How to Access Internal Job Postings from our External Website

Current FirstEnergy employees can access internal job postings from the Careers section of our external website.

- Step 1: Go to www.firstenergycorp.com.
- Step 2: Mouse over the Careers button in the orange bar and select Search Jobs link from the drop-down menu.
- **Step 3:** Click the **Current Employees** link below the **Search Jobs** button.
- Step 4: Click the Search Internal Job Postings button.
- **Step 5:** Enter your SAP number and SAP password in the Logon window. (*NOTE: Your SAP password is different from your network logon password.*)

If you do not know your SAP password, click the **Password Forgotten** link and a temporary password will be sent to your FirstEnergy email address.

If you do not have an active FirstEnergy email address, you will need to add your personal email address to your e-Recruiting Candidate Profile through the *FirstPlace* portal in order to receive your temporary password. Using a FirstEnergy computer, follow the steps below to add your personal email address.

Step	Action	Screen
1.	From a FirstEnergy computer, go to the <i>FirstPlace</i> portal. Click the Services & Support tab. Click the Job Posting link under the Employment category.	<page-header></page-header>
2.	Click the Job Postings in e-Recruiting button.	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
3.	When e-Recruiting opens, click the Candidate Profile tab.	FirstEnergy Last FirstEnergy Last FirstEnergy Last FirstEnergy Last FirstEnergy Last
4.	On the Candidate Profile tab click, click Step 2 – Personal Data .	FirstEnergy. Cadata Profile To Provide Toward Laboration The Provide Toward Laboration The Cadata Profile Toward Prior Cadata

5.	Enter your personal email address in the E-mail field. If the E-mail field contains a FirstEnergy email address, you can delete that to enter your personal email address. Then click step 7 – Overview and Release .	Lind
6.	Click the Release Profile radio button and then click the Complete button to save your change.	Important Control Control Important Co
7.	A message will display confirming the changes to your Candidate Profile have been saved.	Transmer Tr
8.	Go to <i>www.firstenergycorp.com</i> . Mouse over the Careers button in the orange bar and click the Search Jobs link in the drop-down menu.	<image/>
9.	Click the Current Employees link below the Search Jobs button.	

10.	Click the Search Internal Job Postings button. If you need help logging in to search job, click the Help link below the search button.	<page-header><page-header><text><text><text><text><text><text><text><text><text><text><text></text></text></text></text></text></text></text></text></text></text></text></page-header></page-header>
11.	In the Logon window, click the Password Forgotten link.	Logon User * Password * Accessibility Log On Change Password Forgotten
12.	Enter your SAP number (or user ID) in the User Name field. Then click the Request Password button.	Have you forgotten your password? If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume Enter your user name and/or your e-mail address and request the password User Name: E-Mail Request Password Pack to Logon
13.	A message will display confirming that a temporary password has been sent to the email address you entered into your e-Recruiting Candidate Profile. Click the Back to Logon button.	Have you forgotten your password? Password will be sent via e-mail If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume Enter your user name and/or your e-mail address and request the password User Name: E-Mait Request Password Back to Logon
14.	In your personal email inbox, open the message titled "FirstEnergy New Password Reset" from erecruiting. Use your cursor to highlight the temporary password provided. Then press Control + C to copy the password. Be sure to not to copy any additional spaces before or after the password.	FirstEnergy New Password Reset executing to JSMITH OS1620120450 PM Dear Jobs: Non-research for your to access the FirstEnergy Carpers atte. Your new password is: [ukiFSCapitEikrW99ExtgdW24asyY57And#istrf] Your user name is as before. Thank you for your interest in FirstEnergy! Sincerely, FirstEnergy Human Resources Team
15.	Return to the Logon window (follow steps 8-10) and type your SAP number in the User field. Paste your temporary password in the Password field by pressing Control + V. Click the Log On button.	Logon User * Password * Log On Change Password Forgotten
16.	You will be prompted to set a new password. Fill in the required fields (marked with an asterisk) and click the Change button.	Change Password User 55555 Current Password * New Password * Repeat Password * Change
17.	A message will display confirming that your password has been changed. Click the Continue button to begin searching the internal job postings.	Logon The password was changed Contrue