MAGNA APPLICATION GUIDE

Go to www.magnacareers.com to explore open positions and learn about the new opportunities across the globe in a wide range of job functions and divisions as they become available. Follow the instructions to search and apply for jobs; share jobs with friends and create job alerts.

1. VIEW OPEN POSITIONS

Search global job opportunities currently available at Magna.

By using the Search Criteria filter

- Go to www.magnacareers.com and click on “Career Opportunities”.
- Click “Open Positions” and select your language preference from the “Select a Language” drop down menu.
- Enter your search criteria in the form and click “Search”.
- Click any job title to view the description and requirements for the job and to apply.

Or by browsing New Opportunities

- Go to www.magnacareers.com and click on “Career Opportunities”.
- Click “Open Positions”.
- Scroll to the right of the page to view the most recent jobs posted under “New Opportunities”.
- Click any job title to view the description and requirements for the job and to apply.

2. APPLY TO OPEN POSITIONS

Submit your resume to apply to a job

By clicking Submit Resume

- Click on the job posting you want to apply to.
- Review the job description and requirements for the job.
- Scroll to the bottom of the page and click the “Submit resume” button.
- Complete the application form.
- You will receive an email notification when you have successfully submitted your application.

Note: To view jobs by “Country” or by “Job Posting Language” select your preference from the appropriate drop down menu.
3. SUBMIT RESUME
Can’t find an opportunity that interests you? Submit a general application

By clicking the Submit Resume link
- Go to www.magnacareers.com and click on “Career Opportunities”.
- Click on “Submit Resume”.
- Click the “Submit Resume” button and complete the application form.
- You will receive an email notification when you have successfully submitted your application.

4. SHARE JOB OPPORTUNITIES WITH FRIENDS
Share a job with someone who may be interested

By clicking Send job to a friend
- Click on the job posting you want to share with a friend
- Scroll to the bottom of the page and click the “Send job to a friend” button
- Enter your name and your friend’s email address along with the encryption security code and click “Send to a friend”

5. REGISTER FOR JOB ALERTS
Be notified of specific opportunities that match your interests

By clicking the Job Alerts link
- Go to www.magnacareers.com and click on “Career Opportunities”.
- Click on “Job Alerts” and select your search criteria.
- Click on “Set Job Alert” at the bottom of the screen to be notified when a position matching your search criteria becomes available.