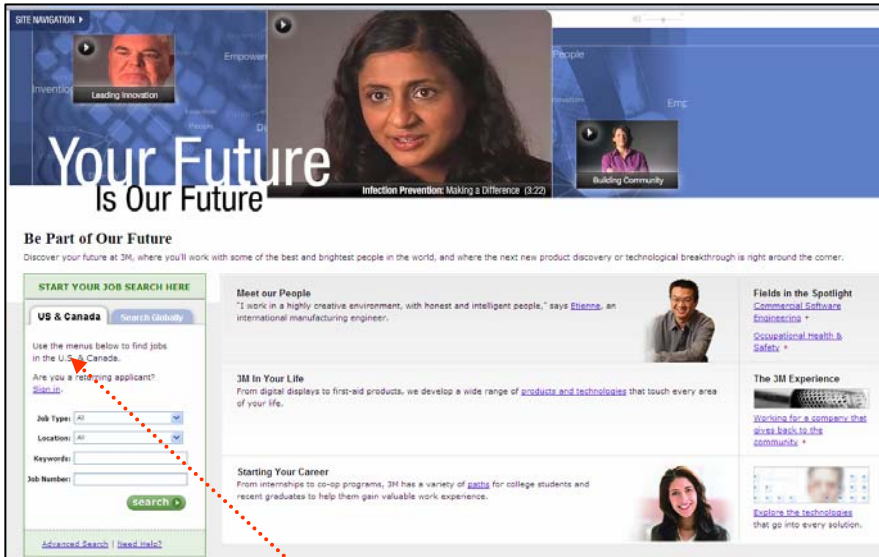


Getting Started – How to Search and Apply for 3M Careers



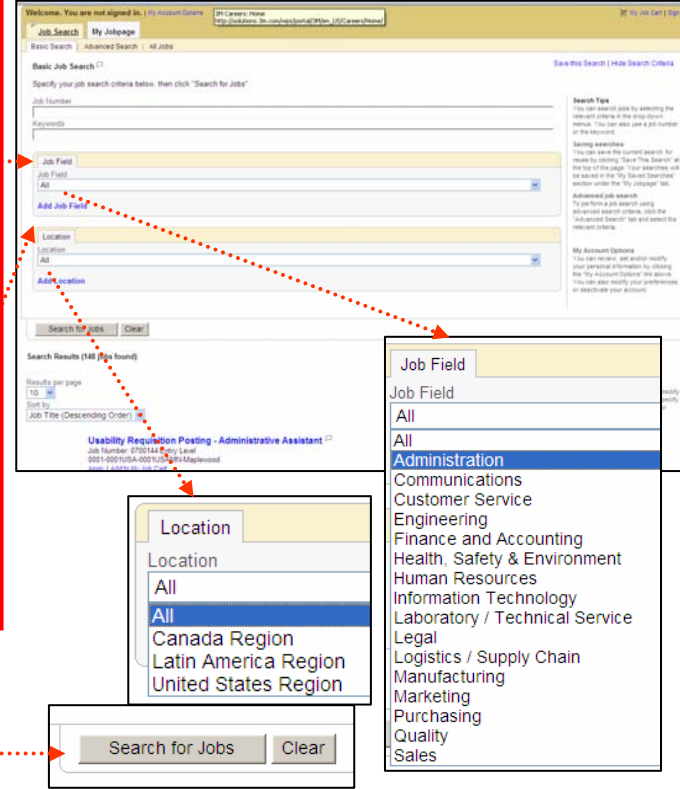
This is the Job Search Section of our website.
Sign in or begin a search for open positions.

Use this page to search for career opportunities.

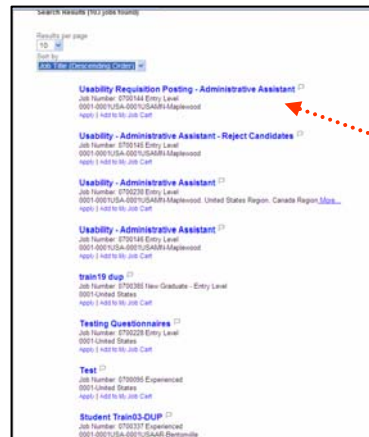
The first drop-down list is "Job Field". Select the one that interests you.

The next drop-down list is "Location". Select your preferred location. Some locations may ask to narrow your job location down to state or city.

When you have entered your search criteria, click "Search for Jobs."



A list of available positions will appear based on your submitted criteria.
Look for a position that interests you, and then click on the "Position Title" link.



The position description will appear.

If the position is of interest to you, click the "Apply Online" button.

Welcome. You are not signed in. My Account Center

Job Search My Jobpage

Basic Search Advanced Search All Jobs

Back to previous page

Job 1 out of 127 Previous 1 2 3 4 5 Next

Apply Online Add to My Job Cart

Usability Reproduction Posting - Administrative Assistant-0700144

Organizational Human Resources
Primary Location: 0001-0001-USA-0001-USA001-Administrative
Job Type: Entry Level

Description

For more than 100 years, 3M has been a company that delivers both sustainable growth and consistent results. Today is no exception. We are making great progress toward inventing a new future for 3M -- a future of faster growth and increased competitiveness, while continuing to deliver superior results.

Our talented employees are the primary drivers of our success. Every day they work our magic and put our customers' needs first. There's no time like the present to become a part of 3M's winning team.

The position of **Administrative Assistant** will provide advanced administrative support to operations and will work in an organized and independent manner. The **Administrative Assistant** will be responsible for, but not limited to the following specific duties:

- Collect information and prepare all written materials including correspondence, internal presentation materials (transparencies and graphics) and reports
- Prepare and distribute, as anticipated, all necessary correspondence and materials for supervisor's meetings and presentations
- Handle travel & meeting arrangements, appointments and maintain calendaring system for supervisors and other principals
- Draft principals on forms of importance
- Coordinate distribution of correspondence
- Prepare meeting minutes, notes and summaries of agenda
- Distribute and distribute mail or ready material
- Screen any incoming correspondence and use judgment to route new information or to alert principal to necessary immediate action

Other duties include: processing attendance, supply orders, printing orders, EDIs and other office services.

A Privacy Statement will appear. Read and click the radio button for "Accept" or "Decline" and continue.

Privacy Agreement

Select a language:
(English)

Terms of Use and Privacy Statement

By clicking "I Accept" below, you agree to the Terms of Use and Privacy Statement. You are not bound by these terms if you do not accept them. You should save the website and not submit any information through the website.

Any representation or false statements made by you in your online application may be sufficient cause for disqualification from consideration for employment with 3M, or termination from employment.

Submitting information to 3M - Privacy Statement

Your application and information submitted using this website will be held in confidence and only be used by 3M for job opportunities, human resources analysis, and employment services. Do not change your data only with these online tools to provide employment verification services for 3M, or as legally required. 3M will not trade or sell your personal information for sale to any other company without your consent. See 3M's Privacy Policy.

I Accept
 Decline

Continue Cancel

Once you have agreed to the privacy statement, you are asked to login.

To access your account, please identify yourself by providing information requested in the fields below, and then click "Login". If you are not registered yet, click "New User" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk. The next slides will depict the steps to register as a new user.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

Login New User

[Access the registration page](#)

New User Registration

Please take a few moments to register. You will need this information to access your account in the future. Mandatory fields are marked with an asterisk.

*User Name
newuser99

*Password

*Re-enter Password

*Email Address
newuser99@hotmail.com

Register Cancel

Create an account

As a new user, you must create a User Name for yourself. You will use this to login to check your application status or apply for other opportunities.

Remember to commit your user name and password to memory for easy access to your account.

Once you've developed a user name and password, click "Register".

Personal Information

*First Name

Middle Name

New

*Last Name

Suffix

User

*Street Address (Line 1)
123 Golden Gate Rd

Street Address (Line 2)

*City

*Zip/Postal Code
12456

Holiday

*Place of Residence

Country
United States

State/Province
Minnesota

Region
St. Paul

Contact Information

*Home Phone Number
555-555-5555

Cellular Number

Work Phone Number

*Email Address
newuser99@hotmail.com

Additional Information

Have you ever been employed by 3M or a subsidiary?

Not Specified
 Yes
 No

Save and Continue

Next you will fill in "Personal Information" about yourself.

Remember, all of the fields with asterisks are required and include First Name, Last Name, Street Address, City, Zip/Postal Code, Place of Residence, Home Phone Number, and Email Address.

When done click the "Save and Continue" button.

The next screen is a questionnaire.

Read the questions, and answer accurately based on your personal history.

Questionnaire 1

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1 Are you legally authorized to work in the United States?
 Yes
 No

2 Have you ever been employed by the Federal Government (either as a civilian or in the military) in a position that may either: (1) prevent you from being employed by 3M, or (2) place restrictions on what work assignments 3M may give you, if hired, due to Federal "revolving door" or conflict of interest laws?
 Yes
 No

3 Have you ever signed an Agreement with a previous employer containing a provision relating to assignment of rights to inventions, confidentiality of information, non-competition or non-solicitation?
 Yes - please be prepared to provide 3M with copies of all such agreements upon request.
 No

4 Will you now or in the future require sponsorship for employment visa status (e.g. H1-B status)? DISCLAIMER: If you receive an offer from 3M and accept the offer, before you are placed on the payroll, you will be requested to verify that you are authorized to work in the US. (State: Do not answer this question if you are a resident of or apply to Canada.)
 Yes
 No

Save as Draft Quit

Save and Continue

When finished, click the "Save and Continue" button.

Questionnaire 2

Questionnaire

Please answer the following questions as accurately as possible.

1. Are you currently or have you in the past provided services to 3M as a contract worker or consultant?

Yes No

2. If you answered 'yes', please give the name of the contracting company you provided services to, the dates you provided services.

3. Do you have a relative who works for 3M?

Yes No

4. If answer is 'yes', please provide their name, title, and relationship to you.

Save and Continue

Next is "Questionnaire 2".

Answer the questions by clicking the appropriate radio button and typing in answers in the text boxes. Be as detailed and accurate as possible in your answers.

When complete, click the "Save and Continue button".

Questionnaire 1 and 2 will only need to be answered by new users. Returning users will not need to answer these again. However, there may be job specific questions that may need to be answered. Questionnaire 3 contains these questions.

Answer the questions appropriate for you by clicking the radio buttons or at times filling out text boxes. These questions will be specific to the position in which you are applying for. When complete, click the "Save and Continue button".

Questionnaire 3

Questionnaire

Please answer the following questions as accurately as possible.

* 1. Do you have a commercial driver's license?

Yes No

Save as Draft **Quit** **Save and Continue**

The next step is the "Resume Builder".

Fill out the information asked such as Education Level or Work Experience. The required fields have asterisks.

When done, click the "Save and Continue button".

Resume Builder

Education

List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.

Education 1

*Education Level

Not Specified

None

High School Diploma/GED (≥11 years)

Technical Diploma (≥12 years)

Associate's Degree/College Diploma (≥13 years)

Non-Degree Program (≥14 years)

Bachelor's Degree (≥16 years)

Master's Degree (≥19 years)

Doctorate Degree (over 19 years)

Higher Degree

Other

GPA

Remove Education

Add Education

Certifications

Enter any certifications you currently have that are relevant to your application. Do not enter expired certifications. If you do not have any certifications, click Save and Continue.

Certification 1

Save and Continue

Attachments

Browse

Comments about the file

McAfee SECURITY

The attachment will be scanned to ensure it does not contain any viruses.

Attach

This section displays some basic information regarding the files attached to your application.

Save and Continue

Please attach any documents that will support your application (e.g. resume, cover letter, references, transcripts) or any other relevant documents.

Click the "Browse" button to search for your files. Once you have selected your attachments, assign a name for them in "Comments about the file" field.

Click the "Attach" button and then click the "Save and Continue button".

To help us comply with federal and state Equal Employment Opportunity record keeping and other legal requirements, we invite you to complete the following information. Please note completion of this information is voluntary. Refusal to complete this information will not impact our selection. The information you provide is confidential and will be kept separate from your other applicant information. This information will only be used for data reporting requirements and will not be considered in making any employment decisions.

To complete this section select your answer by clicking the down arrow of the drop down menu for each category. Select the answer that best applies you.

When finished, click the "Save and Continue button".

Self-identification

1. Ethnicity

Not Specified

2. Race

Not Specified

3. Gender

Not Specified

Save and Continue

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page.

Please note that an eSignature is the electronic equivalent of a hand-written signature.

When you have read and entered your eSignature (name), click the "Save and Continue button".

Signature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page.

Select a language

English

Agreement, Release and E- Signature

Please read the following statements carefully. Then respond to the 'Disclosure of Use of Information' statement by providing your eSignature.

I understand and agree to the following:

1. I have received a copy of the [3M Drug and Alcohol policy](#).

DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the above.

*Please enter your full name

New User

Save and Continue

Summary
This summary displays the information included in the job submission form. To modify some specific information, click "Edit" next to the relevant section. When done, click Submit.

Personal Information | Edit

Source Tracking
Source Type: 3M Web Site
Source: Career Section

New User
123 Golden Gate Rd
Holiday, 12456
United States—Minnesota—St. Paul
newuser99@hotmail.com

Home Phone Number: 555-555-5555
Cellular Number:
Work Phone Number:
Have you ever been employed by 3M or a subsidiary?

Questionnaire 1 | Edit

Are you legally authorized to work in the United States? Yes
Have you ever been employed by the Federal Government (either as a civilian or in the military) in a position that may either: (1) prevent you from being employed by 3M, or (2) place restrictions on what work assignments 3M may give you, if hired, due to Federal "revolving door" or conflict of interest laws? No
Have you ever signed an Agreement with a previous employer containing a provision relating to assignment of rights to inventions, confidentiality of information, non-competition or non-solicitation? No
Will you now or in the future require sponsorship for employment visa status (e.g. H1-B status)? **DISCLAIMER:** If you receive an offer from 3M and accept the offer, before you are placed on the payroll, you will be requested to verify that you are authorized to work in the US. (Note: Do not answer this question if you are a resident of or apply to Canada.) No

Submit

This page displays a summary of the information included in your job submission form.

To modify any specific information, click the "Edit" link next to the section in which you wish to change.

When you have fully reviewed the summary information, click "Submit" button.

This "Thank You" screen lets you know that your application was entered and submitted successfully.

New User, you are signed in. | My Account Options

Job Search | **My Jobpage**

Thank You

Congratulations on completing 3M's online job submission process!

Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our Human Resources department will contact you.

We invite you to check back frequently to the Careers section of 3M.com and to further explore the functionalities of your account. 3M Human Resources Talent Consulting

[Home](#)

To view your recent application status, click "My Jobpage".

Under the "Completed Submissions" header, a list of all of the opportunities in which you applied for will appear. It also shows your status under "Job Status".

This information is available anytime you sign in with your user name and password.

Additionally, you can change your account preferences at anytime while signed in. Click the "My Account Options" link.

New User, you are signed in. | My Account Options

Job Search | **My Jobpage**

My Submissions | My Job Cart | My Saved Searches

My Submissions (1 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page: 10

Completed Submissions

Usability Requisition Posting - Administrative Assista
0001-0001USA-0001USA/Maplewood
Job Number: 0700144
Job Status: Active (Accepting Job Submissions)
Submission Status: Completed - Updated: Jan 21, 2008
[View/Edit Submission](#)

My Submissions - Page 1 of 1 Previous | 1 | Next

Congratulations! You are now done searching and applying for a 3M career opportunity as well as viewing and altering your account preferences.

My Account
This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.

Properties
Account Creation Date: Jan 21 2008
Last Access to the Submissions List: Jan 20 2008
Last Access to the Referrals List:

Personal Information | Edit
New User: 123 Golden Gate Rd, Holiday, 12456, United States—Minnesota—St. Paul, newuser99@hotmail.com
Home Phone Number: 555-555-5555
Cellular Number:
Work Phone Number:
Email Address: newuser99@hotmail.com
Have you ever been employed by 3M or a subsidiary?

Login Information | Edit
Sign In and Password
User Name: newuser99
New Password:

Correspondence | Edit
Send me my correspondence in the following language (not all correspondence is available in all languages): English
Send me an email notification whenever a new position matching my profile is posted (job posting notification): No
Send me an email acknowledgment when you receive my job submission: Yes
Send me a rejection letter when my job submission is not selected: Yes

This is the "My Account" page. Here you can alter your "Personal Information", "Login Information", and "Correspondence" preferences.

The "Correspondence" preferences allows you to receive emails about completed submissions, rejection notices, as well as available positions that fit your background. To change these preferences, click the "Edit" link near the title "Correspondence".

To edit "Personal Information" or "Login Information" click the "Edit" link.

In the "My Account Editor – Correspondence" page, choose the settings you desire, and click the box next to each. A check mark will appear for your desired preferences. When complete, click the "Save" button.

My Account Editor - Correspondence
This page allows you to modify or update your email notification options.

Send me my correspondence in the following language (not all correspondence is available in all languages): English

Send me an email notification whenever a new position matching my profile is posted (job posting notification).

Send me an email acknowledgment when you receive my job submission.

Send me a rejection letter when my job submission is not selected.

Save **Cancel**