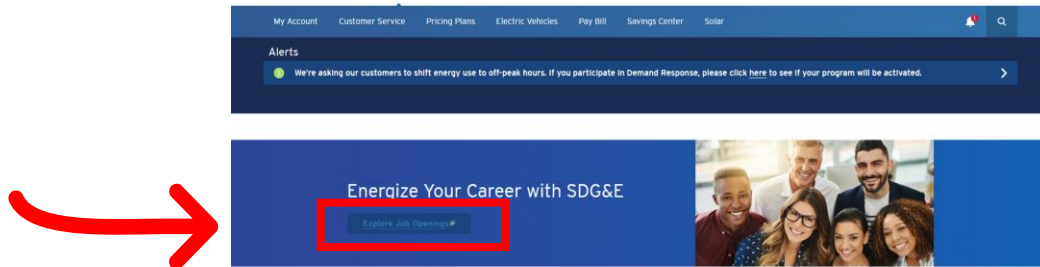




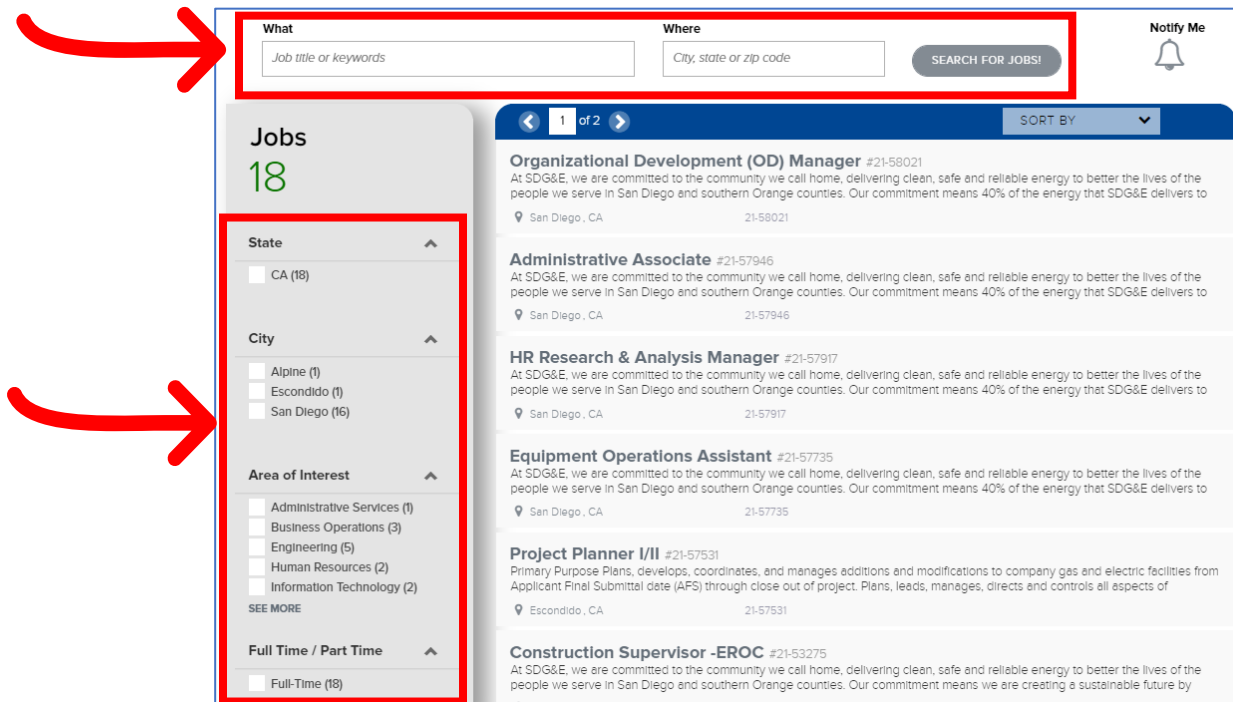
How to Apply to SDG&E Job Openings

Included are instructions on how to create a new candidate profile and apply for a job opening at SDG&E.

1. Visit our Careers Page at <https://www.sdge.com/careers> and click “Explore Job Openings” to view current job openings.



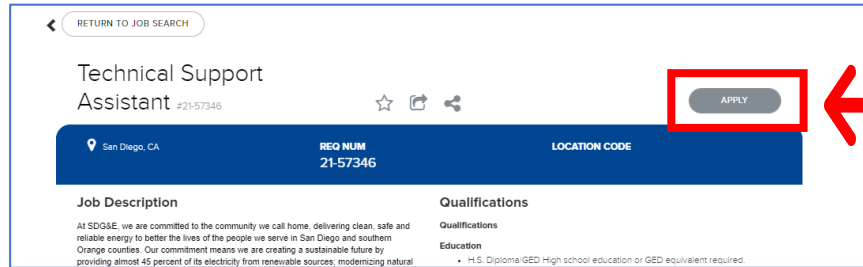
2. View all current job openings. To search by keyword and/or location enter a keyword(s) in the “What” field and enter a City, State, or ZIP Code in the “Where” field. For other filter options, review and select areas of interest and full time/part time filters on the left-hand side of the screen.



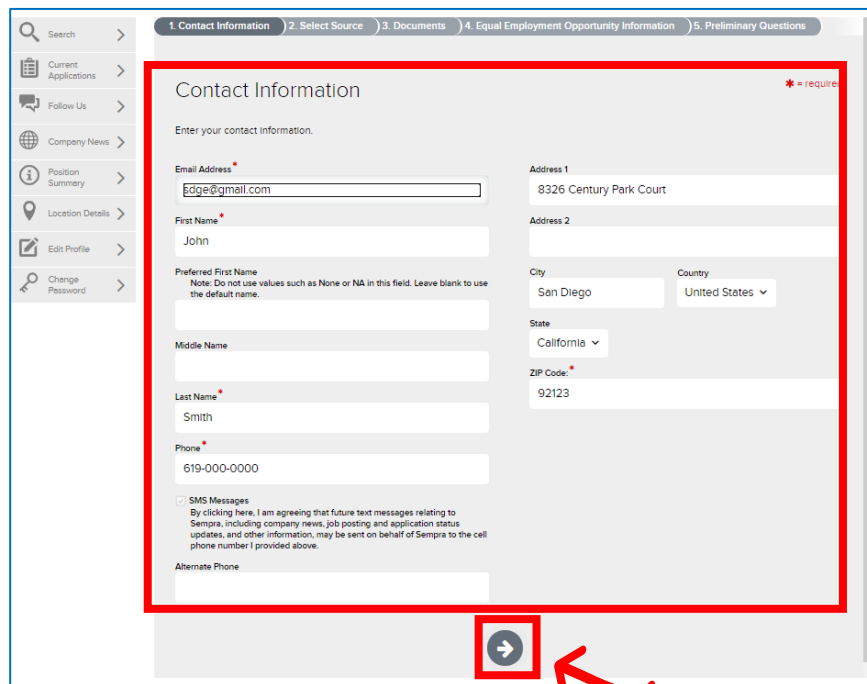
3. Click a job to view the full job description and requirements. Then click the “**APPLY**” button in the upper right-hand corner of the screen to complete an application.

Already created a candidate profile? Click “Sign In” and enter your login information.

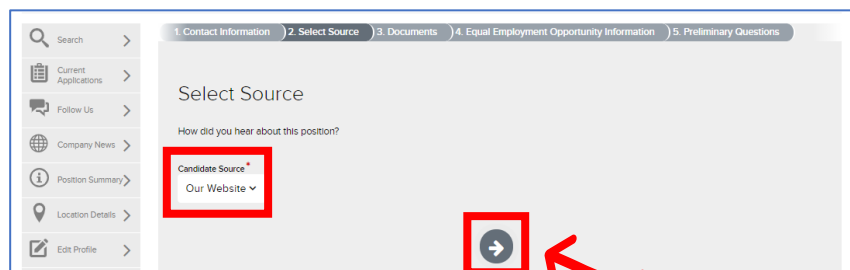
First time applying? Create a candidate profile that you can use for all job applications you submit. Remember to save your login information for future applications.



4. Complete your profile by entering all required information. Enter all information with the correct input of uppercase and lowercase letters. Click the arrow to proceed.



5. Share with us how you learned about the job opening. Click the arrow to proceed.



6. Upload your resume. If you have a resume on file, you can select it or upload a new resume. **Ensure you upload the most current version of your resume.** Click the arrow to proceed.

NOTE: Some jobs require a professional certification(s), license(s) and/or affiliation(s). Refer to the job description for each job you apply to. If required, submit a current copy in this step.

RECOMMENDED: If you have military history, submit a copy of your DD Form 214.

7. You will be prompted with screening questions for Equal Employment Opportunity Information. This information is optional and is used for Equal Employment Opportunity Reporting. We ask you to supply this information so we can generate government-mandated statistics. Scroll down to complete all questions. Click the forward arrow button to proceed.

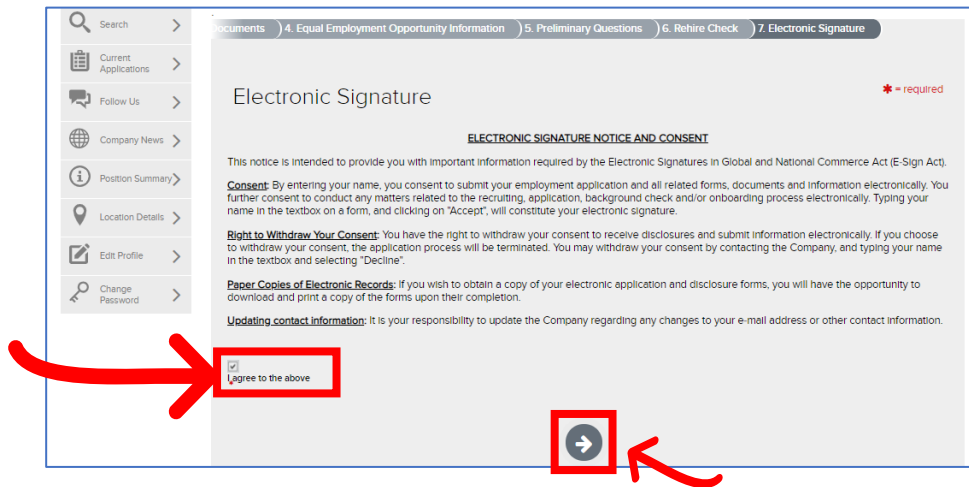
8. Complete the Preliminary Questions. Once you select an answer to each question, you will be prompted to complete the next question. **Take caution as you answer these questions to ensure all answers are correct before proceeding.** Once you review **ALL** answers, click the arrow to proceed.

The screenshot shows a web interface for 'Preliminary Questions'. On the left is a navigation menu with items like Search, Current Applications, Follow Us, Company News, Position Summary, Location Details, Edit Profile, and Change Password. The main content area contains several questions with radio button options for 'Yes' and 'No'. The questions include: 'Are you at least 18 years of age?', 'Do you have a high school diploma, GED or equivalent?', 'Are you legally authorized to work in the United States?', 'Will you now or in the future require sponsorship to work in the United States?', 'Are you currently employed by any of the Sempra family of companies?', 'Have you in the past year provided services to a Sempra company as a contractor or employee of a contractor or temporary agency?', 'Have you previously been employed by any of the Sempra family of companies?', and 'Are you currently or have you ever been a partner, principal or employee of one of Sempra's independent auditors (i.e., Deloitte)?'. Below the questions is a text box for 'If yes, when were you employed and what was your job title?'. At the bottom, there is a certification statement: 'I certify that all information I have provided to San Diego Gas & Electric in support of my application for employment is true and accurate.' A red box highlights the entire form area, and a red arrow points to a right-pointing arrow button at the bottom center.

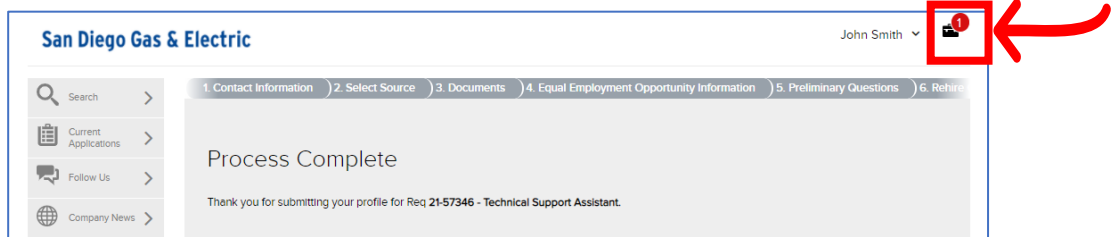
9. Complete the Rehire Check by entering the last 4 digits of your SSN and Birthday (Day & Month). Click the arrow to proceed.

The screenshot shows a web interface for 'Rehire Check'. At the top, there is a breadcrumb trail: '2. Select Source > 3. Documents > 4. Equal Employment Opportunity Information > 5. Preliminary Questions > 6. Rehire Check'. The main content area contains two input fields: 'Last 4 digits of SSN' and 'Birthday'. The 'Birthday' field is split into 'Day' and 'Month' dropdown menus. A red box highlights the input fields, and a red arrow points to a right-pointing arrow button at the bottom center.

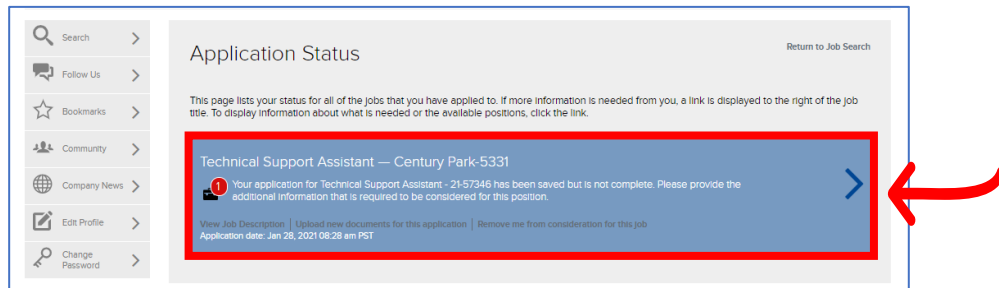
10. Sign your application electronically by checking the box. Click the arrow to proceed.



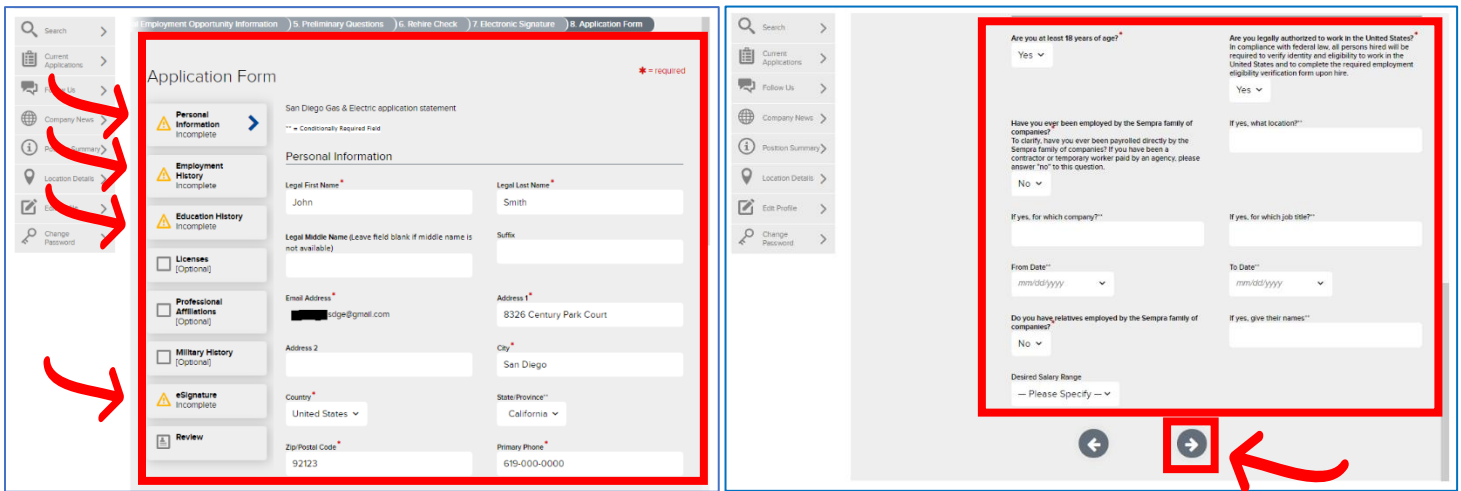
11. **Your profile is now submitted; however, your application is not yet complete.** Upon receiving the Process Complete message, select the toolbox icon in the upper right-hand corner of the screen to complete the Application Form. Complete the Application Form section to submit your application and be considered for the job opening.



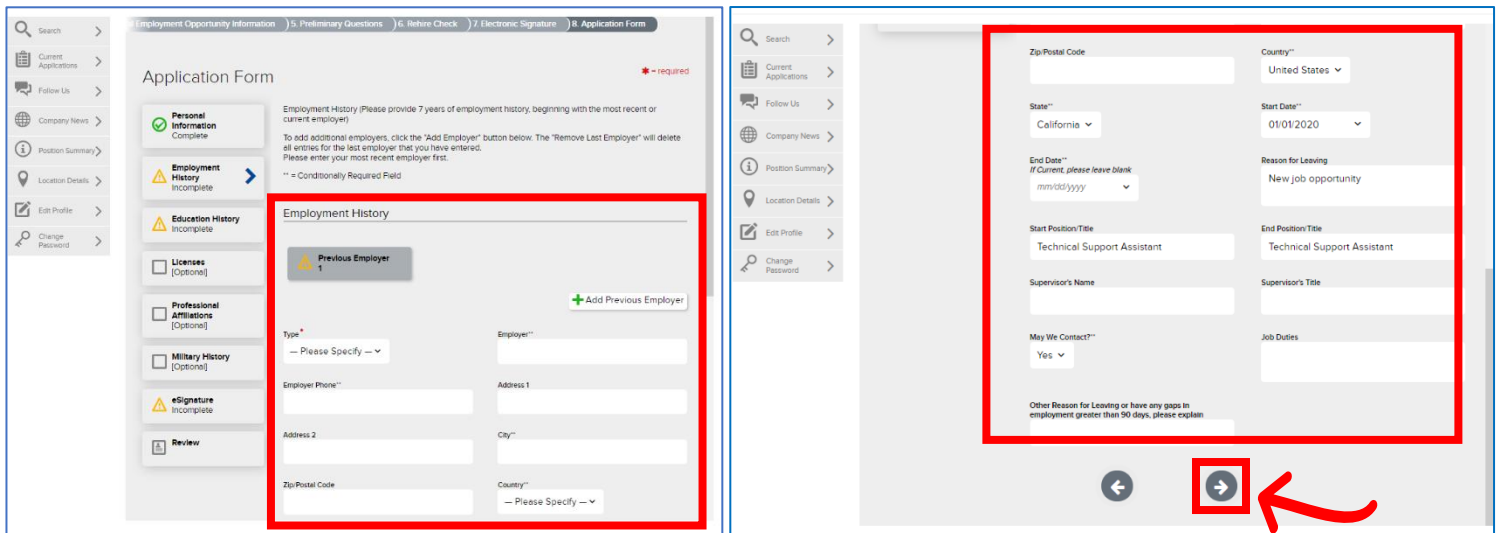
12. You will see the application status for all jobs you have started and/or applied to. Select the arrow for the application you wish to complete and submit.



13. Ensure all required information within the Application Form is completed. Required sections include: Personal Information, Employment History, Education History and eSignature. Start by entering your personal information. Click the next incomplete tab (denoted by yellow icon) or forward arrow at the bottom of the section to proceed.



14. Enter all **paid employment history** from the **past 7 years**. Complete all applicable fields and ensure this information matches the information on your resume. Click the next incomplete tab (denoted by yellow icon) or forward arrow at the bottom of the section to proceed.



15. Enter your **highest level of completed education**. Click the next incomplete tab (denoted by yellow icon) or forward arrow at the bottom of the section to proceed.

NOTE: If you are currently in process of a degree OR started a degree and did not complete it, do not enter the degree.

If you are in process or have completed a professional certification, do not enter the certification. You will be able to enter professional certifications in the next step.

Only enter the highest degree completed.

16. If applicable, enter any professional licenses/certifications/affiliations and/or military history. Skip these sections if not applicable to you or the job you are applying to. Click the forward arrow button to proceed.

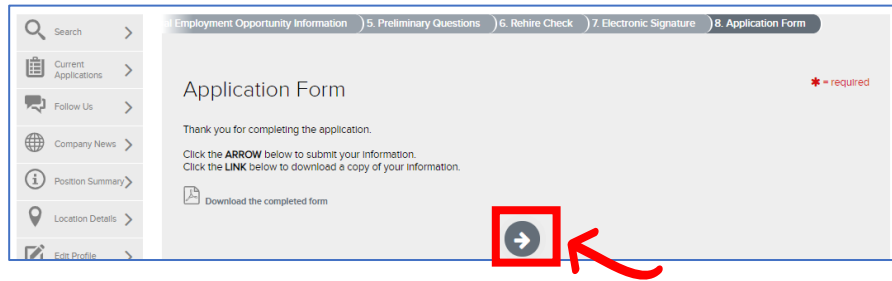
NOTE: Some jobs require a professional certification(s), license(s) and/or affiliation(s), refer to the job description for each job opening you apply to. If required, submit a current copy in this step.

RECOMMENDED: If you have military history, submit a copy of your DD Form 214.

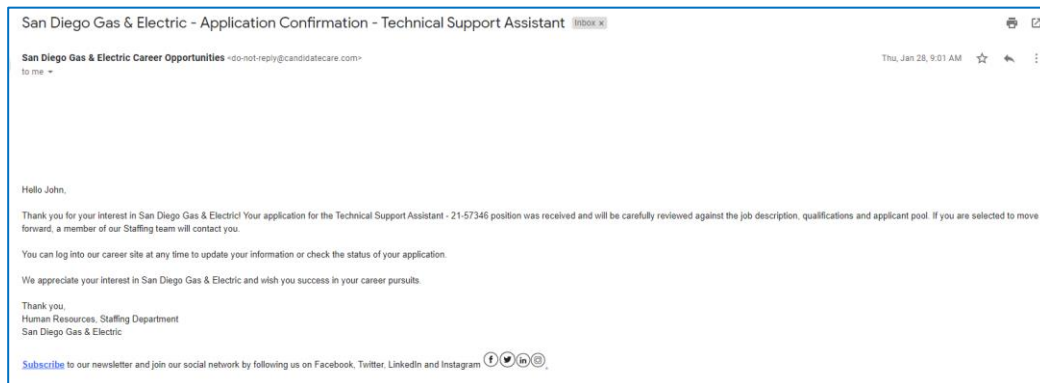
17. You will be asked for your Electronic Signature to complete the application. Read the notice and consent information. Enter your Full Name and check the box agreeing to the notice and consent above. Click the forward arrow button to proceed.

18. Complete a final review of all information you entered prior to completing your submission. Review all information to ensure it is correct and matches the resume you uploaded. To edit information, select the "EDIT" icon in the upper right-hand corner of each section. Click the forward arrow button to proceed.

19. To submit your information, click the arrow button to complete the process.



20. Once you receive the Process Complete message below, your submission is complete. You will also receive a confirmation email to the email registered to your account. You can now close out of the application window.



21. As our team reviews your application we may reach out via phone or email. Check your email for important communications. You can review your application status in your profile anytime.

Application Q & A

Q: How do I check my application status?

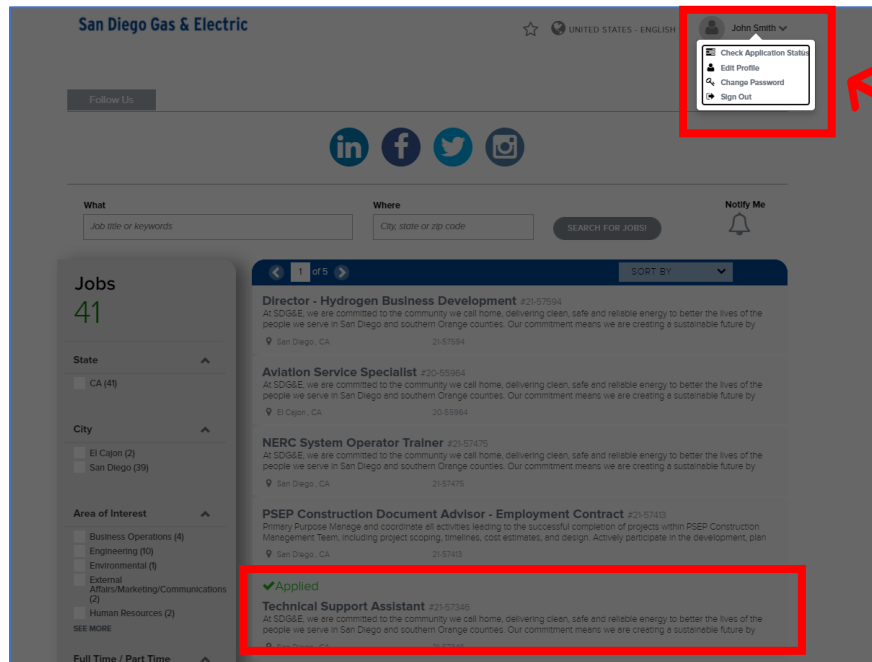
A: Login to your profile and select “Check Application Status” to review all applications you submitted and the status of each application.

You can upload new documents to an application by clicking “Upload new documents for this application.”

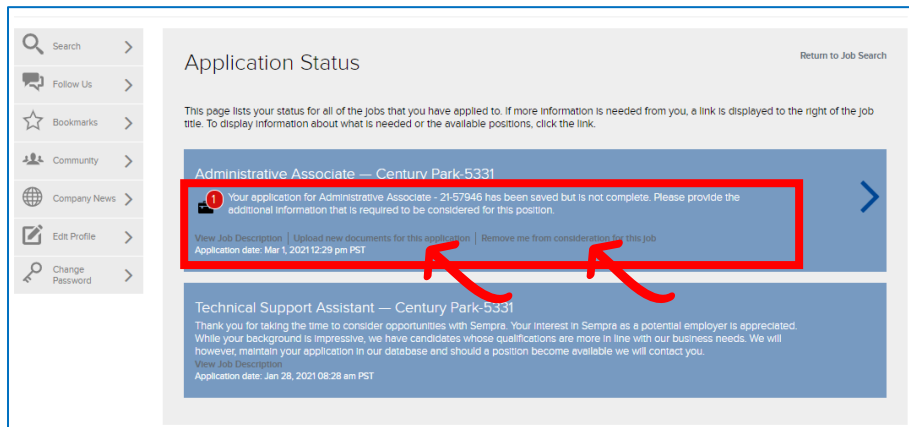
You can withdraw your application from a job opening by clicking “Remove me from consideration for this job.”

As you review jobs within the main Careers page you will see your application status under the Job Title if you have “Applied” or if you have an “Application in Process.”

STEP ONE:

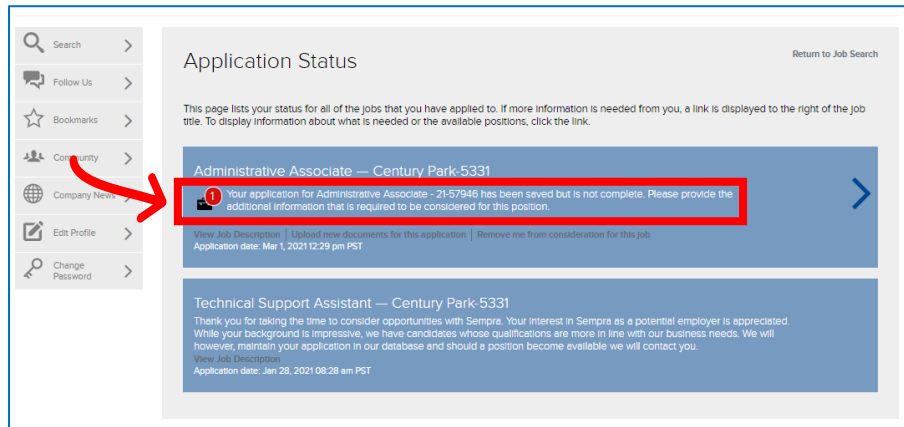


STEP TWO:

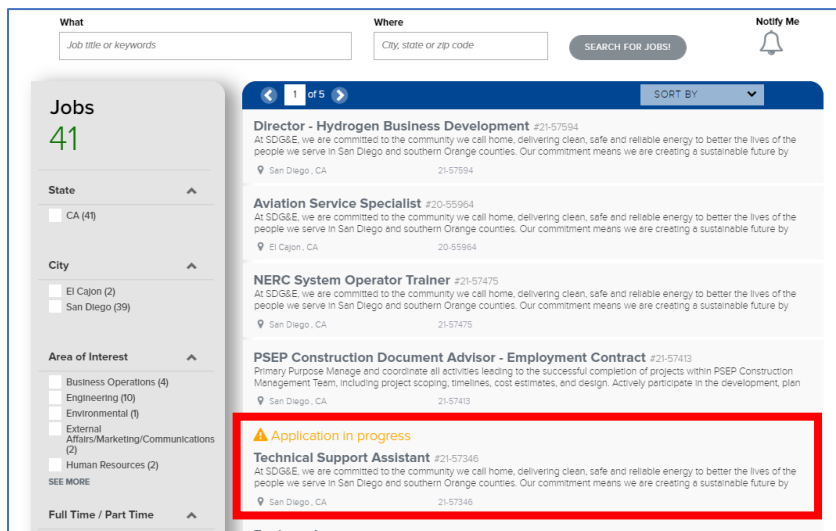


Q: How do I know if my application was submitted for a job opening?

A: If your application is showing as “Application in Progress” this means your application is **INCOMPLETE** and has not been fully submitted. Refer to Step 13 to complete the remaining application steps.



OR



Q: I submitted a job application and need to make changes to my profile information. How do I update my profile?

A: Email TalentAcquisition@sdge.com with your name and the job opening you applied for. We will re-open your application for you to make edits within 24-72 hours and notify you via email.

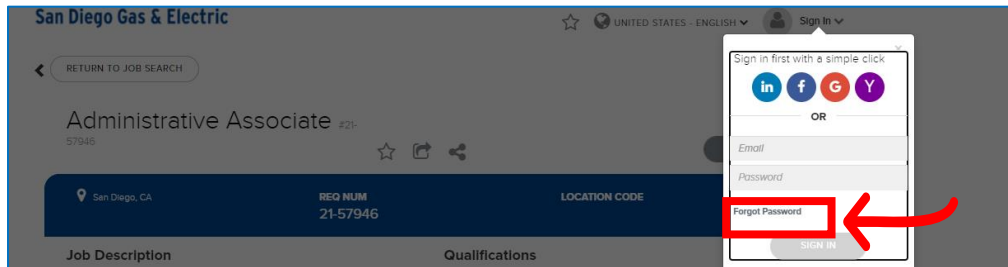
Q: I answered a prescreening question incorrectly on my application. How do I correct my answer?

A: Email TalentAcquisition@sdge.com and state which question you answered incorrectly. Include your name and the job opening you applied for. We will re-open your application for you to make edits within 24-72 hours and notify you via email.

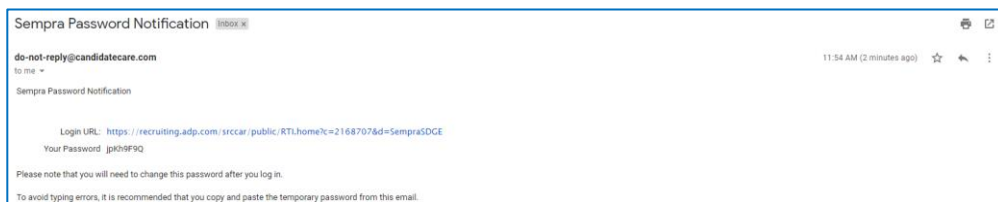
Q: How do I reset my password?

A: Click “Sign In” in the upper right-hand corner of the screen. Click “Forgot Password” and enter the email associated with your account. You will receive an email entitled “Sempra Password Notification” containing a password reset URL and a temporary password. Click the URL, enter the temporary password (case sensitive), and you will be prompted to change your password. Write down your new password for future login purposes.

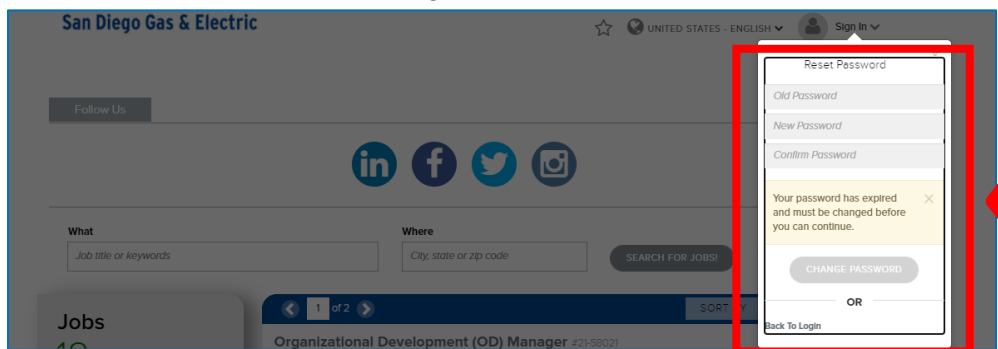
STEP ONE:



STEP TWO:



STEP THREE:



Q: How do I sign up for job alerts to learn about new job openings?

A: Visit us at <https://www.sdge.com/careers> and click “Explore Job Openings.” Then select the “Notify Me” icon in the upper right-hand corner of the screen to sign-up for notifications.

