Add** and complete the required fields.

Add Future Transfer Request

To add a Future Transfer Request, you must select a job title, state, city and work location.
A maximum of 10 active Future Transfer Requests are allowed.

It is recommended that you give careful consideration when selecting the title and location since an offer refusal may be counted as a job offer declination.

The Add screen appears for completion.

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AUTS - Employee User Guide, Continued

Future Transfer Requests - Regular (continued)

2. When adding a Future Transfer Request (FTR) you must select a Job Title, State, and Exchange or City/Work Location.

   NOTE: Only 1 discipline per FTR may be selected. If you do not select a discipline and the requisition has a discipline listed, you will be matched to the requisition.

   IMPORTANT If an offer is declined from a FTR – a 6 month declination penalty will apply.

3. You must select your transfer type if you are surplus and/or have return rights. Regular FTRs will default to Regular. Select "Save and Continue".

Summary screen appears with Future Transfer Request(s) listed.

Add | Edit

To add a Future Transfer Request, select **Add** above. To cancel an active Future Transfer Request, select **Edit** above.

A maximum of 10 active Future Transfer Requests are allowed.
Surplus employees may create unlimited surplus Future Transfer Requests.

FTR ID ^	Transfer Type^	Title ^	Discipline ^	Exchange ^	Work Location ^	Submission Date^	Status ^	Status Reason^	Last Changed Date ^
13456	Regular	DATA ENTRY ASSOCIATE [CWA09]			2600 CAMINO RAMON, SAN RAMON, CA	02/23/2016	Active	Submitted	02/23/2016
13457	Regular	DATA SPECIALIST [CWA09]	CFO/STRATEGY	EASTBAY, CA		02/23/2016	Active	Submitted	02/23/2016

4. If you already have Future Transfer Requests in the system they will be listed on the screen.

Continued on next page

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Future Transfer Requests - Regular (continued)

5. This screen will also include any requests where you may have declined a job offer from a Future Transfer Request which will be shown as "Cancelled-Declined with Penalty" under the status/reason column.

6. To Cancel a Future Transfer Request, select Edit. The summary screen will appear with a Cancel column.

Edit Future Transfer Request

To cancel an active Future Transfer Request(s), select the checkbox in front of the FTR ID(s) and click Save and Continue.

Cancel	FTR ID ^	Transfer Type^	Title ^	Discipline ^	Exchange ^	City^	Work Location ^	Submission Date^	Status ^
☑	13456	Regular	DATA ENTRY ASSOCIATE [CWA09]			SAN RAMON, CA	2600 CAMINO RAMON	02/23/2016	Active
☐	13457	Regular	DATA SPECIALIST [CWA09]	CFO/STRATEGY	EASTBAY, CA			02/23/2016	Active

Select the Cancel option in front of the Future Transfer Request you wish to cancel. Select "Save and Continue" to save/complete your transaction.

Save and Continue   Cancel

The summary screen will now show the Future Transfer Request as Inactive

Future Transfer Request

Add | Edit   Print/Ema

To add a Future Transfer Request(FTR), select **Add** above. To cancel an active Future Transfer Request, select **Edit** above.

A maximum of 10 active Future Transfer Requests are allowed.
Surplus employees may create unlimited surplus Future Transfer Requests.

FTR ID ▲	Transfer Type	Title	Discipline	Exchange	Work Location	Submission Date	Status	Status Reason	Last Changed Date
551	Regular	Equipment Specialist [CWA09]			490 MAIN ST, Chula Vista, California	08/25/2016	Inactive	Cancelled-by Employee	08/25/2016
552	Regular	Equipment Specialist [CWA09]	Support Services	Las Vegas, Nevada		08/25/2016	Inactive	Cancelled by Staffing	08/26/2016
553	Surplus	Sales Consultant (Business) [CWA09]	ASI Super Center		490 FOOTHILL RD, Beverly Hills, California	08/25/2016	Inactive	Expired	10/05/2016
555	Regular	Equipment Specialist [CWA09]			490 MAIN ST, Chula Vista, California	08/26/2016	Inactive	Cancelled by Staffing	09/01/2016
556	Regular	Accounting Associate [CWA09]		Agoura, California		08/26/2016	Active	Submitted by Staffing	08/26/2016
557	Regular	Accounting Specialist [CWA09]		Austin, Nevada		08/26/2016	Active	Submitted by Staffing	08/26/2016

Continued on next page

AUTS - Employee User Guide, Continued

View and Bid on Posted Jobs Surplus Bid

If you are an employee from an officially declared surplus work group, you may request your bid type to be a Surplus.

Bid Type	Req ID	Job Key	Job Title	Location	Advertising End Date ▼
Regular, Surplus ▾	1601846	50624226	Antenna Technician [CWA09]	1777 CEBRIAN ST	11/10/2016

When bidding, you must select a bid type selection to receive Surplus priority consideration. If you are in a Surplus workgroup the following guidelines apply:
- A waiver of Time-in-Title/Time-in-Location (TNT/TNL)
- You may bid or place surplus Future Transfer Requests on or after the first day of surplus status.
- Unlimited surplus bids and unlimited surplus Future Transfer Requests for lateral and downgrade jobs.
  - o Surplus employees may not use their Surplus bid for upgrades with the exception of Surplus employees in Wage Schedule 3 may use their Surplus bid type to bid on upgrades in Wage Schedule 4.

If you are a Surplus employee, you will no longer be eligible for Surplus consideration in AUTS if any of the following occurs:
- You are no longer Surplus
- You are placed in another jobs through AUTS or another voluntary transfer of placement process
- You leave the AT&T West Region payroll

NOTE: If you have bid for a current or Future Transfer Request and become Surplus during the advertising period, your bid will not automatically be converted to surplus. You must edit your request and select the Surplus bid type prior the date the Job Requisition advertising end date.

AUTS - Employee User Guide, Continued

Adding a Bid Type Selection

To add a Bid Type selection access the employee self-service main menu, and select View Posted Jobs:

- Open the Employee Bid Type Selection screen
- Select Add

Add | Edit

Select a bidtype(s) to be used for the requisiton(s) listed below.

From the Bid Type drop-down, select the bidtype(s) you wish to use and then click Save and Continue.

Those employees who are Surplus, and/or have Return Rights, must enter Bid Type Selection(s) prior to the Job Posting advertising end date to complete their Job Submission in order to be considered for the postion.

Surplus bid type cannot be selected for upgrade job titles.

Bid Type	Req ID	Job Key	Job Title	Location	Advertising End Date ▼
Regular, Surplus ▼	1601846	50624226	Antenna Technician [CWA09]	1777 CEBRIAN ST	11/10/2016

Adding a Bid Type Selection (continued)

Once you select Add, the employee bid type selection summary screen will list your job submissions that require you to make a bid type selection on jobs currently posting.

Add Bid Type Selection

Save and Continue   Cancel

Select a bidtype(s) to be used for the requisiton(s) listed below.

From the Bid Type drop-down, select the bidtype(s) you wish to use and then click Save and Continue.

Those employees who are Surplus, and/or have Return Rights, must enter Bid Type Selection(s) prior to the Job Posting advertising end date to complete their Job Submission in order to be considered for the postion.

Surplus bid type cannot be selected for upgrade job titles.

Bid Type	Req ID	Job Key	Job Title	Location	Advertising End Date ▼
Regular, Surplus ▾	1601846	50624226	Antenna Technician [CWA09]	1777 CEBRIAN ST	11/10/2016

AUTS - Employee User Guide, Continued

Adding a Bid Type Selection (continued)

Select the drop-down arrow in the bid type section to make the bid type selection(s). Place a check in the box next to the bid type you wish to select. Once you have made your selection(s), close the box.
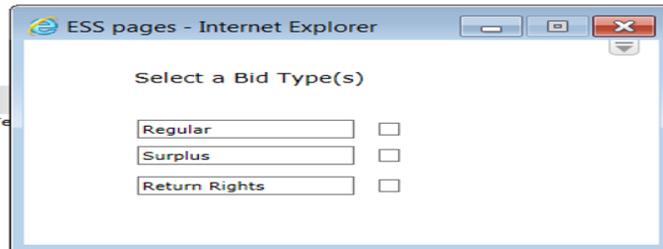
Employees with Surplus and Return Rights may select more than one (1) bid type. If the position is an upgrade, surplus employees are not eligible to select the Surplus bid type with the exception of surplus employees in Wage Schedule 3 may use your surplus bid type to bid on upgrades in Wage Schedule 4.

Once the selection(s) are made, the value(s) selected will be displayed in the Bid Type section for your bid.

Select Save and Continue to save your Bid Type selection(s).

A Saved Successfully message will display on the Employee Bid Type selection summary screen.

Edit Bid Type

You can edit a Bid Type selection if the job is still advertising.

Select Edit to access the employee bid type summary screen. The summary screen for the Edit function works the same as the Add function – reference page 2. Complete your edit(s) and select Save and Continue.

A Saved Successfully message will display on the Employee Bid Type selection summary screen.

NOTE: You can only Edit while the job is still advertising. Once the advertising closes, the bid type cannot be changed.

Continued on next page

Future Transfer Requests – Surplus and Return Rights

A surplus employee or an employee with Return Rights can submit unlimited Future Transfer Requests (FTR). The process to submit a Surplus or Return Rights FTR is the same as submitting a Regular FTR.

NOTE: If you are surplus or if you have Return Rights, you must select a transfer type in order to submit the FTR. If the position is an upgrade, you are not eligible to select the Surplus bid type with the exception of surplus employees in Wage Schedule 3 may use their surplus bid type to bid on upgrades in Wage Schedule 4.

You can edit your FTR via the Edit function.

Add | Edit

Complete your edit(s) and select Save and Continue.

A Saved Successfully message will display on the Employee Bid Type selection summary screen.

ⓘ **Saved Sucessfully**

Advantages/ Disadvantages of Regular Bid VS Future Transfer Request (FTR)

The following are advantages/disadvantages of submitting Regular and FTRs.

Regular Bid	Future Transfer Request (FTR)
Advantages	Advantages
-Position actually exists -Knowledge of specific requirements for the position -Unlimited Bidding -No job declination penalties	• Can submit a request for a specific job title, location, exchange, department and/or discipline is applicable. • Will be considered for multiple job requisitions that meet the criteria of the FTR
Disadvantage(s)	Disadvantage(s)
-Must submit bid before advertising end date	• Don't know when an actual position may exist • May receive a request for additional basic test if applicable unexpectedly • May receive job offer unexpectedly • May not specify a certain building room number, floor or particular supervisor • May not select hours • Job Offer Declination applies

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Reviewing Job Submissions

Once you have bid on a position, you will receive a confirmation that your bid is complete.

- To view your job submission status:
- Log into <u>Employee Self Service</u> main menu
- Under View Posted Jobs tab select West AUTS
- Select MyJobpage

- Click on Jobs I've Applied For-tab

- Scroll down to the Completed Submissions section
- In the Submission Status line click on the bold status link for a detailed description of your status.

NOTE: You will also be able to view the Requisition status (Job Status) via the MyJobpage. See sample below:

- Click on the Submission status Bid Acknowledged link for additional information.

- To return to the previous page, click on Back

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Submission Status

The employee will be able to view their submission status on the requisition via the West AUTS Career page MyJobPage tab

The following provides a list of submission statuses used during the selection process:

Submission Status	Submission Status Description
Bid Acknowledged	Thank you for your Bid
Not Qualified-Does not meet minimum requirements	You did not meet the minimum requirements for the position.
Withdrawn	Our records reflect you have withdrawn from OR have not completed the bidding process.
Attendance & Performance Review	Attendance and Performance is being reviewed.
AT&T Employment Testing	You have been sent an email message regarding Testing. Please check your e-mail in-box and take appropriate action.
Scheduled for Testing	You have been confirmed for testing.
Not Qualified for Testing	While you did not qualify on the testing required for this position at this time, you may be eligible to retest in the future.
Testing Status Update	You have successfully completed the initial testing phase required for this position.
All vacancies have been filled	While you have met the minimum requirements for the position, no vacancies are available at this time.
Skills Verification / RJP	Skills Verification and/or Realistic Job Preview (RJP) are in process.
Awaiting Review	Your skills and qualifications are being reviewed.

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Regular or Surplus on Disability	If you are receiving short-term disability benefits under the Company's Disability Plan (on disability less than 1 year) you may bid on jobs if you are scheduled to return to work with your supervisor's approval within 15 calendar days after the job closing date. Your supervisor will be consulted by the Staffing Office to determine your status.
Reasonable Accommodation	The AT&T California\Nevada Region is committed to providing reasonable accommodation to qualified employees with disabilities where the requested accommodation does not present an undue hardship to the business. If you believe you need an accommodation to perform a particular skill listed for a job, you should advise the ESC representative of this fact when requesting a test. The ESC representative will refer your accommodation request to the appropriate Staffing Office who will then contact you to discuss the job requirements and your request in more detail.
	When a job offer is being made to an employee, they are read the essential job function of the job. During the job offer process the employee self nominates the fact that they need an accommodation to perform the essential function of the job. The Staffing Manager will note the requested accommodation and contact the receiving department to see if the receiving department can meet the employee's reasonable accommodation. If the receiving department can meet the employee's accommodation the job offer will continue. If the receiving department cannot meet the employee's accommodation the employee will be bypassed on the job requisition and the staffing manager will note the reason why the receiving department could not meet the employee's requested accommodation.
Withdrawing Your Bid	You may withdraw your bid or re-apply via the MyJobpage during the job advertising period. You cannot withdraw or re-apply after the job requisition has closed.

AUTS - Employee User Guide, Continued

Matching Qualified Candidates to Job Vacancies

When a job advertisement closes, the system will provide a Candidate Selection List (CSL) of employees who have placed a bid for the specific position. This list can contain employees who submitted Regular, Surplus, and/or Future Transfer Requests (FTR) that bid on the job requisition.

The system will sort the candidates in the following order:

1) **Qualified employees** in the available Employee File consisting of personnel returning from medical disability, military leave, FMLA, union leaves of absence, qualified medically restricted employees and surplus employees.

2) **Reassigned and laid off employees** from past surplus placements

3) **Hardships**

4) **Regular Placement***

Note: VP entities may reserve up to 50% of their vacancies on a "title-by-title" basis for intra VP movement. Those vacancies identified for intra VP movement will be made available to qualified employees within the same VP entity before Regular employees from other VP entities. Intra VP entity selection will be determined by skills and seniority.

5) Term Employee*
6) New Hires

Continued on next page

Matching Qualified Candidates to Job Vacancies (continued)

Based on the sorting process described above, a CSL is generated.

Priority candidates will appear first on the CSL. Included in the priority are Surplus Bid and surplus FTRs.

*Note: If the client desires to trigger the contract language in Article 2, Section 2.04B3 of the current CWA Collective Bargaining Agreement (which states "Employees and new hires in Section 2.04B1d through 2.04B1f may be considered concurrently. When two or more individuals are equally qualified, seniority will determine the choice.") allows the Companies to consider employees in the classifications of Regular and Term concurrently without requiring the Companies to also consider new hires concurrently.

> *Note: AT&T Nevada Region employees will be considered for AT&T Nevada Region positions for which they are qualified before such opportunities are made available to AT&T California Region employees. AT&T California Region employees will likewise receive consideration for AT&T California Region positions before such opportunities are made available to AT&T Nevada Region employees.*

Selection Process

The Regular selection process begins when the supervisor with a job vacancy receives notification from staffing with a Candidate Package which will contain the following:
- Cover letter
- A list of qualified employees in order of consideration
- The Staffing Manager forwards the top candidates (1-3 per opening). When two or more candidates have an equal number of confirmed skills, seniority will determine the choice.
- Skill Confirmation Process Guide, if applicable.
- Selection/Non-Selection forms.

If candidate list includes priority employees (e.g. surplus or employees with restrictions), the selection will be handled by the Staffing Office.

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Skill Confirmation

There are times an employee's skills may need to be confirmed. The Hiring Manager will be able to conduct a skills confirmation by using one of the following processes:

Review skills listed on the CSL – This method used the information listed on the CSL that is the employee's current or previous work experience and training. The HM should be able to confirm a skill code listed on the CSL by relating it to a particular job, training, or a combination of both.

Discussion with the employee's current or previous supervisor. – Discussion with your supervisor is another way to confirm whether or not you have had the work experience or training that would support the particular skill listed. The Supervisor can confirm whether or not you have demonstrated a certain skill and if it is attributable to the current or past position.

Discussion with the Employee – If it is difficult to confirm your skill(s) based on the information obtained from the CSL, or after discussion with the current or previous supervisor, the HM may choose to speak with you directly. Questions should be limited to those that are related to the skill(s) listed on the requisition for which you claim to possess. You may have had other experiences outside of work that the HM may not be familiar with and the discussion could provide additional information about the relevance of that experience. The HM may want to prepare 2-3 questions around the required and/or desired skills to be confirmed. The HM should remember that this discussion is not an employment interview but only a conversation to confirm the existence of a listed skill(s).

The HM must use one, some, or all of these methods. If a skill code cannot be confirmed using Method 1 or 2, prior to denying the skill code, the HM must discuss with the employee.

Note: If when contacting the employee's supervisor, the HM learns that a potential employee is on short term disability, the following applies:

- If the employee is scheduled to return **within** 15 calendar days, with verification of the employee's supervisor, you must consider the employee.
- If the employee is scheduled to return **after** 15 calendar days, and you have verified with the employee's supervisor, you may bypass the employee. You should maintain documentation in this event.

Concurrent Consideration
Regular placement candidates and external job applicants may receive concurrent consideration. However, the requisitioning manager must receive appropriate hiring authorization as established by their business unit/support unit.

Job Offers
Employees who are selected to fill a job vacancy, will be notified by the Staffing Manager. The Staffing Manager will inform the employee's supervisor of the offer.

Employees have up to 2 business days (48 hours) to accept or decline a job offer.

If during the job offer process an employee selected for a job has a disability that requires a job accommodation, the Staffing Manager will contact the departments HR organization. The decision will then be made to determine what, if any, reasonable accommodation can be made.

The Staffing Manager will notify the receiving department when the requisition has been filled.

Once an employee has accepted a job offer all other bids will no longer be considered. During this time, the employee will not be referred for any other job vacancies.

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Declining a Job Offer

Employees who decline a job offer for a Regular bid made through AUTS, will not be subject to a job offer declination penalty.

Employees who decline a job offer from a FTR that matches a request made through AUTS, then that request and any other request that would include the same title and exchange will be canceled and a declination penalty would apply and the employee will not be eligible to submit an FTR that would include the same title and exchange for a period of 6 months from the date of the declination.

Surplus employees who bid during the voluntary phase of surplus using a Surplus BID TYPE and decline a position that was requested through AUTS, will leave the business without separation benefits.

Exceptions to Declination Penalty

You may decline a job offer without penalty if you were presented as a candidate to the Hiring Manager on the CSL and if:
• a decision was not made within 30 calendar days, and
• the job offer was based on a FTR.

Employees who appear on multiple Job Requisitions at the same time and who decline a job offer through a Regular bid will still be a viable candidate on the other requisitions. However, employees who have already accepted a job offer, cannot decline it in order to accept a subsequent offer.

However, if a job offer has been made, regardless of acceptance or denial decision, and it is later discovered that the job offer was improper, the job offer can be rescinded even though the employee has not yet reported to the new position.

Release Date

The period between the time a job offer is accepted and when an employee reports to the new assignment can be:
• The next pay period following up to 10 business days or training date for upgrade positions;
• The next pay period following up to 22 business days or training date for lateral or downgrade positions;
• The next pay period following up to 33 business days or training date for lateral or downgrade positions, if both supervisors agree that there is a need for the extension.

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Cancellation of Job Requisitions after Job Offers

Priority Consideration. Once a job offer has been made and you have accepted, the job cannot be canceled. There are no exceptions when AUTS priority candidates are involved.

Regular employee. Once a job offer has been made and you have accepted it, the job offer may be rescinded only if you agree. The job declination penalty will not be imposed in this instance.

However if a job offer has been made, regardless of acceptance or denial decision, and it is later discovered that the job offer was improper, the job offer is to be rescinded if and only if the employee has not yet reported to the new position. The job declination penalty will not be imposed on the employee.

Force Limitations

AUTS does not preclude the Company from temporarily limiting non-management employee movement, if the Company determines that too much movement from an organization or work group would adversely affect the operation of the business. Force limitations limit the number of employees that can leave a work group.

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Retreats   There are two types of retreats:

Employee Initiated Retreats:
If the employee accepts an upgrade through Regular placement in any AT&T West Region organization, the employee may, within 6 months of placement, (except as extended to compensate for formal classroom training, leaves of absence or disability time) request to return to his/her former job or to an equivalent job if the former one is not available at the former work location or by agreement, retreats can be made to comparable jobs outside of the headquarters. The Retreat process is not handled by West AUTS. The employee should contact the current supervisor to negotiate the retreat.

The employee will be reassigned to the previous job or a comparable job within the same headquarters as the previous job as a vacancy becomes available.

Note: Any employee who retreats from an upgrade or is retreated by the Company (lateral, upgrade, or downgrade position) will be required to satisfy a six (6) month Time-in-Location requirement.

Company Initiated Retreats
The receiving department may elect to retreat an employee (placed on an upgrade, lateral, or downgrade) for various reasons.

Note: Any employee who retreats from an upgrade or is retreated by the Company (lateral, upgrade, or downgrade position) will be required to satisfy a six (6) month Time-in-Location requirement.

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Search Agent   The "Search Agent" functionality will allow non-management employees the ability to configure an electronic search agent that will store criteria in the system to match against job requisitions that are posted.

[Employee Self Service](#)

Selecting the Search Agent feature provides you a means to be notified when positions of interest are advertised. Your request can contain specific information such as title, location, etc. When a job is posted that meets your search agent criteria you will receive an email notification that will have a link to the job posting.

Note: The system will allow you to update and/or view the search criteria for an active search agent. The system will allow one active search agent. The active search agent can have unlimited titles and locations listed.

On the [Employee Self Service](#) main menu, select Profile > Search Agent.
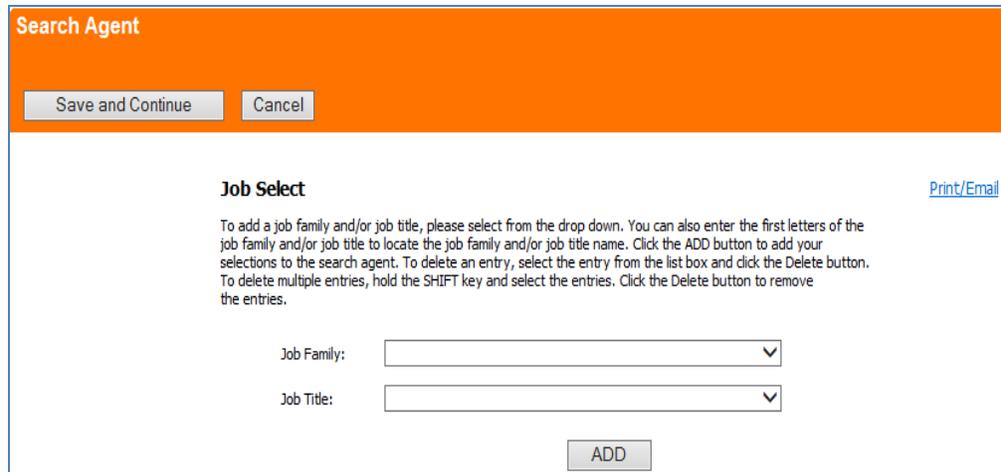

Continued on next page

Search Agent
(continued)

The system will allow you to add or modify an active search agent at any time.

From the drop down, if selecting a Job Family you will not be able to select specific job titles.

If you want specific job titles, select the title from the drop down in the Job Title field. Select ADD to add a title to the search agent. If you want multiple job titles repeat the selection and add function.

The titles added will appear in the selection box below. If you need to remove a title, select the title and it will highlight in blue, then select Delete.

Continued on next page

AUTS - Employee User Guide, Continued

Search Agent
(continued)

The location (city, state and work location) can be modified in an active search agent at any time.

- Select the State from the drop down in the State field.
- Select the City from the drop down field.
- Select the Work Location if desired
- Select ADD to add to the search agent.

Location

You must select the state first. To add state, city, or work location, please select from the dropdown. You can also enter the first letters of the state name, city name and/or work location number to locate the state, city, and/or work location. Click the ADD Button to add your selections to the search agent. To delete an entry, select the entry from the list box and click the Delete button. To delete multiple entries, hold the SHIFT key and select the entries. Click the Delete button to remove the entries.

State:*	California
City:	San Francisco
Work Location:	6150 3RD ST

*Required Field   ADD

The location information added will appear in the field below.
If you need to remove a title, select the title and it will highlight in blue then select Delete.

California
100 PAUL AVE, San Francisco, California
360 SPEAR ST, San Francisco, California
6150 3RD ST, San Francisco, California

    Delete

To complete the process, select Save and Continue

Search Agent

Save and Continue   Cancel

AUTS - Employee User Guide, Continued

Search Agent
(continued)

A Saved Successfully message will appear in the left corner of the screen.
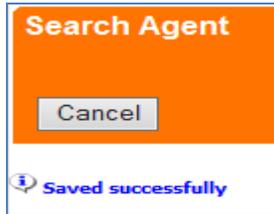
**Search Agent –
Printing and
Notification
Details**

Printing
The system will allow you to print or email your Search Agent.

- Select the blue Print/Email link.
- Make the desired selection. (Email me a copy or Print)

Notification Details – Email preferences
Setting Your Email Preferences

The system will allow you to select both work and personal email addresses for your email preference in an active search agent. The system will send an automatic email notification to your work email address for every job requisition posting that matches your active search agent criteria. The system will send an email notification to you on the first day the job requisition is advertised.

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Search Agent Printing and Notification Details (continued)

Setting Your Email Preferences continued

There should be one email notification per match. If you match on five requisitions, then the system will send five separate emails (one for each requisition).

The system will track job requisitions that were sent via email. The email notifications to you will include a link to the applicable career section which will allow you to view and bid on the job. If you are accessing from a computer outside the firewall, you will receive the following link access.att.com.

If you wish to discontinue email notification(s) and inactivate your search agent, you can select the status of *Inactive* from the dropdown menu:

Status: Inactive ∨

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Exhibit 1 – Submitting a Regular Bid in AUTS

Submitting a Regular Bid in AUTS

Note: This flow chart is not inclusive of every consideration. Future Requests, Surplus, Priority or Force Limitations, etc.

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Exhibit 2 – Dictionary of Terms

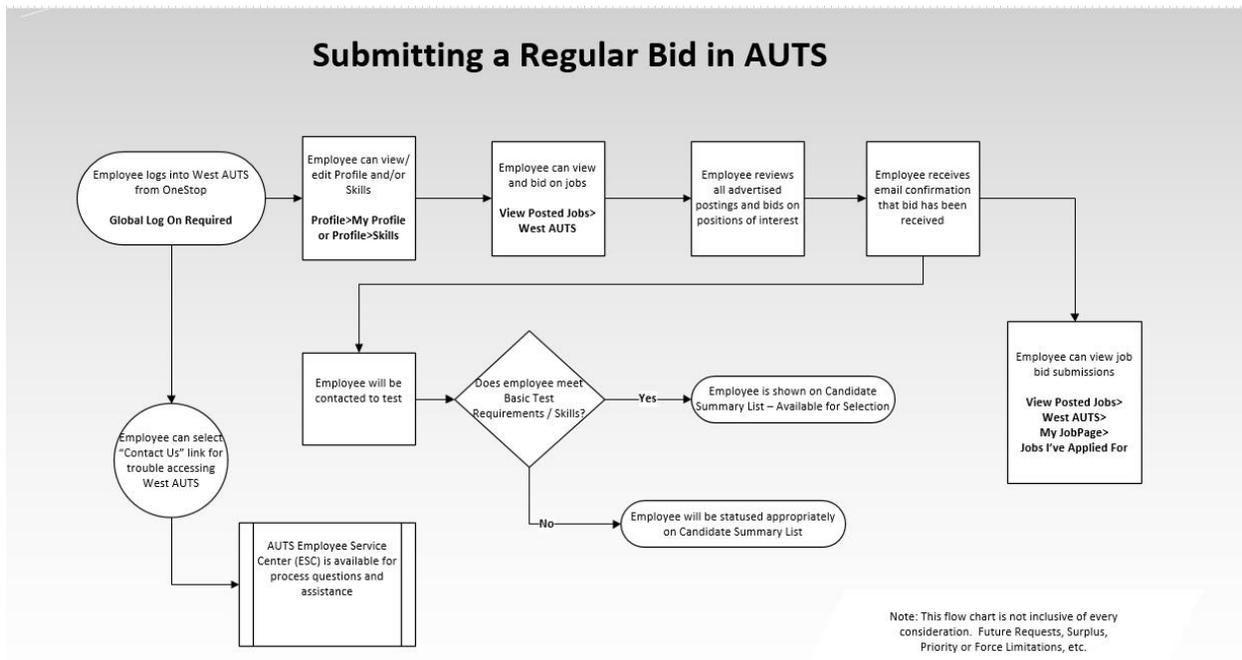|	
Additional Basic Tests Requirements	Tests or requirements that employees must qualify on to be job offered. An employee may bid on a job pending additional required tests/requirements. If selected, employee(s) will be required to meet basic qualifying criteria for the additional tests/requirements noted on the job requisition. (e.g., language assessment, etc.)
Assignment Phase	Surplus placement activity after 5 days of the VSRO phase with priority status.
Basically Qualified Employee	One who meets the basic test or required skills for a given title as specified on the Job Requisition.
Basic Tests	Tests that employee must have qualifying scores on to be considered for position.
Bid or Bidding	Process for applying on an advertised position.
Business Unit/Support Unit	AT&T West Region's corporate structure. A Business Unit/Support Unit is comprised of one or more supporting Division(s). Employees may request a transfer to a specific Business Unit/Support Unit or Department Discipline.
Current Vacancy	An open job vacancy for which a job requisition is on file and for which eligible employees may self-nominate (bid) for consideration.

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Exhibit 2 – Dictionary of Terms, Continued

Desired Skills   Skills that a supervisor may request on a requisition. Each Job Brief lists the authorized desired skills for a particular job; supervisors may identify up to ten of the most critical skills for their positions. These ten skills will be used for selection; however, employees will not be limited to using only those skills listed on the requisition once they are on the job. Rather, they will be expected to perform, as needed, all skills of the job.

Discipline   The type of work in some job titles; e.g., Title = Splicing Technician, Discipline = Construction or Maintenance.

Downgrade   A downgrade is movement from a higher rated wage schedule to a lower rated wage schedule.

Eligible Employee   All Regular AT&T California\Nevada Region active, full-time and part-time and Term non-management employees are eligible to participate in AUTS.

Employee Profile   A summary of an employee's personnel data, including previous work history, skills, training, etc. The profile, which is generated from the information obtained from the online profile and eLink. Information from the employee's profile is sent to the requisitioning supervisor for review when the employee is referred for a job vacancy. Employees' can view/edit/print their profile from the AUTS main menu.

Exhibit 2 – Dictionary of Terms, Continued

Employee Service Center	A centralized center through which employees and supervisors request and submit information. The telephone number is OneStop 1-888-722-1787.
Force Limitation	A temporary limit on the number of non-management employees out of a work group due to critical business need.
Force Rearrangement	Reassignment of employees in the same title, consolidated headquarters and Presidential entity in an attempt to avoid the declaration of surplus and/or balance the force.
Future Placement Request	A Regular or Surplus Transfer Request for consideration for jobs that may be available through AUTS for which no current Job Requisition is on file.
Grandfathering	Process of exempting an employee from testing because of prior Company work experience.
Job Brief	A generic description of a job title and wage schedule outlining job duties, job requirements, skills and other pertinent data.
Job Requisition	The means by which a job opening is formally established and the processes necessary to staff the vacancy are initiated.
Lateral	A lateral is movement within the same wage schedule.

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Exhibit 2 – Dictionary of Terms, Continued

Most Qualified Employee	The candidate who meets the required skills, basic tests and any additional basic tests/requirements and the highest number of requested skills for a given title as specified on a West AUTS Job Requisition, by seniority (NCS).
Organization	A Business Unit/Support Unit or Division.
Priority Consideration	First consideration for jobs is given to qualified employees returning from medical disability, military, FLMA, union leaves of absence, medically restricted, surplus, reassigned employees and hardships.
Qualified	See Basically Qualified Employee and Most Qualified Employee.
Regular-Full/Regular-Part-Time Employee	A Regular full-time or part-time employee is any employee who is not a temporary, term or occasional employee. Only Regular full time, Regular part-time and Term employees can participate in AUTS.
Required Skills	Skills that employees must possess to be eligible for consideration on advertised positions.
Company Initiated Retreat from Upgrade	A request from an employee who accepted an upgrade through AUTS to return to his/her former job or its equivalent at the former or new work location. Request must be made within six (6) months of the effective date of upgrade, excluding formal classroom training, leave of absence or disability.
Skill Code Dictionary	A reference guide listing and defining the skills, licenses, training and other knowledge needed for AT&T West Region jobs

Continued on next page

Exhibit 2 – Dictionary of Terms, Continued

Skill Confirmation	A structured process by which the selecting supervisor evaluates the existence of candidate's experience and knowledge for the job vacancy.
Staffing	AT&T West Region Human Resources Organization responsible for filling non-management job vacancies and testing.
Surplus	Individual employees whose job title has been declared surplus in accordance with the applicable collective bargaining agreement(s).
Surplus Bid or Surplus Future Transfer Request	A Surplus Bid or Surplus Future Transfer Request provides priority consideration in the selection process. Only those employees from a surplus work group can designate their bid or Surplus Future Transfer Request as a Surplus via bid type selection. The Surplus Bid and Surplus Future Transfer Request enables employees from a surplus work group to bid or submit Surplus Future Transfer Requests on an unlimited number of lateral and downgrade positions.
Temporary Employee	Temporary employees are those engaged for a specific project or a limited period of time with the definite understanding that their employment is to terminate upon completion of the project or at the end of the period of time. Employment is expected to continue for more than three consecutive weeks but not for more than one year. Temporary employees cannot participate in AUTS.
Term Employee	Term employees are those engaged for a specific project or limited period of time with the definite understanding that their employment is to terminate upon completion of the project or at the end of the period of time. Employment is expected to continue for more than (1) year, but no more than three (3) years. Term employees are eligible to participate in AUTS.

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Exhibit 2 – Dictionary of Terms, Continued

Time-In-Title The minimum amount of time an employee must spend in his/her current job title before becoming eligible for consideration for advertised jobs in AUTS. (See applicable job brief).

Time-In-Location The minimum amount of time an employee must spend in his/her current work location/assignment before becoming eligible for consideration for advertised jobs in AUTS. (See applicable job brief).

Upgrade An upgrade is movement from a lower rated wage schedule to a higher rated wage schedule.