

Find the Right Career for You at FirstEnergy

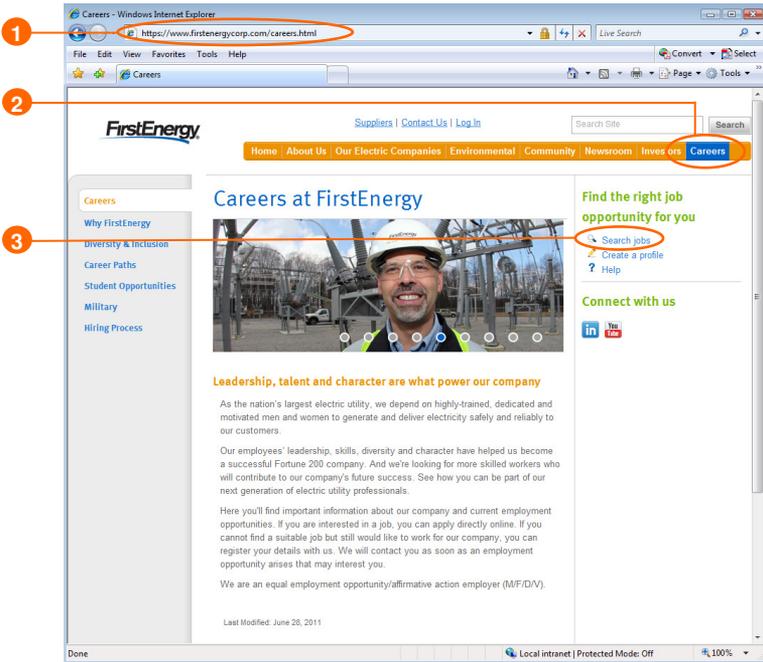
We are always on the lookout for talented and motivated new employees who can contribute to the success of our company. Come and have a look on the Careers section of our company website (www.firstenergycorp.com). You can find important information about our company and search current employment opportunities. If you are interested in a job, you can apply directly online by uploading your current résumé. Our online application system also lets you track your application status and sign up for job posting email alerts.

How to Apply for a Position at FirstEnergy

Step 1: Go to www.firstenergycorp.com

Step 2: Click the **Careers** button in the orange bar

Step 3: Click the **Search Jobs** link on the right side of the Careers page to begin your job search



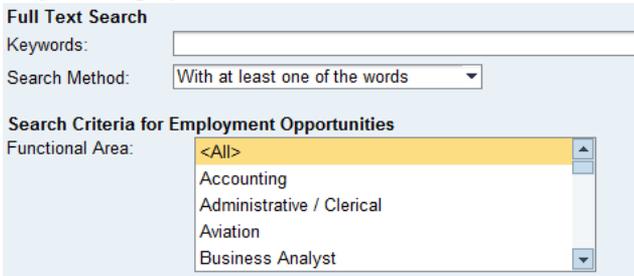
Searching for Open Positions

The **Search Jobs** link located on the Careers webpage will open the online application system to the **Employment Opportunities** tab where you can search the open positions. Click the **Job Search** link to begin searching.



There are three ways to search open positions:

Option 1: Select <All> and click the **Start** button. This will access **all** open positions within FirstEnergy. Note that this type of search will take longer to display its results.



Option 2: Fill in any or all of the search fields. Click the **Start** button.

Option 3: Click the **Application via Reference Code** link. Enter the reference code for a specific position. Click the **Start Search** button.

Once the search has been completed, the results will display a list of the open jobs that that meet the criteria.

Job Posting	Functional Area	Country	Reference Code	Published
Sr Component Engineer -Mechanical & Rotating Equipment_50074425_Oak Harbor_OH	Engineering	USA	Sr Component Engineer - Mechanical Equip	07/13/2009
FERC Compliance Intern_ Fall 2009	Regulatory	USA	50073938-E	07/07/2009
Senior Nuclear Reactor Operator - Shippingport_PA_50053781	Nuclear Generation	USA	50053781-Ea	06/25/2009
Accountant	Accounting	USA	50072343-E	06/24/2009

Applying for Open Positions

To view the job posting details, click the job title hyperlink.

Hot Job				
Job Posting	Functional Area	Country	Reference Code	Published
Sr Component Engineer -Mechanical & Rotating Equipment_50074425_Oak Harbor_OH	Engineering	USA	Sr Component Engineer - Mechanical Equip	07/13/2009
Non-Destructive Examination Program Owner - Perry, OH - 50069596-E	Nuclear Generation	USA	NDE Program Eng- Perry,OH-50069596-E	07/10/2009
Senior Nuclear Reactor Operator - Shippingport, PA_50053781	Nuclear Generation	USA	50053781-Ea	06/25/2009
Accountant	Accounting	USA	50072343-E	06/24/2009

To apply for a job posting, click the **Apply Now** button. If you are having trouble applying, disable your Web browser's pop-up blocker.

Engineer, Design NB50042170

Tell a Friend | **Apply Now** | Help

If you would like to apply for this job posting, click the "Apply Now" button. You will be prompted to logon to our site.

If you are a returning applicant or have previously registered on our site, enter your user name and password.

If you have not yet registered on our site, click the "Register Here" link to create a user name and password.



External Publication for Requisition 50042170

Choose a career with FirstEnergy



Job Posting Title
Engineer, Design NB50042170

Start Date
08/29/2013

Reference Code
50042170-E

Job Title
Engineer, Design

FirstEnergy at a Glance
FirstEnergy (NYSE: FE) is a diversified energy company dedicated to safety, reliability and operational excellence. Headquartered in Akron, Ohio, FirstEnergy comprises one of the nation's largest investor-owned electric systems based on serving six million customers in the Midwest and Mid-Atlantic regions. Our diverse generating fleet features non-emitting nuclear, scrubbed baseload coal, natural gas, and pumped storage hydro and other renewables.

About the Opportunity

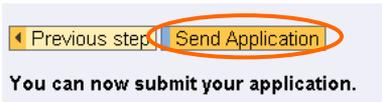
1. BS Degree in Engineering (choose: Electrical, Mechanical, or Chemical) preferred or 4-7 years of equivalent work experience. Advanced degree a plus.
2. Proficient in Microsoft Office tools, including Excel, Access, PowerPoint, and Word. SAP a plus
3. In-depth understanding of pertinent technical products and/or services and of customer needs and expectations
4. Demonstrate a questioning attitude to continue to learn, produce results, and strengthen existing relationships

A new window called the **Application Wizard** will open. From this window, click the **Continue** button.

The Application Wizard will walk through the steps to complete an application for the job posting. In Step 1, if you have already uploaded your résumé, you don't need to upload it again. If you have not uploaded your résumé, either do so now or manually enter the information in the appropriate fields. If you want to send a cover letter with your application, you can attach it in Step 6. Attaching a cover letter is optional.



After completing the Application Wizard, a new screen will display with your résumé and information that will be submitted for the job posting. After you verify that the information is correct, click **Send Application**.



You will receive both an on-screen and an email confirmation that your application was sent.



Withdrawing an Application

You can check the status of every job posting for which you have applied or withdraw an application.

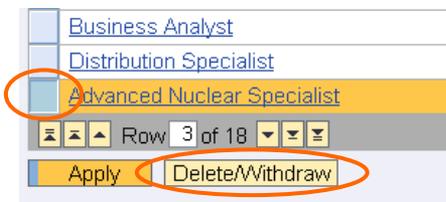
Click the **My Applications** link under the **Employment Opportunities** tab. This will display a list of all job postings for which you have applied and the status of each application.

Note: If you see a status of Draft, this means that your application has **not** been received by Human Resources. *You must go into the job posting application and complete it to be considered for the position.* If your application remains in Draft status for a period of 24 hours, you will receive a reminder notification to complete the application process.

The status of In Process displays if your application was submitted successfully.

Job Posting	Application from	Short text
Engineer for job agent		Draft
Advanced Nuclear Specialist	10/28/2008	In Process
Distribution Specialist	10/28/2008	In Process
Business Analyst	10/28/2008	In Process
Meter Reader - Erie	10/28/2008	In Process
Senior Engineer	10/28/2008	In Process

If you are no longer interested in a certain job posting, select the square in front of that particular job posting title hyperlink. Click the **Delete/Withdraw** button. A pop-up window will appear asking you to confirm that you wish to withdraw. Click **Yes**. This will change your status from In Process to Withdrawn.



Creating Job Agents

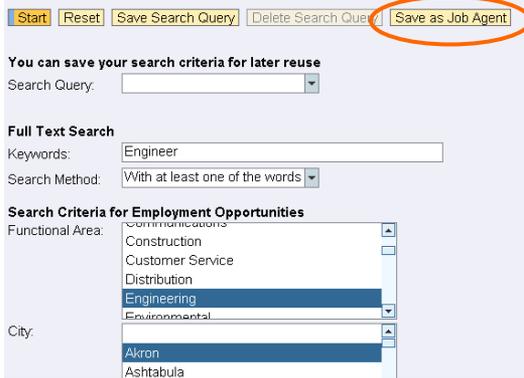
Job candidates can receive email notifications – called Job Agents – any time a position they are interested in is posted. Use the below steps to create a Job Agent.

There are two ways to create Job Agents:

- Using the **Save as Job Agent** button.
- Using the **Job Agents** link.

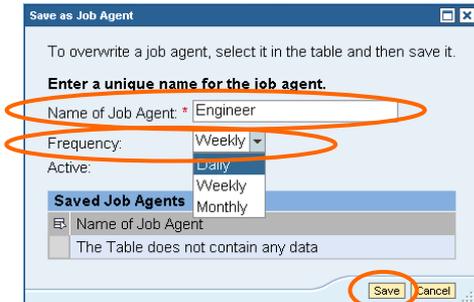
Using the Save as Job Agent Button

Click the **Job Search** link under the **Employment Opportunities** tab. Choose your search criteria, then click the **Save as Job Agent** button at the top of the screen.



The screenshot shows a web interface for creating a job agent. At the top, there are buttons: Start, Reset, Save Search Query, Delete Search Query, and Save as Job Agent. The 'Save as Job Agent' button is circled in orange. Below the buttons, there is a section titled 'You can save your search criteria for later reuse' with a 'Search Query' dropdown. Under 'Full Text Search', there is a 'Keywords' field containing 'Engineer' and a 'Search Method' dropdown set to 'With at least one of the words'. The 'Search Criteria for Employment Opportunities' section includes a 'Functional Area' dropdown with 'Engineering' selected, and a 'City' dropdown with 'Akron' selected.

After you click the **Save as Job Agent** button, a new window is displayed. In this new window, name your Job Agent and choose the frequency you want to receive email notifications that new job postings matching your criteria are published. *It is recommended that you select the “Daily” option to avoid missing any opportunities.* Click the **Save** button.



The screenshot shows a dialog box titled 'Save as Job Agent'. It contains the text: 'To overwrite a job agent, select it in the table and then save it.' Below this, it says 'Enter a unique name for the job agent.' The 'Name of Job Agent' field contains 'Engineer'. The 'Frequency' dropdown is set to 'Weekly', and the 'Active' dropdown is set to 'Daily'. Below these fields is a table titled 'Saved Job Agents' with columns for 'Name of Job Agent' and 'The Table does not contain any data'. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in orange.

You will receive an onscreen confirmation that your Job Agent was saved.

✔ Data saved successfully

Using the Job Agents Link

Click the **Job Agents** link under the **Employment Opportunities** tab. This will display a list of your current Job Agents and give you the option to add, edit or delete Job Agents.

Job Agents		
 Name of Job Agent	Job Agent Frequency	Status
Engineer	Weekly ▼	Active ▼
<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

After clicking the **Add** button, you will go to the **Job Search** screen to enter your search criteria. Refer to the previous section for the steps to complete the Job Agent set-up.

Creating Your Candidate Profile

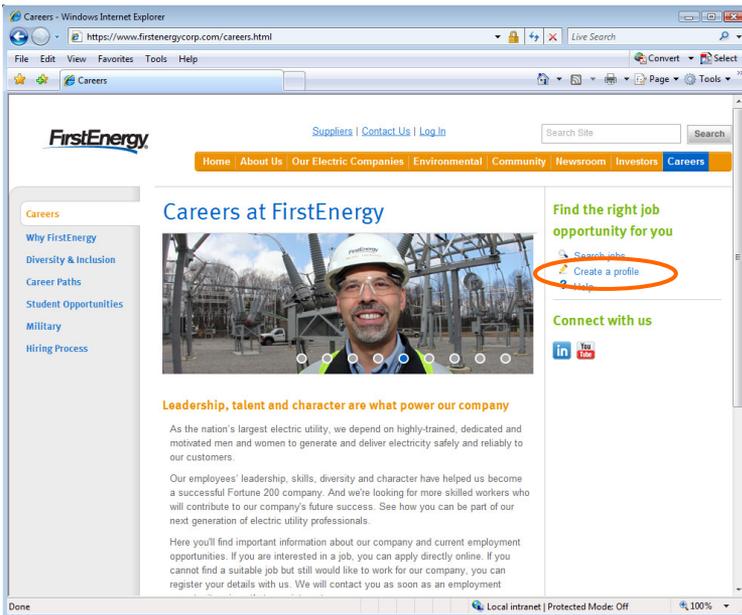
As a job candidate, you can upload résumés to your Candidate Profile on FirstEnergy’s Careers website. When you upload your résumé, your information will populate the corresponding sections and fields of the Candidate Profile. Before you can create your profile, you must first register on the Careers page on our corporate website, www.firstenergycorp.com.

Registering on FirstEnergy’s Careers Website

To register on FirstEnergy’s Careers website, go to www.firstenergycorp.com and click the **Careers** button in the orange bar.



Once on the Careers home page, click the **Create a Profile** link on the right side. This will open a new window for you to register and create a candidate profile.



Complete the registration information. Required information is marked with a red asterisk. If you do not have an email address, please see the instructions for how to obtain a free email address.

FirstEnergy

Registration

Do you want to find out more about career opportunities at FirstEnergy?

We are always on the lookout for talented and motivated new employees that can contribute to the success of our company. Come and have a look in our Job & Career Pages. You can find important information about our company and current employment opportunities. If you are interested in a job, you can apply directly online. If you cannot find a suitable job but still would like to work for our company, you can register your details with us. We will contact you as soon as an employment opportunity arises that may interest you.

Name

First Name:

Second Name:

Last Name: *

User Data

User Name: *

Password: *

Repeat Password: *

E-Mail: *

Repeat E-Mail: *

Make sure that the specified e-mail address is correct. This is necessary as we will contact you via the specified e-mail address.

Data Privacy Statement

We endeavor to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement.

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

[Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

Register

Once you have entered your information, check the box that states, “Yes, I have read the data privacy statement and I accept it.” To complete your registration, click the **Register** button at the bottom of the screen.

After you have clicked the Register button, a window will open prompting you to confirm your email address.

Registration

Thank you for your interest in our company.

You will soon receive an e-mail from us enabling you to confirm your e-mail address and thus complete your registration.

You will receive an email within 15 minutes with a link to confirm your email address, click the link in the email then click the link called ‘Personal Career Pages’:

Confirmation of Your E-Mail Address

You have confirmed your e-mail address.

You can log on to your personal career pages here:

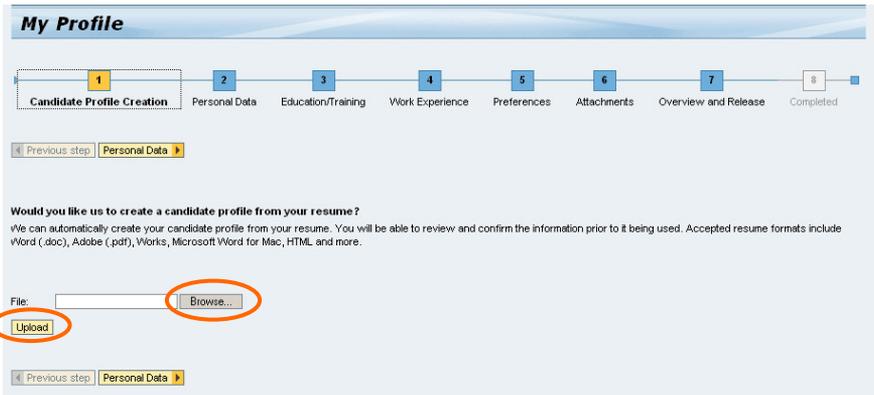
[Personal Career Pages](#)

Uploading a Résumé

To upload your résumé, click the **Candidate Profile** tab to create your profile.



A simple way to complete your Candidate Profile is to upload your current résumé. Click the **Browse** button to locate your résumé on your computer. Once located, click the **Upload** button.



After your résumé has been uploaded, a confirmation message will appear at the top of the screen.

- ✔ Congratulations! To save you time, we've created your Candidate Profile from your resume.
Please review your Candidate Profile and Release it so we can consider you in our candidate searches.

Adding to Your Candidate Profile

To view the data that was extracted from your résumé and populates the appropriate fields in your Candidate Profile, follow the steps at the top of the page. You can identify the step you are in because that step number is highlighted.



Within the Candidate Profile, buttons are available at the top and at the bottom of each page to let you navigate to the next section of your Candidate Profile.

Note: Information on the Personal Data portion of your Candidate Profile is pulled directly from your résumé.

The online system allows you to add to and edit your profile at any time. For example, if you have gained a new college degree and would like to add it to the **Education/Training** portion of your profile, you would click the **Add** button in that section to enter your new information.

Navigation: < Previous step | Work Experience >

Which courses of study have you completed?
List all the courses of study you have completed.

Start Date	End Date	Educational Institution	City	Country	Education Level	Grade
05/28/1993	05/01/1997	Bluffton University	Bluffton	USA	Bachelors Degree	3.3

Buttons: Add (circled), Edit, Delete

This will display fields where you can enter your new information. Once you are finished completing the fields, click the **Save** button and your new data will become part of your Candidate Profile.

Educational Institution:

Start Date: End Date:

Country: State:

City:

Education Type: Degree Earned:

Field of Education:

Grade (GPA):

Are you currently pursuing a degree: Yes No

Did you Graduate: Yes No

Expected Graduation date:

Have you completed any coursework for a degree: Yes No

Number of credit hours completed:

Description:

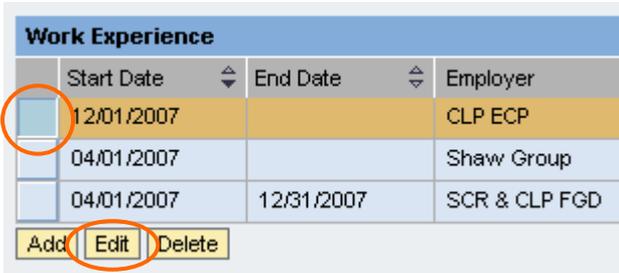
List any professional licenses, certificates and/or Education, Training, Skills, or Experience that are relevant to the position for which you are applying:

Buttons: Save (circled), Edit

Editing Your Candidate Profile

To edit an item in your Candidate Profile:

1. Click the square preceding the item. This turns the line item orange, to indicate that it has been selected.
2. Click the **Edit** button. This will display the current data and allow changes to be made.



The screenshot shows a table titled "Work Experience" with three columns: Start Date, End Date, and Employer. The first row is highlighted in orange, indicating it is selected. Below the table are three buttons: "Add", "Edit", and "Delete". The "Edit" button is circled in orange.

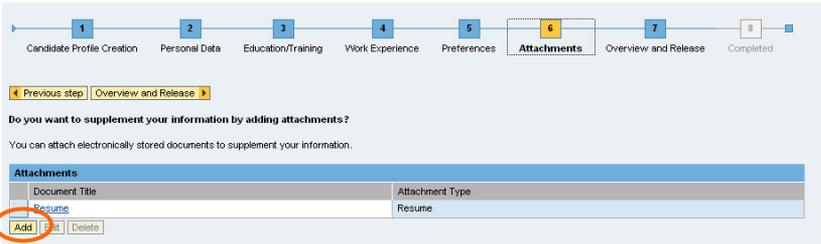
	Start Date	End Date	Employer
<input type="checkbox"/>	12/01/2007		CLP ECP
<input type="checkbox"/>	04/01/2007		Shaw Group
<input type="checkbox"/>	04/01/2007	12/31/2007	SCR & CLP FGD

Buttons: Add, Edit, Delete

Attaching Files to Your Candidate Profile

In the Attachments portion of the Candidate Profile, you can attach a list of references and a cover letter.

1. Click the **Add** button.



The screenshot shows a progress bar at the top with steps 1 through 8. Step 6, "Attachments", is highlighted. Below the progress bar are buttons for "Previous step" and "Overview and Release". A question asks if the user wants to supplement their information by adding attachments. Below this is a table with columns "Document Title" and "Attachment Type". The "Add" button is circled in orange.

Progress bar: 1 Candidate Profile Creation, 2 Personal Data, 3 Education/Training, 4 Work Experience, 5 Preferences, 6 Attachments, 7 Overview and Release, 8 Completed

Buttons: Previous step, Overview and Release

Do you want to supplement your information by adding attachments?
You can attach electronically stored documents to supplement your information.

Document Title	Attachment Type
Resume	Resume

Buttons: Add, Delete

2. Enter information into the requested fields.
3. Locate the document to be attached.

Releasing Your Candidate Profile for Candidate Searches

The **Overview and Release** step in your Candidate Profile allows you review your entire profile as a PDF and release your information to be included in candidate searches. This step is very important because releasing allows your profile to be accessed by Human Resources' recruiters. **If you do not complete this step to release your profile, Human Resources will not be able to locate your information to consider you for current open positions.**

To release your profile, click the **Release Profile** radio button and then click the **Complete** button to finish the process.

1 Candidate Profile Creation 2 Personal Data 3 Education/Training 4 Work Experience 5 Preferences 6 Attachments 7 Overview and Release 8 Completed

← Previous step Complete

Do you want to be considered for open job vacancies?

Release your profile so that we can access your data (see data privacy statement).

Release Profile
 Lock Profile

Releasing allows your profile to be accessed by our hiring team. You may still apply for open positions.
 Locking prevents your profile from being accessed by our hiring team. You may still apply for open positions.

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. Confirm that you accept our data privacy statement [Data Privacy Statement](#)

Yes, I have read the data privacy statement and I accept it

Once your profile has been released, a confirmation message will appear at the top of the screen.

Your candidate profile was released successfully.

Note: You **MUST** release your Candidate Profile for our Human Resource Professionals to locate your résumé and consider you for open positions.

Frequently Asked Questions

Do I have to manually enter my information into the candidate profile section?

No, the first step of the candidate profile has an option to upload your résumé which will automatically populate most of the profile fields. To upload your résumé, click the Browse button to locate your résumé on your computer. Once located, click the Upload button. Once your résumé has been uploaded, you should review your information and make any additions or edits to your profile.

Can I apply for a position even though my profile is locked?

Yes, you can apply to any position posted on the website if your profile is locked. However, locking your profile prevents it from showing up in the results of a candidate search by a FirstEnergy recruiter.

How do I know if my application was received?

You will receive both an on-screen confirmation and an email confirmation once your application has been submitted.

How can I check the status of my application?

You can check the status of all of your applications by clicking the My Applications link under the Employment Opportunities tab.

Can I withdraw my application?

Yes. Click the My Applications link under the Employment Opportunities tab. This will access a list of all job postings for which you have applied and the status of each application. To withdraw an application, highlight the job posting and click the Delete/Withdraw button. This will change your status for the position from "In Process" to "Withdrawn."

Can I send a job posting to a friend?

Yes. To send a job posting to a friend, highlight the posting that you want to send and click the Tell a Friend button. You will be able to add a personal message before the posting is sent.

What do I do if I am locked out of my account?

If you receive the error message "Too many failed attempts," your account has been locked. To unlock your account, click the **Password Forgotten** link on the Logon screen. Enter your user name and email to request a new password via email. Copy and paste the new password **exactly** as it appears into the logon screen. Then, you will be prompted to change your password.

Tips & Reminders

- Do not use the Web browser's **Back** button . If you inadvertently use the **Back** button, click the Web browser's **Refresh** button  to return to the e-Recruiting start page.
- The fastest way to create a candidate profile is to upload your résumé. Uploading your résumé will populate most of the information in the Candidate Profile section.
- The online job system will timeout after 15 minutes of inactivity.
- If you set up Job Agents, you will receive email notifications when positions of interest become available. Job agents can be set to run daily, weekly or monthly.
- The “My Applications” feature provides real-time status of all of your applications.
- Turn off the pop-up blocker in your Web browser. A manual override for disabling your pop-up blocker is to hold down your control key while you are clicking through each window.

Definitions

Declined Indicates you have not been chosen for the position; does not mean the position is closed.

Draft Indicates you have not completed and submitted your application. When in draft status, the recruiter/HR field representative has not received your résumé.

Functional area Business unit.

Hierarchy level Level of position (i.e. student/trainee, professional level, entry level, supervisor/management).

In process Indicates your application has been processed and sent to the recruiter/HR field representative for review.

Lock profile Prevents your profile from appearing in recruiter searches.

Not under notice Selecting this option would authorize recruiters/HR field representatives to contact your current or previous employers.

Release profile Allows recruiters/HR field representatives to search for candidate profiles that indicate interest in a certain open position.

Search query Allows you to save selected search criteria so that you can run it any time you log into the system.