CATERPILLAR®

Caterpillar Student Trainee Online Application Process

Students may begin applying online Tuesday, January 1, 2019.
LAST DAY TO APPLY IS <u>MONDAY, FEBRUARY 18, 2019</u> AT 11:59PM.

To apply, students must follow the steps below:

1) Meet the minimum requirements
- **2.8 out of 4.0** G.P.A. (cumulative, no rounding)
- Legally authorized to work in the United States
- Be a junior/senior in high school
- Must be at least 16 years old by June 2, 2019

2) Create a resume / obtain a copy of your unofficial transcripts showing your current class schedule and cumulative GPA (you must attach your resume and transcripts to your application to be considered).

3) Apply on-line through www.caterpillar.com/careers
- Click on "Search For Jobs"
- Enter job opening number (please see below) and click "Search for Jobs"
- Click on Job Title
- Click "Apply On-line"
- Read and accept the "Privacy Agreement"
- If this is your first time applying at caterpillar.com/careers, please click "New User". If you already have an account, please sign in.
- If you created an account, click "Ok". If you just logged in, go to next step.
- Complete each section of the application and click "Save and Continue" to move to the next section.
  - If you need to stop at any time, click "Save as Draft" before you exit.
  - Please upload your resume to your on-line application.
  - If a field does not apply to you and is not required (required fields are marked with a red *), please leave it blank.
- At the "Summary" page, please review your information and if you are ready to submit your application, click "Submit". If you need to leave and submit at another time, click "Save as Draft" before exiting.
- Once your click "Submit", the next screen will state that the process is complete.
- You will also receive an email stating that your submission was received.

If you have any questions or technical difficulties with applying online, please contact our Global HR Service Center at (800) 447-6434 or (309) 494-2363 or by email at HR_Service_Center@cat.com .

Job Opening #	Field	Type	Description
18000CCB	Accounting	High School	Basic Accounting, Basic Accounts Receivable, Basic Bank Reconciliation
18000CCA	Clerical	High School	Proficient in Typing & Computer Software Knowledge, Data Entry, Filing, Answer Phones, Schedule Meetings, Distribute Mail, Operate Copy Machine, Maintain Office Supplies, etc.
18000CCG	Digital/Analytics	High School	Basic understanding of statistics & advanced mathematical principles, object oriented & application development programming (Java, Python, C++, Visual Basic, .NET and Ruby), Compiling, presenting and analyzing data.
18000CCE	Engineering	High School	CAD, Engineering, Manufacturing, Logistics, Electronics, PRO-E
18000CCF	Information Technology (IT)	High School	Personal Computer Support, Web Site Maintenance, Rework Computer Hardware, Basic Electric Experience in Lab, HTML, Install Computer Hardware/Software

High School Seniors graduating May 2019 who will attend community college Fall 2019, must apply to the community college openings below. High School Seniors starting a 4 year university Fall 2019 will apply to the high school openings above.

Job Opening #	Field	Type	Description
18000CCK	Accounting	Community College	Basic Accounting, Basic Accounts Receivable, Basic Bank Reconciliation
18000CCN	Clerical	Community College	Proficient in Typing & Computer Software Knowledge, Data Entry, Filing, Answer Phones, Schedule Meetings, Distribute Mail, Operate Copy Machine, Maintain Office Supplies, etc.
18000CCD	Digital/Analytics	Community College	Basic understanding of statistics & advanced mathematical principles, object oriented & application development programming (Java, Python, C++, Visual Basic, .NET and Ruby), Compiling, presenting and analyzing data.
18000CCI	Engineering	Community College	CAD, Engineering, Manufacturing, Logistics, Electronics, PRO-E
18000CCL	Information Technology (IT)	Community College	Personal Computer Support, Web Site Maintenance, Rework Computer Hardware, Basic Electric Experience in Lab, HTML, Install Computer Hardware/Software