

# Exelon Career Opportunity System User Guide for External Applicants

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## Introduction

The Exelon Career Opportunity System allows individuals to view current job opportunities and search on specific criteria to find jobs that match interests and skills.

When applying for a job, provide as much information as possible in completing the application including responding to all Required Applicant Questions. This will increase the likelihood of matching the job opening to which you are applying.

## Fields Required for External Applicant

- Preferred Method of Contact
- Name
- Address
- Country
- Primary Email Type
- Email Address
- Primary Phone Type
- Phone Number
- Responses to Required Applicant Questions

## How to Search for a Job

- Without logging on to ECOS, you can search for jobs right on the Careers Home page.
  - Perform a **'Basic Search'** if you only need to filter the list of jobs by Keywords or date Posted.
  - Click on **'Advanced Search'** to filter and sort your search by multiple criteria.

### Careers



Enter your user name and password to login. If you have not yet registered, [click here to Register](#).  
 Issues with the system can be directed to [recruiter@exeloncorp.com](mailto:recruiter@exeloncorp.com) [Privacy](#)

Perform Basic Job Search by entering keyword(s) and/or Date Posted. Click Search.

**Basic Job Search**

**Keywords:**

**Posted:**

[Search Tips](#)

**Login**

**User Name:**

**Password:**

[Login Help](#)
[Register Now](#)

Or click on Advanced Search for more criteria to narrow your job search.

**Latest Job Postings**

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	03/23/2008	<a href="#">Site Nurse - Nuclear</a>	4499	IL - Wilmington
<input type="checkbox"/>	03/22/2008	<a href="#">Labor Relations Case Manager</a>	4498	IL - Crestwood
<input type="checkbox"/>	03/22/2008	<a href="#">Sr Engineer</a>	4497	IL - Oakbrook Terrace
<input type="checkbox"/>	03/20/2008	<a href="#">Sr Engineer</a>	4474	IL - Oakbrook Terrace
<input type="checkbox"/>	03/20/2008	<a href="#">Prin HR Genlist</a>	4464	PA - Plymouth Meeting
<input type="checkbox"/>	03/20/2008	<a href="#">Maintenance Analyst</a>	4475	IL - Braceville
<input type="checkbox"/>	03/20/2008	<a href="#">Director of Human Resources Operations</a>	4466	PA - Philadelphia
<input type="checkbox"/>	03/20/2008	<a href="#">Line School Apprentice</a>	4467	PA - Plymouth Meeting
<input type="checkbox"/>	03/20/2008	<a href="#">Account Manager</a>	4468	PA - Philadelphia
<input type="checkbox"/>	03/20/2008	<a href="#">Manager of Human Resources</a>	4465	PA - Kennett Square
<input type="checkbox"/>	03/20/2008	<a href="#">Rad Protection Specialist</a>	4473	Multiple Locations
<input type="checkbox"/>	03/20/2008	<a href="#">Rad Protection Specialist</a>	4478	IL - Morris

The searchable criteria on the Advanced Job Search page include **Location, Full/Part Time, Regular/Temporary, Job Opening ID, and Date Job Posted.**

You can also search on **Keyword(s)**. For help with keyword searching, click the **Search Tips** link.

2. Enter some or all of the Search Criteria and click Search.

## Job Search

The screenshot shows the 'Advanced Job Search' interface. At the top, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. The form contains several fields: 'Keyword:' (text input), 'Select Locations:' (dropdown menu with options: All Locations, CT - Windsor, DC - Washington, GA - Atlanta, IL - Belvidere), 'Full/Part Time:' (dropdown menu with 'Full-Time' selected), 'Regular/Temporary:' (dropdown menu with 'Regular' selected), 'Job Opening ID:' (text input), 'Find Jobs Posted Within:' (dropdown menu with 'Last Three Months' selected), and 'Display Results Sorted By:' (dropdown menu with 'Location' selected). A note below the location dropdown states: 'To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections'. At the bottom, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. Red arrows point from labels on the left to each of these fields and the 'Search' button.

Keyword(s)

Location(s)

Full/Part Time

Regular / Temporary

Job Opening ID

Timeframe when job was posted

Sort Results by

Click Search

- 3. Choose a job opening of interest.

### Job Search

▶ Click icon to view Advanced Search criteria

✔ 4 Results Found

Search Results

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)    ◀◀ First ◀ Previous | Next ▶ Last ▶▶

Select	Created	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	04/07/2008	<a href="#">VP HR</a>	1165	Human Resources	IL - Chicago
<input type="checkbox"/>	04/02/2008	<a href="#">Director IT</a>	1162	Information Systems	IL - Chicago
<input type="checkbox"/>	04/01/2008	<a href="#">Lead Analyst IT</a>	1059	Information Systems	IL - Chicago
<input type="checkbox"/>	04/01/2008	<a href="#">Sr HR Sys Administrator</a>	1161	Human Resources	IL - Chicago

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

Click one of the job openings

4. Review job description and click 'Apply Now' if you want to submit an application for consideration by the Hiring Manager.

## Job Description

**Job Title:** Lead Analyst IT  
**Job ID:** 1059  
**Location:** IL - Chicago  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

Click  
Apply  
Now

Email to Friend

Save Job

Apply Now

[Return to Previous Page](#)

### Company Highlights

At Exelon, we've got a place for you. Exelon is developing sustainable energy to provide for the communities of today and planning for a brighter tomorrow. Exelon knows the future of energy is you.

As a Chicago based Fortune 150 Company, with more than \$15 billion annual revenues, Exelon distributes electricity to approximately 5.4 million customers in Illinois and Pennsylvania, and gas to 480,000 customers in the Philadelphia area. In addition to energy delivery, Exelon's operations include energy generation and power marketing and has one of the industry's largest portfolios of electricity generation capacity, with a nationwide reach and strong positions in the Midwest and Mid-Atlantic.

We know that before we can supply 41,000 megawatts of energy to our customers, we need to recognize that each of our employees plays an integral part in the process. The result? Changing the way the American power industry powers America. For you, this means advancement, challenge, and a company like no other.

Join Exelon and you can share your ideas at a forward-thinking company and the next big idea could be yours. You've just found Exelon, a place where you can truly shine.

### Job Description

## How to Apply for a Job

1. First time users need to setup their login information via the Register Now link.

**If you are not a first time user, skip to Step 3.**

For first time users, click 'Register Now'.

For first time users,  
Click Register Now

### Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register](#).

Basic Job Search		Login	
Keywords:	<input type="text"/>	User Name:	<input type="text"/>
Posted:	Last Month <input type="button" value="v"/>	Password:	<input type="text"/>
<input type="button" value="Search"/>	<a href="#">Advanced Search</a> <a href="#">Search Tips</a>	<input type="button" value="Login"/>	<a href="#">Login Here</a> <a href="#">Register Now</a>

### Latest Job Postings

◀◀ First ◀ Previous [Next](#) ▶ Last ▶▶

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	02/15/2008	<a href="#">Vice President of Diversity &amp; Staffing</a>	1013	IL - Chicago
<input type="checkbox"/>	02/14/2008	<a href="#">IT administrator</a>	1010	IL - Lombard
<input type="checkbox"/>	02/14/2008	<a href="#">Recruiting Lead</a>	1009	IL - Oakbrook Terrace
<input type="checkbox"/>	02/14/2008	<a href="#">Recruiting Lead</a>	1012	IL - Oakbrook Terrace
<input type="checkbox"/>	02/14/2008	<a href="#">Manager HR</a>	1011	PA - Delta

[Select All](#) [Deselect All](#)

[Apply now without adding a job](#)

- Complete the Registration process by entering User Name, Password, and Confirm Password. Click the 'Register' button. **Please make note of your User Name and Password so you can access your account in the future.**

Then skip to Step 4.

Enter User Name, Password and Confirm Password

Click Register

### Register

Enter your new user name and password.

**Enter Registration Information**

\*User Name

\*Password

\*Confirm Password

[Return to Previous Page](#)

- For already registered users, enter User Name, Password, and click Login.

For already registered users, enter User Name and Password.

Click Login

### Careers

Enter your user name and password to login. If you have not yet registered, [click here to Register.](#)

**Basic Job Search**

Keywords:

Posted: Last Month

[Advanced Search](#)
[Search Tips](#)

**Login**

User Name:

Password:

[Login Help](#)
[Register Now](#)

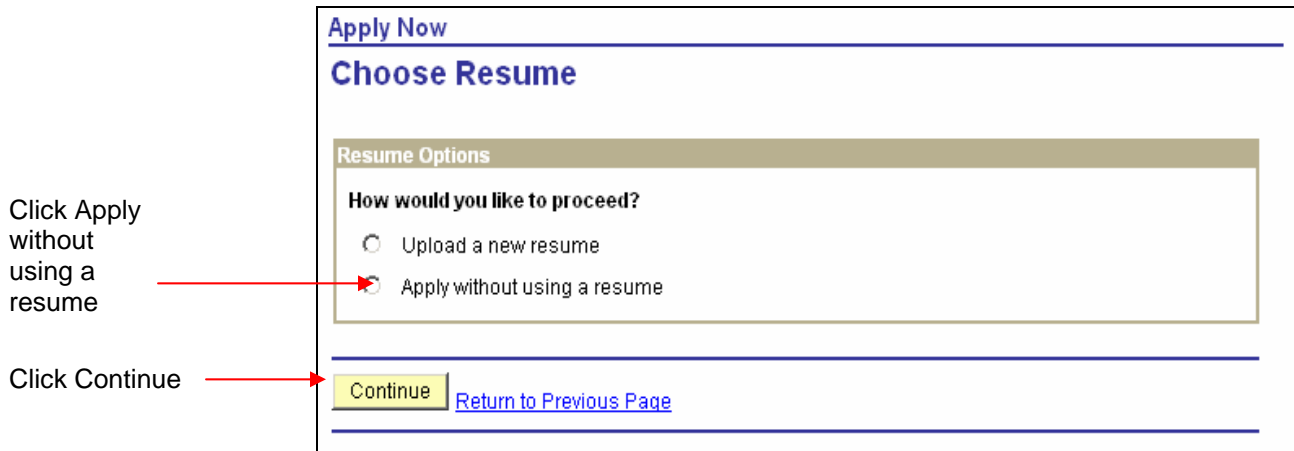
**Latest Job Postings**

	Date	Job Title	Job ID	Location
<input type="checkbox"/>	02/15/2008	<a href="#">Vice President of Diversity &amp; Staffing</a>	1013	IL - Chicago
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<input type="checkbox"/>	02/14/2008	<a href="#">Recruiting Lead</a>	1012	IL - Oakbrook Terrace
<input type="checkbox"/>	02/14/2008	<a href="#">Manager HR</a>	1011	PA - Delta

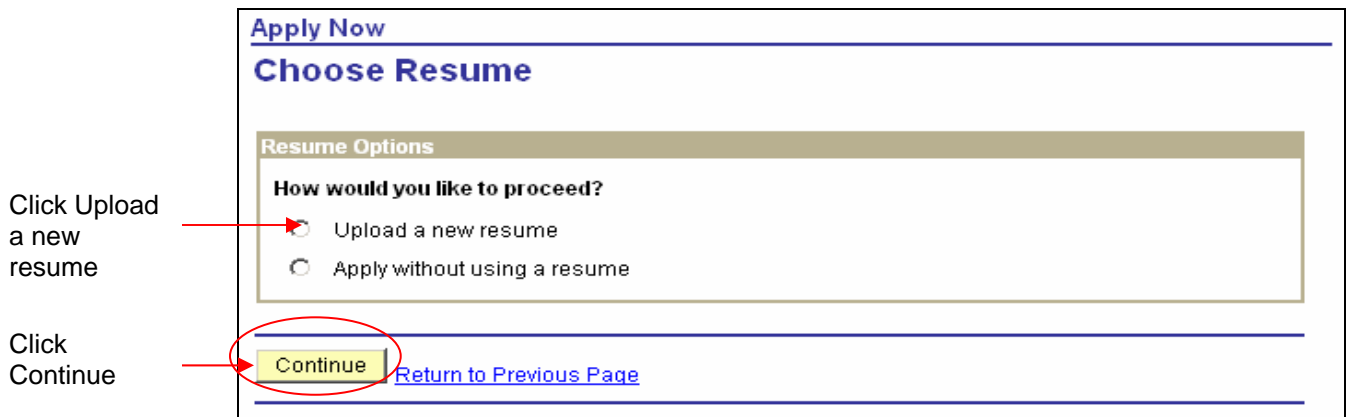
[Select All](#)
[Deselect All](#)

[Apply now without adding a job](#)

4. After registering and/or logging in, you can continue the application process by either uploading your resume or applying without uploading your resume. **It is recommended that you upload a resume and have the system parse your information to the appropriate fields.** This will decrease the time necessary for data entry on the following pages. **If uploading a resume, skip to Step 7.**
5. Click the button to 'Apply without using a resume'. Then click 'Continue'.



6. Then **skip to Step 9** to enter and/or verify personal information to complete the job application.
7. Click the button to 'Upload a new resume'. Then click 'Continue'.



- Click the Browse button to specify where your resume document is located on your computer. Then click Upload to attach your resume and have it parsed to your application.

(Note: Only documents with the following extensions are accepted: .doc, pdf, .txt, .rtf, .wpd, .wp, .wps)

Click  
Browse to  
locate your  
resume on  
your PC

Click Upload



- 9. Provide as much information as possible in completing the application including Profile, Preferences, Work Experience, Education, and Licenses/Certifications. This will increase the likelihood of matching your experience and skills to the job requirements. Provide answers to all required questions.

Note: If you uploaded a resume, your data should have been parsed to the correct fields on the following pages. You should verify that the information was parsed correctly and make any necessary changes. If you did not upload a resume, then you need to enter all the information.

Verify / Edit your Profile Information

Choose your Preferred Contact Method

Verify/Update Name Information

[Careers Home](#) | [Job Search](#) | [My Saved Jobs](#) | [My Saved Searches](#) | [My Career Tools](#) | [Logout](#)

### My Profile

Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

---

Member Information	
<b>User Name:</b>	ssummers
<b>Password:</b>	<a href="#">Change Password</a>
<b>Preferred Method of contact:</b>	Not Specified <input type="button" value="v"/>

---

Name	
<b>Name Format:</b>	English <input type="button" value="v"/>
<b>Name Prefix:</b>	<input type="button" value="v"/>
<b>First Name:</b>	<input type="text"/>
<b>Middle Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Name Suffix:</b>	<input type="button" value="v"/>

Verify/Update  
Address  
Information

**Address**

Country:

Address 1:

Address 2:

Address 3:

City:  State:

ZIP:

County:

Verify/Update  
Email and  
Phone

**Email Addresses**

Primary Email Type:

Email Address:  [Remove](#)

[+ Add Another Email Address](#) [Hotmail](#) [Yahoo](#)

**Phone**

Primary Phone Type:

Phone Number:  Extension:  [Remove](#)

[+ Add Another Phone Number](#)

[Save](#) [Return to Previous Page](#)

Click Save

Please fully complete the application on this page.

---

**Preferences**

**Desired Start Date:**

**Are you willing to relocate?**  Yes  No

**Are you willing to travel?**  Yes  No

**If yes, how often?**

**Regular/Temporary:**  Either

**Desired Work Days:**  Monday  Tuesday  Wednesday  Thursday  
 Friday  Saturday  Sunday

**Full/Part-Time:**  Either

**Desired Shift:**  Any

**Minimum Pay:**  **Per:**

**Currency Code:**

**Desired Hours Per Week:**

**Geographic Preference**

**First Choice:**  **Second Choice:**

**Comments**

If you have any Employment information, enter them on this Page.

**Work Experience**

You have not added any employment information to your new application.

[+ Add Work Experience](#)

**Education History**

**Highest Education Level**  A-Not Indicated

**Completed:**

To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

**Post-Secondary Education**

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Verify/Update Preferences

Verify/Update Work Experience

Verify/Update Education History

Verify/Update  
all Licenses  
and  
Certificates

If you have any licenses or certificates you wish to tell us about, enter them here.

**Licenses and Certificates**

You have not added any licenses or certificates to your application.

[+ Add Licenses and Certificates](#)

Answer all  
applicant  
questions

**Required Applicant Questions**

**Are you legally eligible for employment in the U.S.? (If you are offered a position, you will be required to provide proof of your identity and eligibility to work in the United States as a condition of employment.)**

No

Yes

**Have you ever worked for any Exelon company including any of its predecessors or subsidiaries (e.g. Exelon Generation, PECO, ComEd, Unicom, Amergen)?**

No

Yes

**Do you currently have any relatives employed at any Exelon subsidiary (e.g. PECO or ComEd)?**

No

Yes

Note: You may be required to answer additional questions based on the type of job you are applying for.

Answer all applicant questions

Have you ever been convicted of a criminal felony or misdemeanor (including any pleas of guilty or no contest)?  
(A conviction record will not necessarily be a bar to employment. Factors such as age at the time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account).

Yes  
 No

If yes, Please explain:  
(you are not obligated to disclose Sealed or expunged records of conviction)

Enter Referral Information

**Referral Information**

How did you find out about the job?

Specific Referral Source:

Other Referral Source:

Are you a former employee?  Yes  No

Click Submit

Please complete this application in its entirety.

[Careers Home](#)

Note that your application has been successfully submitted

You have successfully submitted your job application.

**My Applications**

Display applications from:

◀ First ◀ Previous | Next ▶ Last ▶▶

Application	Job Opening ID	Application Date
<a href="#">Manager IT</a>	1163	04/07/2008 4:13PM

## How to Create a Job Search Agent

1. If you would like to save your job search and/ or receive regular e-mail messages with the search's results, click the **Save Search** button on the Advanced Search page. Creating the job search agent allows you to either repeat your search at a later date (for example, if you search using the same criteria every day, you can save the search as an agent so you will not have to enter the criteria every time you return to the site), or to have the results of your search e-mailed to you on a regular basis.

To create a new Job Search Agent, click 'Save Search' from the Advanced Search Page.

### Job Search

The screenshot shows the 'Advanced Job Search' interface. At the top, there are buttons for 'Search', 'Clear', and 'Save Search', along with links for 'Basic Search' and 'Search Tips'. Below this is a 'Keyword:' text input field. The 'Select Locations:' section features a multi-select dropdown menu with options: 'All Locations', 'CT - Windsor', 'DC - Washington', 'GA - Atlanta', and 'IL - Belvidere'. A note below the dropdown states: 'To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections'. Further down are dropdown menus for 'Full/Part Time:' (set to 'Full-Time'), 'Regular/Temporary:' (set to 'Regular'), and 'Display Results Sorted By:' (set to 'Location'). There is also a 'Job Opening ID:' text input field and a 'Find Jobs Posted Within' dropdown menu (set to 'Last Three Months'). At the bottom, there is another set of 'Search', 'Clear', and 'Save Search' buttons, with 'Basic Search' and 'Search Tips' links. Two red arrows originate from the text 'Click Save Search' on the left. One arrow points to the 'Save Search' button at the top, and the other points to the 'Save Search' button at the bottom.

2. Provide a name for the search you want to save, check the 'Use As Job Agent' box, and provide a valid email address for the Job Agent to send the search results. Each saved agent will run nightly Monday through Friday and email the results to the email address stored with the search.

### Save Search

**Save Search**

**\*Name your search:**

**Use As Job Agent**

**Send Job Agent notification to:**

Enter a name for your search

Click Use as Job Agent

Enter your email address

Click Save Search

3. After 'Save Search' is clicked, the following page is displayed with all your saved searches.

From 'My Saved Searches', you can edit your search, delete it, or run the search for immediate results.

### My Saved Searches

Saved Searches and Job Agents			
<u>Saved Search</u>	<u>Created On</u>	<u>Job Agent Email Address</u>	<u>Run Search</u>
CHICAGO JOBS	2008-04-07	your.email@xxx.com	<a href="#">Edit</a> <a href="#">Delete</a> <input type="button" value="Run Search"/>