**Instructor Guide**

**Troops To Energy Jobs**

Table of Contents

[Overview and Goals 3](#_Toc361859251)

[Preparation – Facilitation Guidelines 4](#_Toc361859252)

[Materials 5](#_Toc361859253)

Overview and Goals

Most electric and gas utilities require that candidates apply for positions through their online applicant tracking system. Understanding the hiring process at a utility will help participants prepare for the experience. While each company’s careers website might be organized differently, the information and processes are very similar.

In this unit of work the instructor will:

* Walk the participants through the local electric and/or natural gas utility’s career website.
* Demonstrate how to use the relevant tools and reference guides, applicable to the content and activities.

Upon completion of this unit of work, participants will be able to:

* Navigate a utility’s career website.
* Create a user profile for job application.
* Find job openings in their geographic area that might suit their experiences.
* Upload their resume and apply for a job.
* Take the practice pre-employment tests to get a better understanding of the types of questions asked.

Preparation – Facilitation Guidelines

Individual are generally unaware of the types of jobs available in the energy industry and the resources that utilities provide to candidates to help them apply for jobs. Each utility company has a careers section on their website which provides valuable information about their culture, the job openings, pre-employment testing, the hire process and how to apply for jobs.

During the class introduction:

* Encourage discussion through demonstrations and activities.
* Discuss the importance of participation.

Materials

Provide the following to each participant:

* Access to the Internet so they can access the material during and after the demonstration.

*.*

Schedule

| **Time** | **Topics for Discussion, Demonstrations, and Activities** |
| --- | --- |
| **15 minutes** | **Demonstration**  Log on to the local utility’s website. Locate and click on the Careers link (usually found on the top of the page)  **Discussion**  Emphasize the following points:   * Energy companies generally require that candidates for their positions apply online. * The energy companies provide resources to potential candidates on their hiring process, the culture of the company and specific job openings |
| **45 minutes** | **Topic: Career Components**  Discuss the different components on the Careers website such as being able to Search for jobs, read about the hiring process, any resources the company provides on the hiring process, interviewing, resume writing, etc.. Click on each of the categories individually to display the information provided.  Click on the Search for Jobs link to see what jobs are currently available at that company. Ask the group to identify search criteria for the jobs such as location, type of job or select all. |
| **60 minutes** | **Applying for a Job**  **Activity**  Have the participants go through their own search of the open positions or have them log into another utility company’s website to do a search. Once they’ve found a job that is of interest, have them click on Apply. Once that has been done they will need to set up an account as a New User and create a profile. Each company has slightly different requirements but in general a candidate will be able to either upload a resume or create one manually.  **Note: participants should not apply for a job unless they are truly interested in it. Check with your utility partner to determine if there are natural gas technician positions currently available or that have been “targeted” for the class participants.** |
| **15 minutes** | **Break** |
| **45 minutes** | **Pre-employment practice tests**  **Activity**  Most utility companies offer practice pre-employment tests on their website. These tests provide examples of the types of questions that candidates will see on the real tests. Have the students log into the system and start the test. The tests are timed.  Another alternative is to use the Career Guide on the PSEG website, [www.pseg.com](http://www.pseg.com) and give the practice test on paper to the students. The answers are in the back of the Guide. |