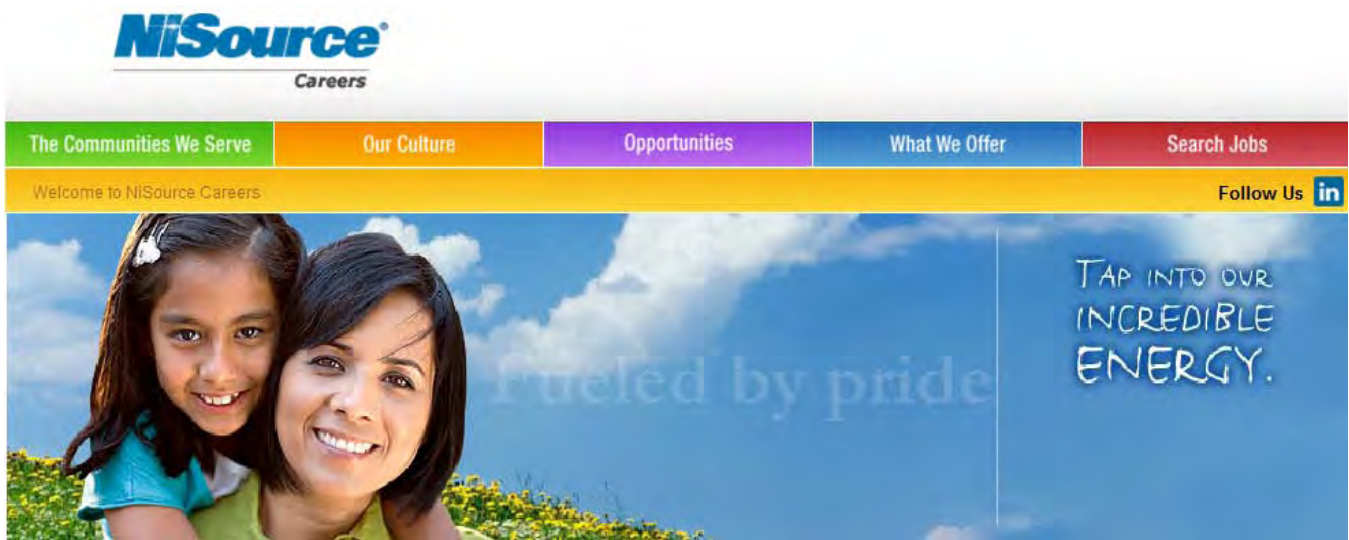
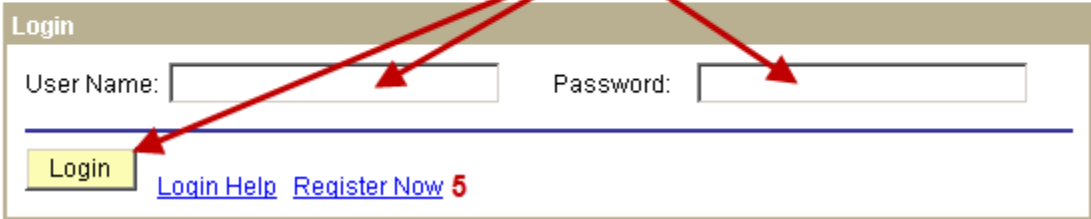
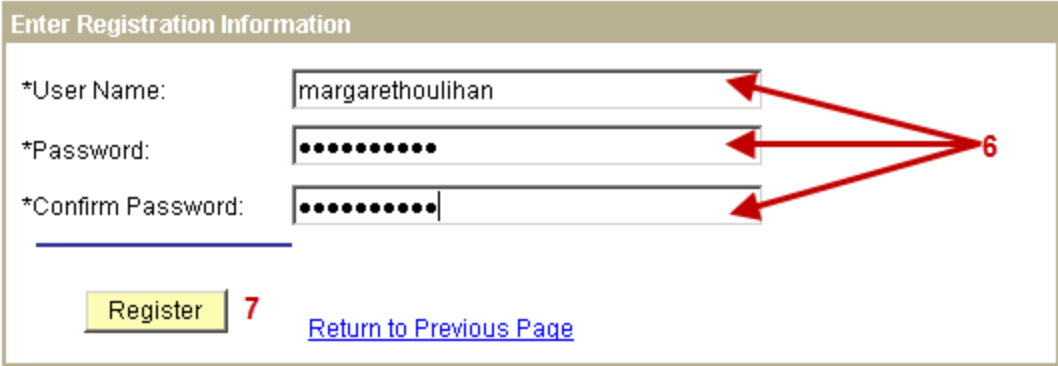



**APPLY FOR A JOB ONLINE (EXTERNAL APPLICANT)**



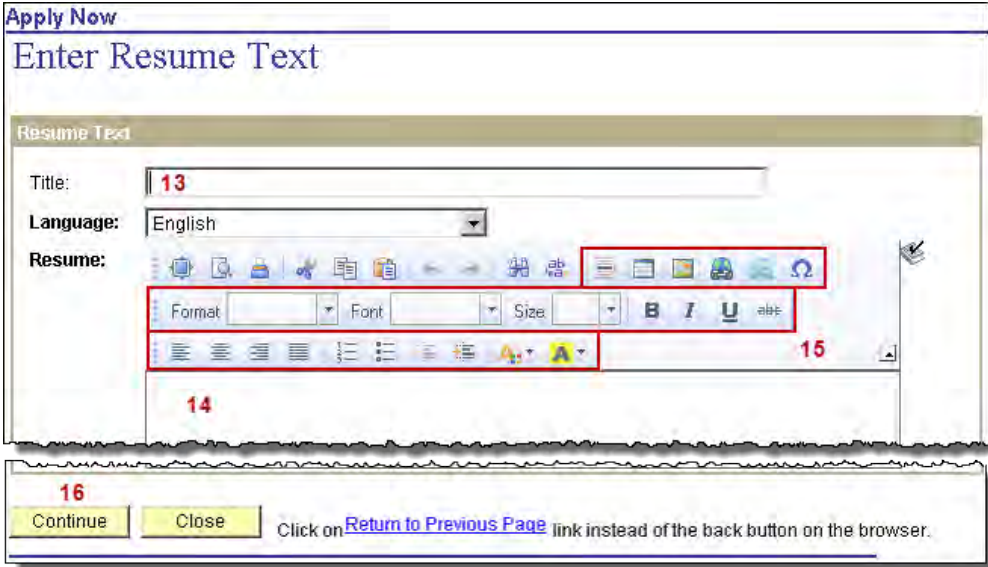
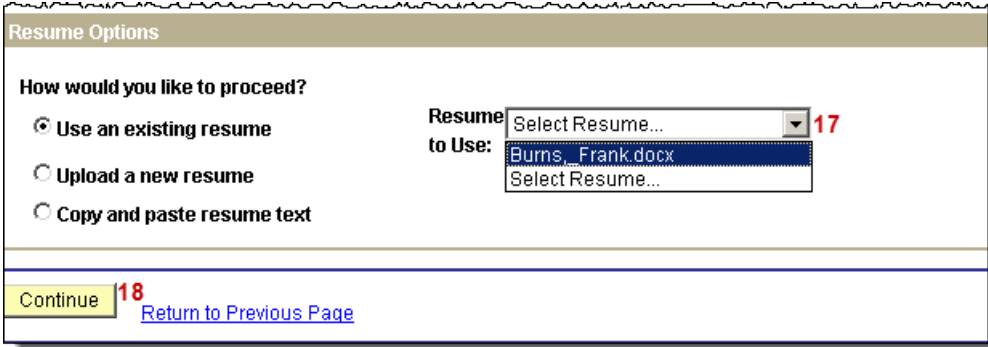
Starting Navigation: <http://careers.nisource.com>

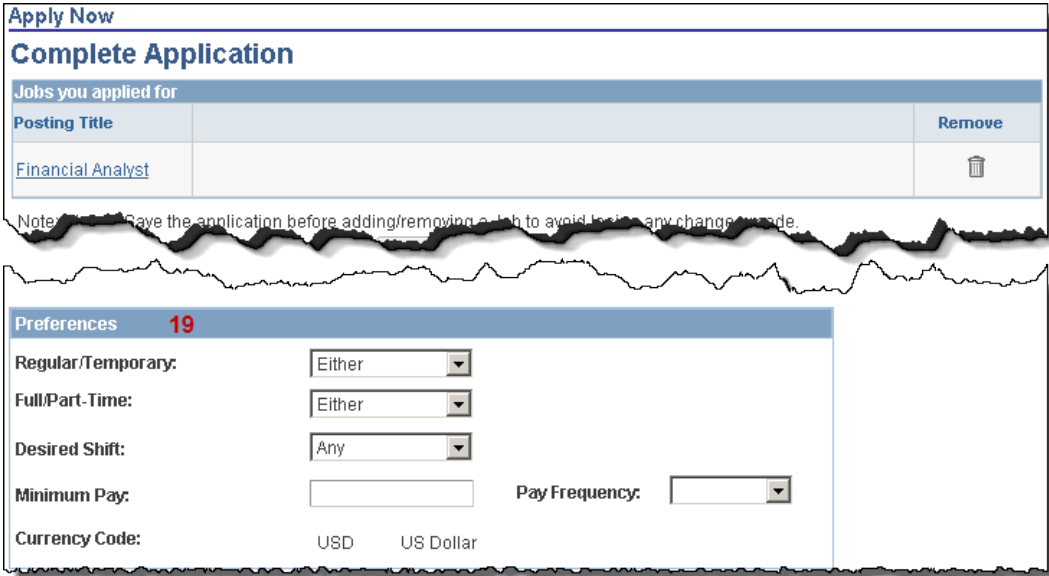
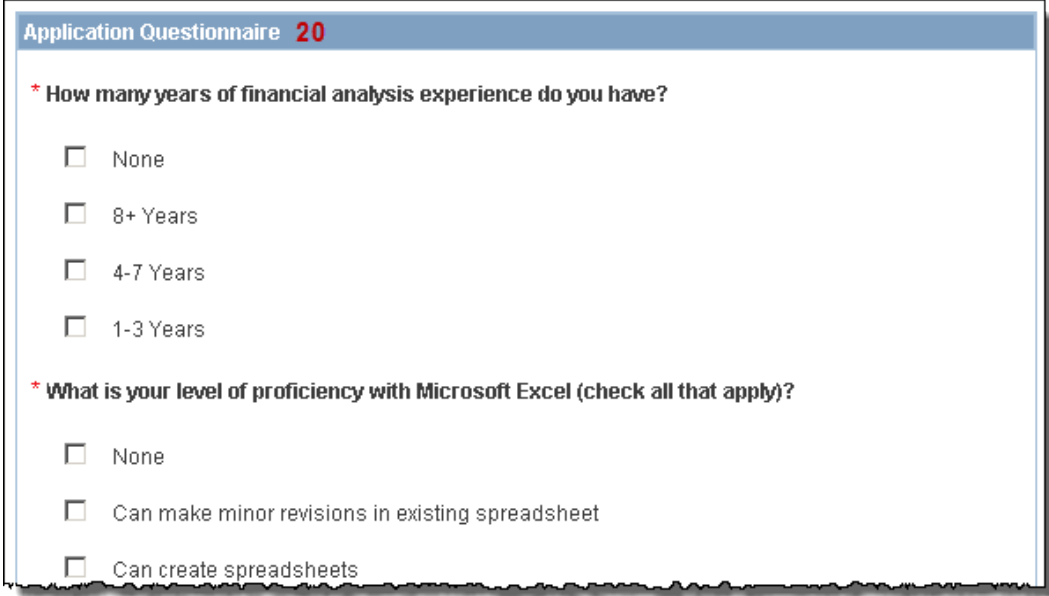
STEP	ACTION
1	Click <b>Search Jobs</b> on the Careers page, then scroll down to review the <b>Latest Job Postings</b>
2	To view a job you are interested in, click the <b>Job Title</b> link to view the job opening, or click the checkbox to select it as one of multiple job openings to apply to
3	To begin the application process, click the <b>Apply Now</b> button. <i>NOTE: If multiple jobs are selected, the Applicant Questions from all job openings will need to be answered. If many jobs are selected, this list can get rather lengthy.</i>

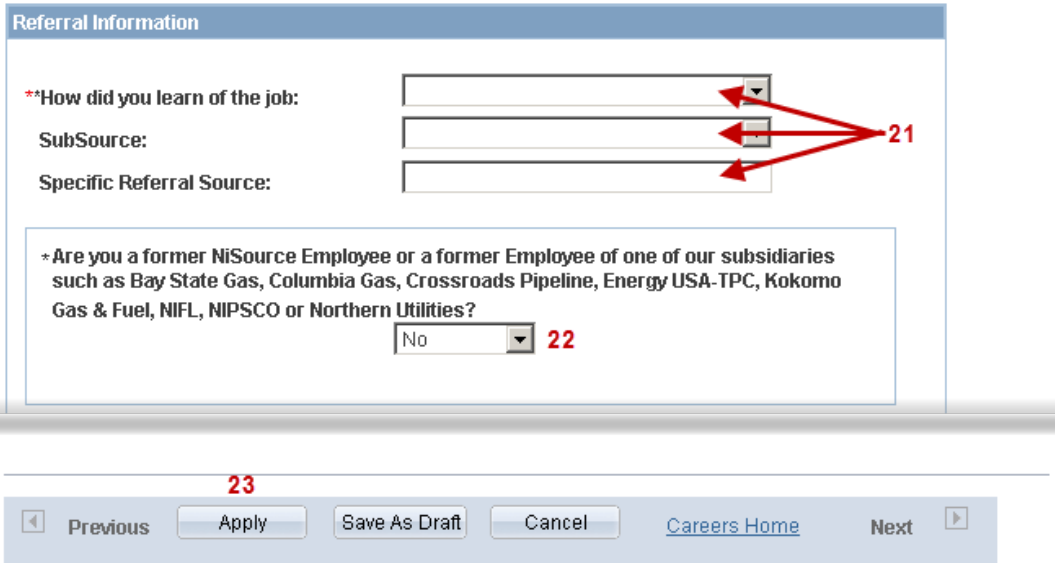
STEP	ACTION
	<p><b>Login</b></p> <p>You must login or register in order to continue. <a href="#">Register Here.</a></p> 
4	<p>Login by typing your <b>User Name</b> and <b>Password</b> in the fields provided, then click the <b>Login</b> button.</p> <p><i>If you have not yet registered on the site, please skip this step and proceed to step 5. Otherwise, once logged in, please proceed to step 8</i></p>
5	<p>To register for an account, click the <b>Register Now</b> link</p>
	<p><b>Register</b></p> <p>Enter your new user name and password.</p> 
6	<p>Type a <b>User Name</b>, then type a password in both the <b>Password</b> and <b>Confirm Password</b> fields</p>
7	<p>Click the <b>Register</b> button</p>

STEP	ACTION
	<p>A resume must be submitted as part of the application. There are three methods for defining the resume to be used:</p> <ul style="list-style-type: none"> <li>• Upload a resume (<i>proceed to step 8 for instructions</i>)</li> <li>• Copy and paste resume text, or create a resume by typing it into the text editor (<i>proceed to step 12 for instructions</i>)</li> <li>• Select an existing resume (<i>proceed to step 17 for instructions</i>)</li> </ul>
	<div style="text-align: center; background-color: #cccccc; padding: 5px;"><b>Upload a Resume</b></div> <p><a href="#">Apply Now</a></p> <h2>Choose Resume</h2> <p>To include a cover letter (not required) with your resume, please include it as page one of your resume.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Resume Options</b></p> <p>How would you like to proceed?</p> <p><b>8</b> <input checked="" type="radio"/> Upload a new resume</p> <p><input type="radio"/> Copy and paste resume text</p> </div>  <p><a href="#">Continue</a> <a href="#">Return to Previous Page</a></p>
8	Click the <b>Upload a new resume</b> radio button, then click the <b>Continue</b> button
9	In the <b>File Attachment</b> dialog, click the <b>Browse</b> button, navigate to the resume file to be uploaded, then click the <b>Upload</b> button.

STEP	ACTION
	<p><a href="#">Apply Now</a></p> <p><b>Enter Resume Text</b></p> <div data-bbox="326 485 1230 667" style="border: 1px solid #ccc; padding: 5px;"> <p>Resume Text</p> <p>Resume Title: <input type="text" value="Houlihan, Margaret (Finance)"/> <b>10</b></p> <p>Language: <input type="text" value="English"/></p> <p>File Name: <a href="#">View Attachment</a></p> </div> <p><b>11</b></p> <p><input type="button" value="Continue"/> <input type="button" value="Close"/> Click on <a href="#">Return to Previous Page</a> link instead of the back button on the browser.</p>
10	<p>Edit the resume title, if desired</p> <p><i>It is a good idea to name it something descriptive, especially if multiple resumes are uploaded that may focus on different job types.</i></p>
11	<p>Click the <b>Continue</b> button</p> <p><i>Please proceed to step 19 to continue the application process</i></p>
<b>Copy &amp; Paste a Resume</b>	
	<p><a href="#">Apply Now</a></p> <p><b>Choose Resume</b></p> <p>To include a cover letter (not required) with your resume, please include it as page one of your resume.</p> <div data-bbox="302 1367 1304 1570" style="border: 1px solid #ccc; padding: 5px;"> <p>Resume Options</p> <p>How would you like to proceed?</p> <p><input type="radio"/> Upload a new resume</p> <p><b>12</b> <input checked="" type="radio"/> Copy and paste resume text</p> </div> <p><input type="button" value="Continue"/> <a href="#">Return to Previous Page</a></p>
12	<p>Click the <b>Copy and paste resume text</b> radio button, then click the <b>Continue</b> button</p>

STEP	ACTION
	
13	Type a title for the resume in the <b>Title</b> field
14	Copy and paste (or type) the body of the resume
15	Use the formatting controls to format the resume
16	Click the <b>Continue</b> button <i>Please proceed to step 19 to continue the application process</i>
<b>Select an Existing Resume</b>	
	
17	...if the resume you wish to use for this application already exists, click the <b>Use existing resume</b> radio button and select the resume from the dropdown menu.

STEP	ACTION
18	Click the <b>Continue</b> button
	 <p>The screenshot shows the 'Apply Now' page. At the top, there is a 'Complete Application' section with a table titled 'Jobs you applied for'. The table has two columns: 'Posting Title' and 'Remove'. One row is visible with 'Financial Analyst' in the 'Posting Title' column and a trash icon in the 'Remove' column. Below the table is a note: 'Note: Save the application before adding/removing a job to avoid losing any changes made.' Below this is the 'Preferences' section, which includes several dropdown menus: 'Regular/Temporary:' (set to 'Either'), 'Full/Part-Time:' (set to 'Either'), and 'Desired Shift:' (set to 'Any'). There are also input fields for 'Minimum Pay:' and 'Pay Frequency:', and a 'Currency Code:' section with 'USD' and 'US Dollar' options.</p>
19	Select <b>Preferences</b>
	 <p>The screenshot shows the 'Application Questionnaire' section. It contains two questions, both marked with an asterisk (*). The first question is 'How many years of financial analysis experience do you have?' with four radio button options: 'None', '8+ Years', '4-7 Years', and '1-3 Years'. The second question is 'What is your level of proficiency with Microsoft Excel (check all that apply)?' with three checkbox options: 'None', 'Can make minor revisions in existing spreadsheet', and 'Can create spreadsheets'.</p>
20	Scroll down to the <b>Application Questionnaire</b> and answer the questions by checking the appropriate checkbox(es)

STEP	ACTION
	
21	<p>Scroll down to the Referral Information and select the referral source from the <b>How did you learn of the job:</b> dropdown menu</p> <p><i>Select a <b>SubSource</b>, if available, and provide a <b>Specific Referral Source</b> if applicable</i></p>
22	<p>Select Yes or No to respond to the question asking if you were previously employed by NiSource or one of its subsidiaries</p> <p><i>NOTE: If you respond "Yes", a field will appear asking you for your last date of employment.</i></p>
23	<p>Click the <b>Apply</b> button</p> <p><i>NOTE: If you click the Save as Draft button to save your application without submitting it, you will receive a confirmation email letting you know that you have NOT applied to the job. Draft applications cannot be considered for a job. ONLY applicants who have applied to a specific job will be considered for it.</i></p>

STEP	ACTION
	<p data-bbox="298 369 722 407"><b>Submit Online Application</b></p> <div data-bbox="298 415 1328 1062"> <p data-bbox="298 420 552 445"><b>Self Identification Details</b></p> <p data-bbox="318 457 1302 718">NiSource companies are Equal Employment Opportunity (EEO) employers and do not discriminate in any employer/employee relations based on race, color, religion, sex, marital status, sexual orientation, national origin, age, disability, veteran status, or other characteristic protected by law. NiSource companies are subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. To comply with these laws, we invite you to provide the following information. Completion of this information is voluntary and refusal to provide it will not subject you to adverse treatment. The information will be kept confidential and separate from your other applicant information. The data will not be considered in making any employment decisions. The information will be used only for legal reporting requirements. When reported, data will not identify any specific individual.</p> <p data-bbox="305 726 834 756">*Gender: <input type="text"/></p> <p data-bbox="311 768 1315 877"> <b>Ethnic Group</b> Find First <b>1 of 1</b> Last  <input type="text"/> <b>23</b> </p> <p data-bbox="331 907 1250 961"> <input type="checkbox"/> <b>I decline to provide my gender and/or ethnic group</b>                      If you do not wish to provide your ethnic group and gender you must select the decline check-box</p> <p data-bbox="331 974 756 1003"> <input type="checkbox"/> <b>Invitation to Self Identify as Disabled</b> <b>24</b></p> <p data-bbox="331 1016 756 1045"> <input type="checkbox"/> <b>Invitation to Self Identify as Veteran</b> <b>25</b></p> </div>
24	<p data-bbox="263 1096 1474 1192">On the <b>Submit Online Application</b> screen, if you choose to, you may select your <b>Gender</b> and <b>Ethnic Group</b> from the dropdown menus. If you choose not to provide information in both fields, check the <b>I decline to provide my gender and/or ethnic group</b> checkbox.</p>
25	<p data-bbox="263 1205 1461 1297">If you are a veteran of the U.S. Military, you may choose to check the Invitation to <b>Self Identify as Disabled</b> checkbox. A menu will appear where you can check the box displaying further information, where you can check the <b>Disabled</b> checkbox.</p>
25	<p data-bbox="263 1314 1422 1407">If you are a veteran of the U.S. Military, you may choose to check the Invitation to <b>Self Identify as Veteran</b> checkbox. A menu will appear where you can check the checkbox that describes your Veteran Status.</p>



STEP	ACTION									
	<div data-bbox="293 359 1317 884" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Terms and Agreements</b></p> <p>I understand that an offer of employment is contingent upon requirements that may include, but are not limited to: being legally authorized to work in the US, successfully passing all pre-employment tests, checks, screenings and meeting all specific job prerequisites and that the results may be grounds for disqualifying me or terminating my employment if I am hired. I understand that any misrepresentation or omission of facts requested in this application may result in rejection of this application or constitute just cause for immediate dismissal whenever such misrepresentation or omission is discovered.</p> <p>I also understand that if hired I will be an employee at will, which means that my employment with the company is for no specified period of time and may be terminated at any time with or without cause and with or without prior notice by myself or the company, unless hired into a position covered by a collective bargaining agreement in which case the terms of the agreement will apply. I further understand that this at-will employment relationship may not be changed by any written documentation or by conduct unless an authorized executive of the company specifically acknowledges the change in writing.</p> <p> <input type="radio"/> I agree to these terms <b>26</b>  <input checked="" type="radio"/> I do not agree to these terms                 </p> <p style="text-align: center;"><b>27</b></p> <p> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> </div>									
26	<p>Scroll down to the Terms and Agreements. Read the text carefully. If you agree to the terms, click the <b>I agree to these terms</b> radio button.</p> <p><i>NOTE: Agreement with these terms is a condition of application. If you do not agree, you will not be able to submit your application for the job.</i></p>									
27	<p>Click the <b>Submit</b> button</p> <p><i>When your application is received, you will receive a confirmation email.</i></p>									
	<div data-bbox="293 1190 1317 1631" style="border: 1px solid #ccc; padding: 10px;"> <h3 style="color: #4F81BD;">My Applications</h3> <p><input checked="" type="checkbox"/> You have successfully submitted your job application.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p><b>My Applications</b></p> <p>Display applications from: <span style="border: 1px solid #ccc; padding: 2px;">Within Last Week</span> <input type="button" value="Refresh"/></p> <p style="text-align: center;"> <input type="button" value="First"/> <input type="button" value="Previous"/> <span style="margin: 0 10px;"> </span> <input type="button" value="Next"/> <input type="button" value="Last"/> </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4F81BD; color: white;"> <th colspan="3">Applications In Progress</th> </tr> <tr> <th style="text-align: left;">Application</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Application Date</th> </tr> </thead> <tbody> <tr> <td><a href="#">Financial Analyst</a></td> <td>Applied <b>28</b></td> <td>12/17/2011 8:59AM</td> </tr> </tbody> </table> </div> </div>	Applications In Progress			Application	Status	Application Date	<a href="#">Financial Analyst</a>	Applied <b>28</b>	12/17/2011 8:59AM
Applications In Progress										
Application	Status	Application Date								
<a href="#">Financial Analyst</a>	Applied <b>28</b>	12/17/2011 8:59AM								
28	<p>The <b>My Applications</b> screen is displayed, showing that your application is in <b>Applied</b> status</p>									