

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 [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	Site Nurse - Nuclear	4499	IL - Wilmington
<input type="checkbox"/>	03/22/2008	Labor Relations Case Manager	4498	IL - Crestwood
<input type="checkbox"/>	03/22/2008	Sr Engineer	4497	IL - Oakbrook Terrace
<input type="checkbox"/>	03/20/2008	Sr Engineer	4474	IL - Oakbrook Terrace
<input type="checkbox"/>	03/20/2008	Prin HR Genlist	4464	PA - Plymouth Meeting
<input type="checkbox"/>	03/20/2008	Maintenance Analyst	4475	IL - Braceville
<input type="checkbox"/>	03/20/2008	Director of Human Resources Operations	4466	PA - Philadelphia
<input type="checkbox"/>	03/20/2008	Line School Apprentice	4467	PA - Plymouth Meeting
<input type="checkbox"/>	03/20/2008	Account Manager	4468	PA - Philadelphia
<input type="checkbox"/>	03/20/2008	Manager of Human Resources	4465	PA - Kennett Square
<input type="checkbox"/>	03/20/2008	Rad Protection Specialist	4473	Multiple Locations
<input type="checkbox"/>	03/20/2008	Rad Protection Specialist	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 with the following elements and annotations:

- Search Controls:** Buttons for 'Search', 'Clear', and 'Save Search'. Links for 'Basic Search' and 'Search Tips' are also present.
- Keyword(s):** A text input field for entering search terms.
- Location(s):** A dropdown menu for selecting locations, with options: 'All Locations', 'CT - Windsor', 'DC - Washington', 'GA - Atlanta', and 'IL - Belvidere'. A note below states: 'To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections'.
- Full/Part Time:** A dropdown menu currently set to 'Full-Time'.
- Regular / Temporary:** A dropdown menu currently set to 'Regular'.
- Job Opening ID:** A text input field for entering a specific job ID.
- Timeframe when job was posted:** A dropdown menu currently set to 'Last Three Months'.
- Sort Results by:** A dropdown menu currently set to 'Location'.
- Click Search:** A red circle highlights the 'Search' button.

- 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	VP HR	1165	Human Resources	IL - Chicago
<input type="checkbox"/>	04/02/2008	Director IT	1162	Information Systems	IL - Chicago
<input type="checkbox"/>	04/01/2008	Lead Analyst IT	1059	Information Systems	IL - Chicago
<input type="checkbox"/>	04/01/2008	Sr HR Sys Administrator	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="password"/>
<input type="button" value="Search"/>	Advanced Search Search Tips	<input type="button" value="Login"/>	Login Here Register Now

Latest Job Postings

Navigation: [Next](#)

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

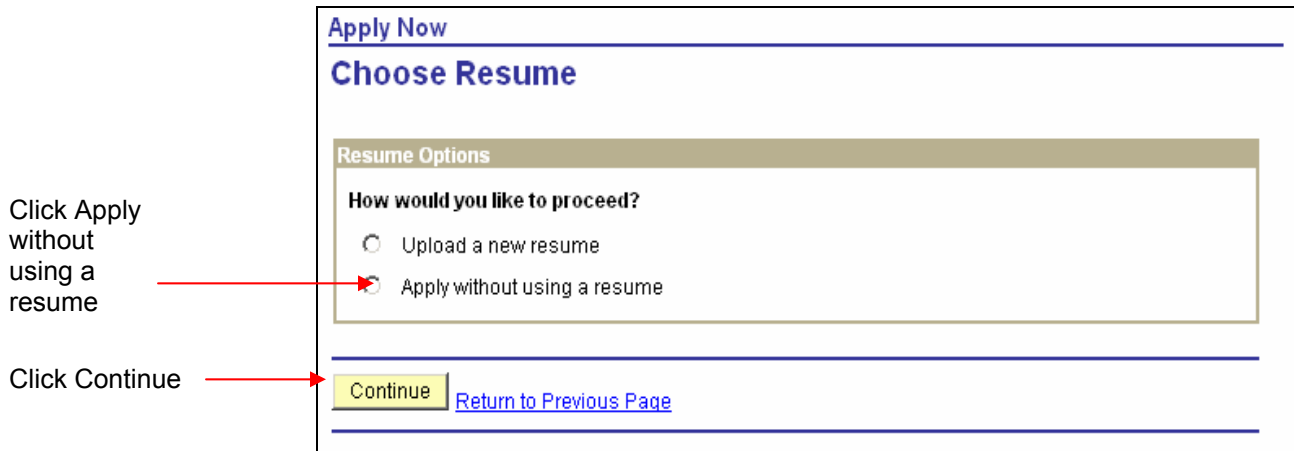
First
 Previous
 Next
 Last

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

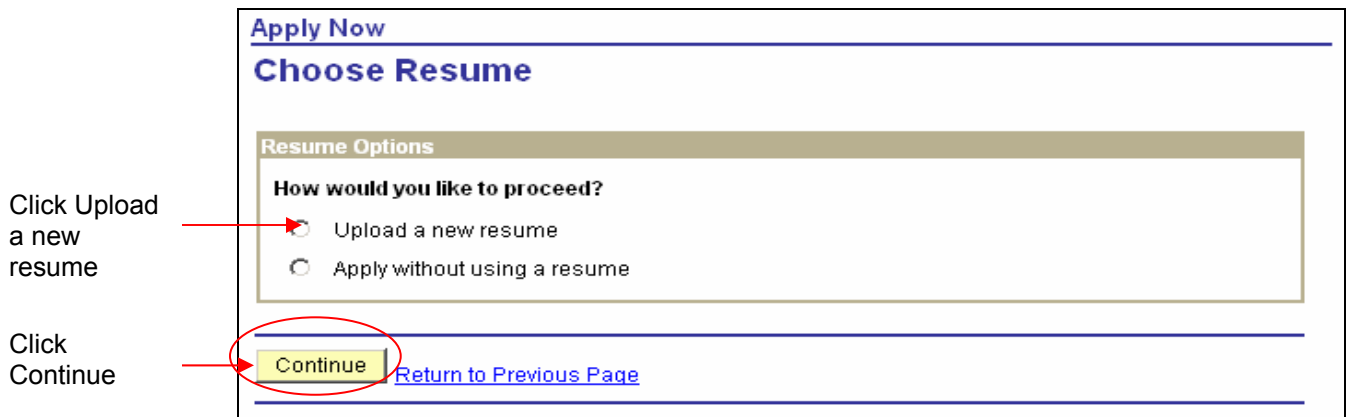
[Select All](#)
[Deselect All](#)

[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'.

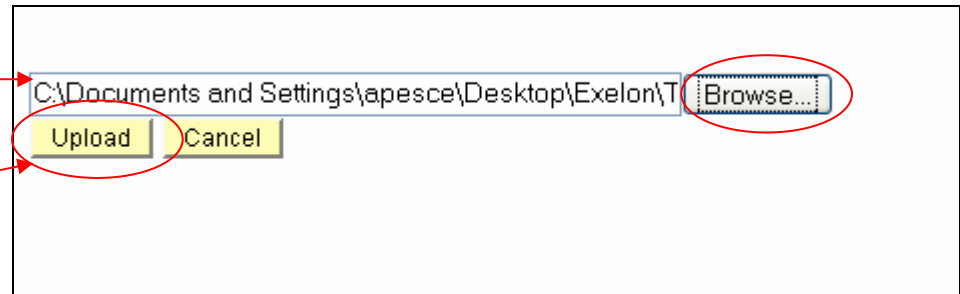


- Click the Browse button to specify where your resume document is located on your computer. Then click Upload to attach your resume and have it parsed to your application.

(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	
User Name:	ssummers
Password:	Change Password
Preferred Method of contact:	Not Specified <input type="button" value="v"/>

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

Desired Work Days: Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Full/Part-Time:

Desired Shift:

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

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
Manager IT	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

Advanced Job Search

Search Clear **Save Search** [Basic Search](#) [Search Tips](#)

Keyword:

Select Locations:

- All Locations
- CT - Windsor
- DC - Washington
- GA - Atlanta
- IL - Belvidere

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Full/Part Time: Full-Time

Regular/Temporary: Regular

Job Opening ID:

Find Jobs Posted Within: Last Three Months

Display Results Sorted By: Location

Search Clear **Save Search** [Basic Search](#) [Search Tips](#)

Click Save Search

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	Edit Delete <input type="button" value="Run Search"/>