

# 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](http://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.

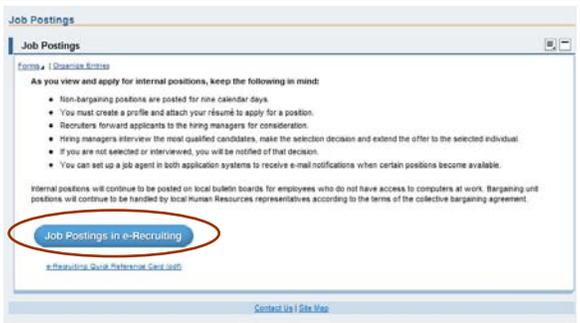
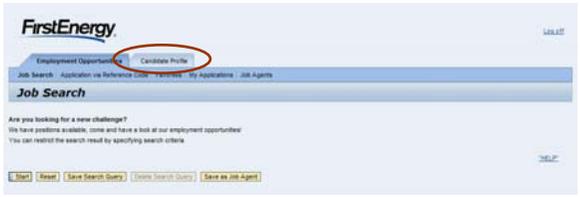
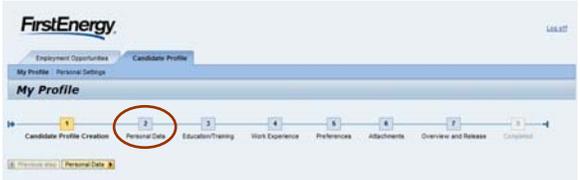
**Step 4:** Click the **Search Internal Job Postings** button.

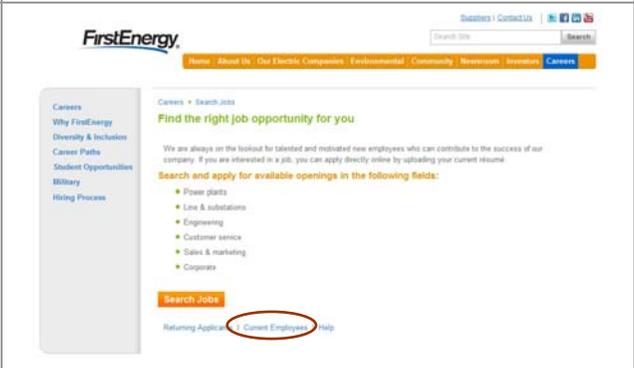
**Step 5:** Enter your SAP number and SAP password in the Logon window.

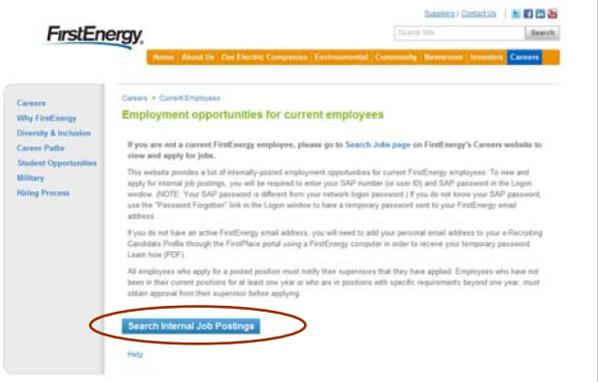
(NOTE: Your SAP password is different from your network logon password.)

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 <b>FirstPlace</b> portal. Click the <b>Services &amp; Support</b> tab. Click the <b>Job Posting</b> link under the <b>Employment</b> category.	
2.	Click the <b>Job Postings in e-Recruiting</b> button.	
3.	When e-Recruiting opens, click the <b>Candidate Profile</b> tab.	
4.	On the Candidate Profile tab click, click Step 2 – <b>Personal Data</b> .	

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

<p>10.</p>	<p>Click the <b>Search Internal Job Postings</b> button. If you need help logging in to search job, click the <b>Help</b> link below the search button.</p>	
<p>11.</p>	<p>In the Logon window, click the <b>Password Forgotten</b> link.</p>	
<p>12.</p>	<p>Enter your SAP number (or user ID) in the <b>User Name</b> field. Then click the <b>Request Password</b> button.</p>	
<p>13.</p>	<p>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 <b>Back to Logon</b> button.</p>	
<p>14.</p>	<p>In your personal email inbox, open the message titled <b>"FirstEnergy New Password Reset"</b> from <b>erecruiting</b>. Use your cursor to highlight the temporary password provided. Then press Control + C to copy the password. <i>Be sure to not to copy any additional spaces before or after the password.</i></p>	
<p>15.</p>	<p>Return to the Logon window (follow steps 8-10) and type your SAP number in the <b>User</b> field. Paste your temporary password in the <b>Password</b> field by pressing Control + V. Click the <b>Log On</b> button.</p>	
<p>16.</p>	<p>You will be prompted to set a new password. Fill in the required fields (marked with an asterisk) and click the <b>Change</b> button.</p>	
<p>17.</p>	<p>A message will display confirming that your password has been changed. Click the <b>Continue</b> button to begin searching the internal job postings.</p>	