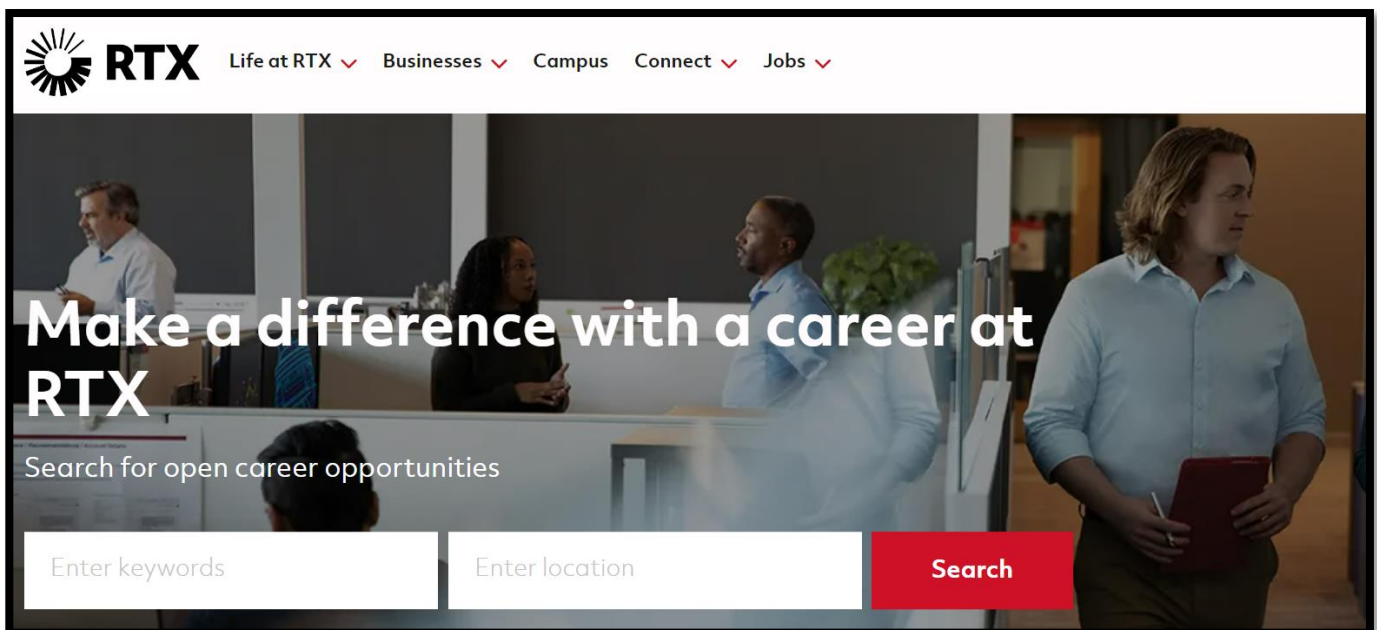# Make a difference with a career at RTX

We are RTX, a company of innovators committed to building a safer, more connected world. Here, you can apply your skills toward advancing aviation, building smarter defense systems, and creating innovations to take us deeper into space.

**Are you ready for your career to take flight?**

## Applying to a Role at RTX

- Our careers site can be accessed <u>here</u>.

- You will have the option to search for jobs by location or keyword on the home page:



- Once you locate the perfect position for you, select the "**Apply**" option to be directed to Workday.

# RTX Application FAQs

- Upon being directed to Workday, you can sign in with an existing candidate profile or utilize the "Create Account" option to begin an application.
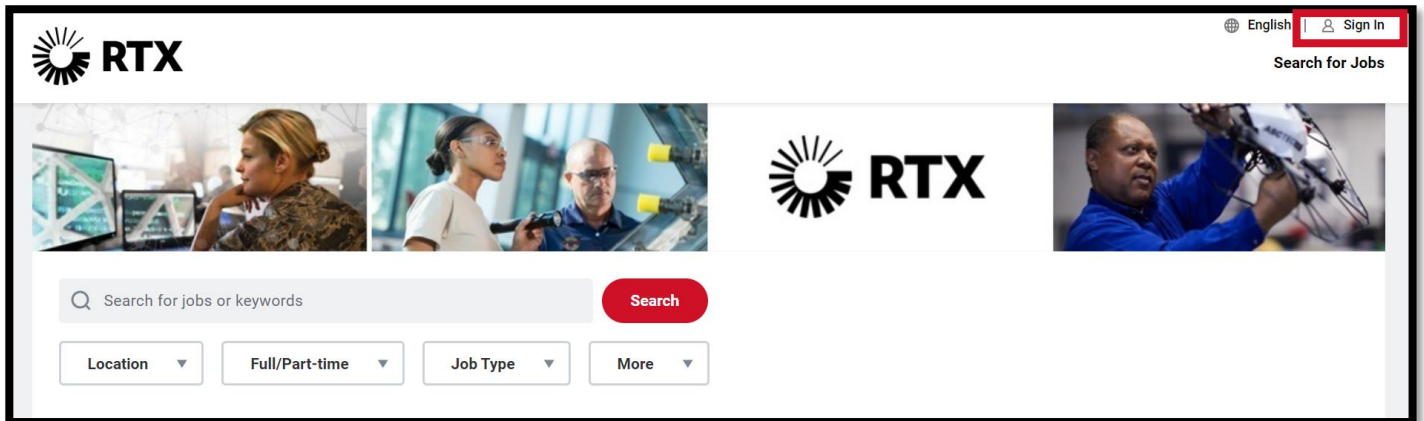


- Once your account has been completed, you can complete the application and provide all required information to have you application submitted.

# RTX Application FAQs

## Checking Your Application Status

- Once you have applied to a role, you can <u>login to your candidate account here</u> by selecting the "Sign In" option in the top right-hand side of the screen.

- Then select "**Candidate Home**"



- On your candidate home screen, a section will display labeled "**My Applications**" that will hold any jobs you have submitted and any you had started but not completed.

- The column "**My Application Status**" will update as you progress through the selection process.

## Resetting Your Candidate Profile Password

- If you have forgotten your password, you can reset it when you are attempting to sign in with your candidate profile and utilize the "**Forgot Password**" option to reset your password.

- This will send a request and one-time use link to reset your password.



- Below are the guidelines around how Workday restricts login attempts:

  o Workday automatically **locks** a candidate account for **30 minutes** after **5 unsuccessful sign-in attempts**.

  o Workday limits candidates to **5 password reset requests** in a **24-hour period**.

  o If you are not receiving the Forgot Password email, you should try again in **24 hours**.
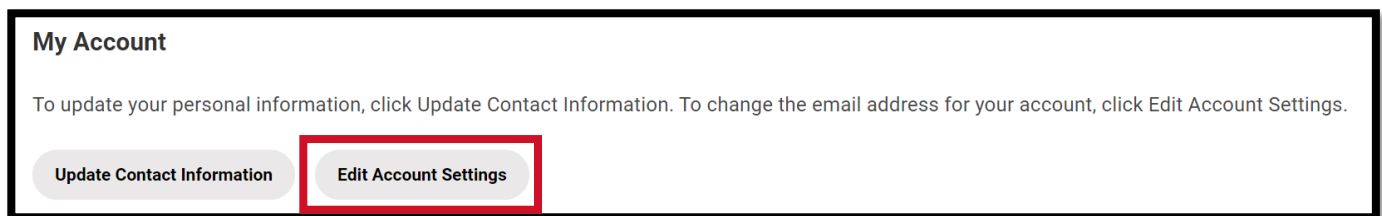
# RTX Application FAQs

## I received a job offer from someone when I did not apply to any roles.

- We are aware of fraudulent attempts to collect job applicants' personal information by perpetrators posing as hiring managers or recruiters.

- We conduct all electronic correspondence using email addresses that end in **"rtx.com"/"raytheon.com"/"prattwhitney.com"/"collins.com".** In addition, emails may come to you via our applicant tracking systems Workday for roles you have actively applied to.

- We do not use **Google Hangouts, Skype or Facebook Live** to make job offers or interview candidates.

- For more information about phishing scams and how to identify them, visit https://www.usa.gov/stop-scams-frauds.

- To report fraud please go to: https://www.ic3.gov.

- Please visit our career site at https://careers.RTX.com/ to apply for our open positions.

- Once you have applied to a position, if a recruiter is interested, they will reach out to you directly.
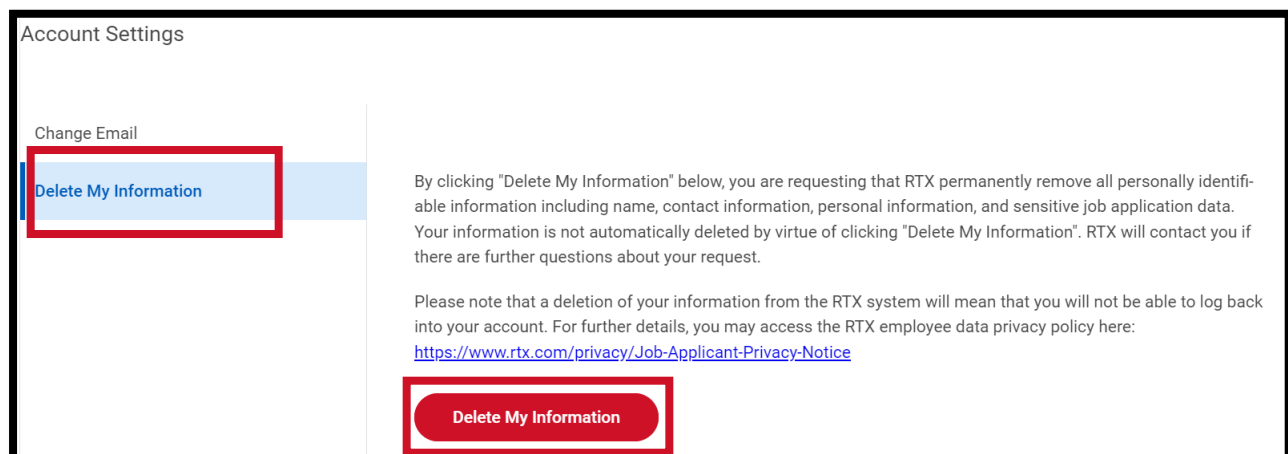
# RTX Application FAQs

## Can I delete my Workday candidate profile?

- You can submit a request to have your Workday profile deleted. First, login to your candidate account here by selecting the "Sign In" option in the top right-hand side of the screen.

- Then select "**Candidate Home**" on the top right-hand side of the page.

- From here, scroll down to the "**My Account**" section and click on "**Edit Account Settings**"



**My Account**

To update your personal information, click Update Contact Information. To change the email address for your account, click Edit Account Settings.

[ Update Contact Information ]  [ Edit Account Settings ]

- On this page, there will be an option to "**Delete My Information**".



Account Settings

Change Email

**Delete My Information**

By clicking "Delete My Information" below, you are requesting that RTX permanently remove all personally identifiable information including name, contact information, personal information, and sensitive job application data. Your information is not automatically deleted by virtue of clicking "Delete My Information". RTX will contact you if there are further questions about your request.

Please note that a deletion of your information from the RTX system will mean that you will not be able to log back into your account. For further details, you may access the RTX employee data privacy policy here: https://www.rtx.com/privacy/Job-Applicant-Privacy-Notice

[ Delete My Information ]

## Still experiencing issues?

- You can reach out to our candidate support inbox for additional guidance at RTXRecruiting@RTX.com

# RTX Application FAQs