

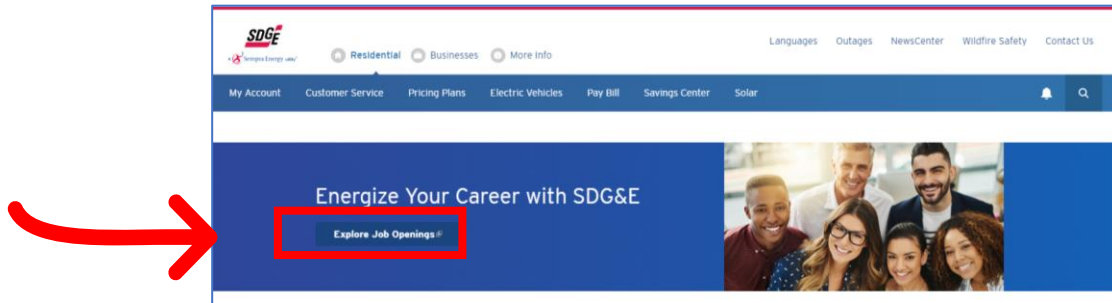


A Sempra Energy utility®

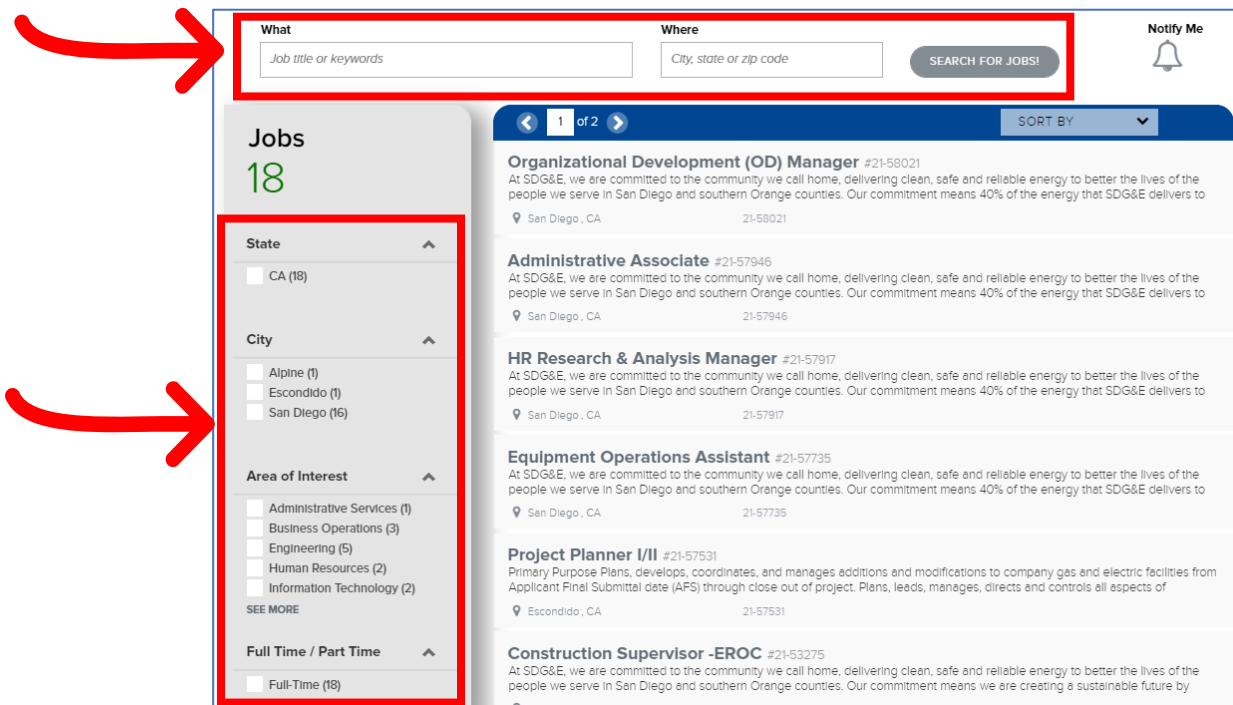
# How to Apply to SDG&E Job Openings

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.



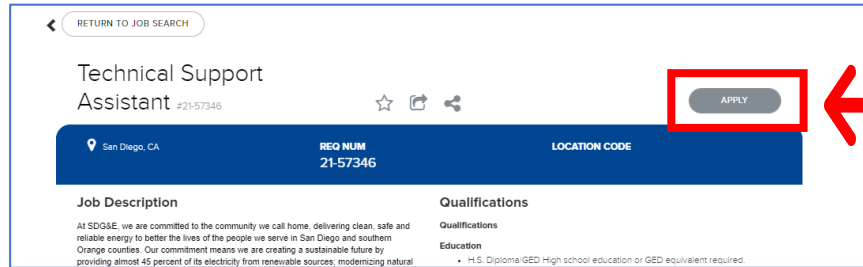
2. View all current job openings. To search by keyword and/or location enter a keyword(s) in the “What” field and enter a City, State, or ZIP Code in the “Where” field. For other filter options, review and select areas of interest and full time/part time filters on the left-hand side of the screen.



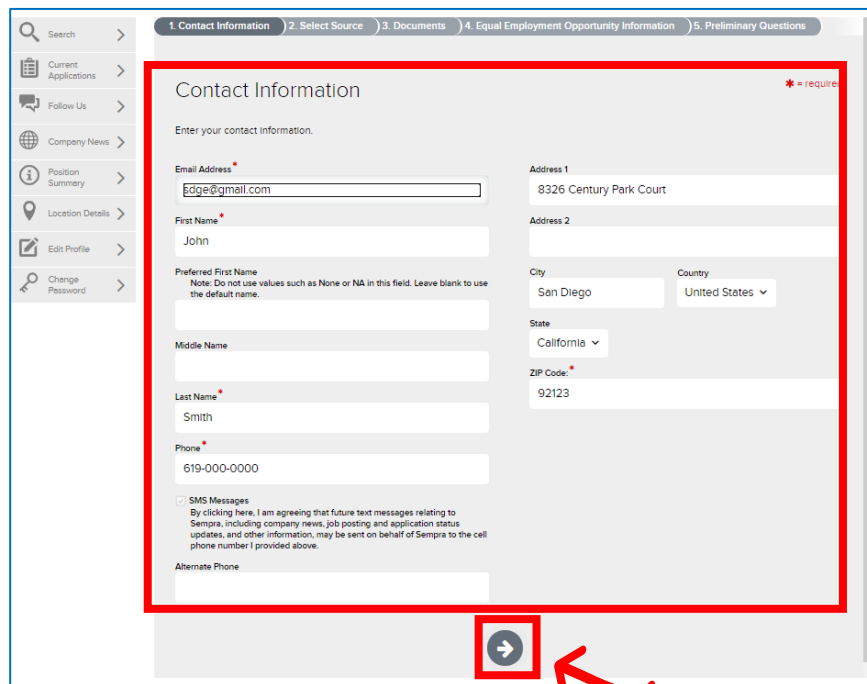
3. Click a job to view the full job description and requirements. Then click the “APPLY” button in the upper right-hand corner of the screen to complete an application.

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

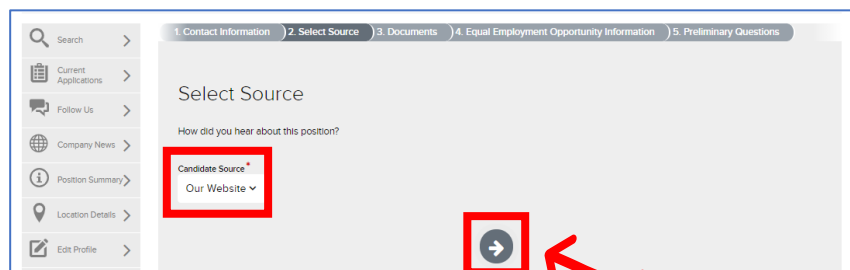
*First time applying? Create a candidate profile that you can use for all job applications you submit. Remember to save your login information for future applications.*



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.**

1 Contact Information 2 Select Source 3 Documents 4 Equal Employment Opportunity Information 5 Preliminary Questions

### Documents

Upload your documents.

**Resume** Required

✓

Submitted: 01/28/2021

CHANGE

### Optional Documents

Provide any additional files that may help support your job application Max 3, 4MB per file

ADD

➔

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.

1 Contact Information 2 Select Source 3 Documents 4 Equal Employment Opportunity Information 5 Preliminary Questions

### Equal Employment Opportunity Information \* - required

The following information is optional and is used only for Equal Employment Opportunity reporting purposes. We ask you to supply it so that we can generate government-mandated statistics. Thank you for your help!

**Voluntary Self-Identification of Race/Ethnicity\***

**Are you Hispanic or Latino?**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Yes  No

If you answered 'no', please select one of the following categories that best describes your race:

White  
Not Hispanic or Latino. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American  
Not Hispanic or Latino. A person having origins in any of the Black racial groups of Africa.

Asian  
Not Hispanic or Latino. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander  
Not Hispanic or Latino. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native  
Not Hispanic or Latino. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Hispanic or Latino  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

Two or More Races  
Not Hispanic or Latino. A person who identifies with more than one of the above races.

Decline to identify

**Voluntary Self-Identification of Gender\***

Male  
 Female  
 Other  
 Decline to identify

**Voluntary Self-Identify As A Protected Veteran\***

We are a federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires contractors to take affirmative action to employ and advance in employment disabled veterans, recently separated veterans, active duty wartime or campaign badge veterans, and Armed Forces service medal veterans.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

**How do I know if I have a disability?**  
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Disabilities include, but are not limited to:

Autism	Depression or anxiety
Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS	Diabetes
Blind or low vision	Epilepsy
Cancer	Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
Cardiovascular or heart disease	Intellectual disability
Celiac disease	Missing limbs or partially missing limbs
Cerebral palsy	Nervous system condition for example, migraine headaches, Parkinson's disease or Multiple sclerosis (MS)
Deaf or hard of hearing	Psychiatric condition for example, bipolar disorder, schizophrenia, PTSD or major depression

**Please check one of the boxes below:**

Yes, I Have A Disability, Or Have A History/Record Of Having A Disability  
 No, I Don't Have A Disability, Or Have A History/Record Of Having A Disability  
 I Don't Wish To Answer

Name: Smith, John Date: 03/01/2021

**Reasonable Accommodation Notice**  
Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dhs.gov/efwc](http://www.dhs.gov/efwc).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

*Semora Energy, its affiliates, and/or subsidiary companies are Affirmative Action and Equal Employment Opportunity employers and consider all applicants for employment without regard to race, color, religion, sex, gender identity, gender expression, sexual orientation, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with state and federal law.*

➔

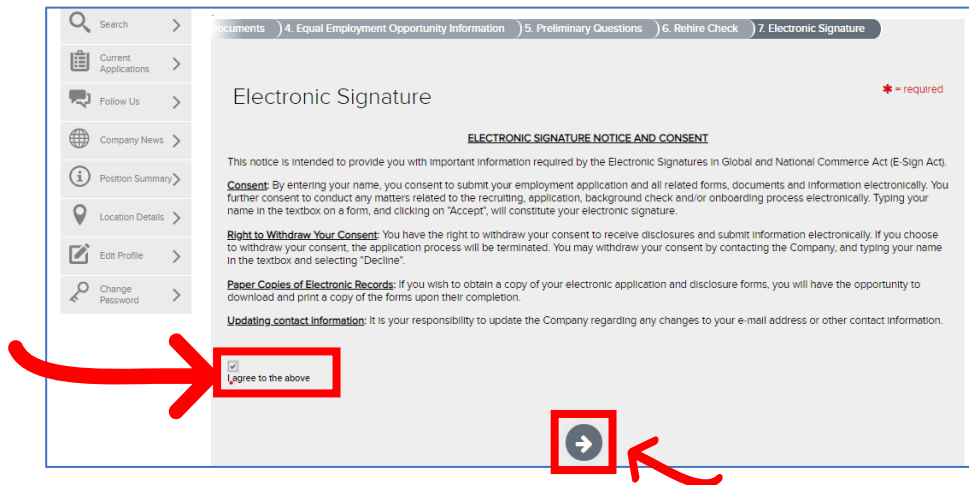
8. Complete the Preliminary Questions. Once you select an answer to each question, you will be prompted to complete the next question. **Take caution as you answer these questions to ensure all answers are correct before proceeding.** Once you review **ALL** answers, click the arrow to proceed.

The screenshot shows a web application interface for 'Preliminary Questions'. On the left is a navigation menu with items: Search, Current Applications, Follow Us, Company News, Position Summary, Location Details, Edit Profile, and Change Password. The main content area is titled 'Preliminary Questions' and 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 input field for employment history. 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.

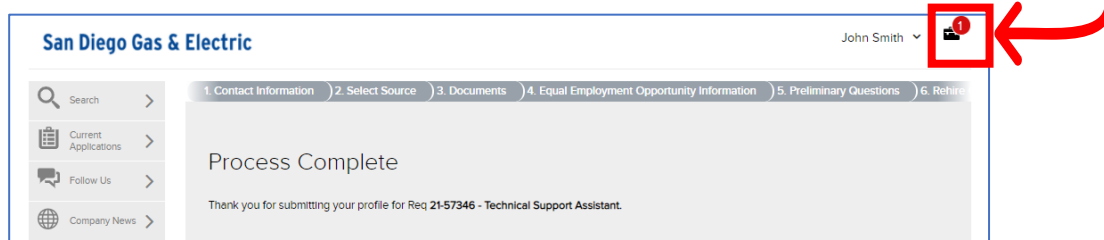
9. Complete the Rehire Check by entering the last 4 digits of your SSN and Birthday (Day & Month). Click the arrow to proceed.

The screenshot shows a web application 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 is titled 'Rehire Check' and contains two input fields: 'Last 4 digits of SSN' and 'Birthday'. The 'Birthday' field is a dropdown menu with 'Day' and 'Month' sub-sections. A red box highlights the form area, and a red arrow points to a right-pointing arrow button at the bottom center.

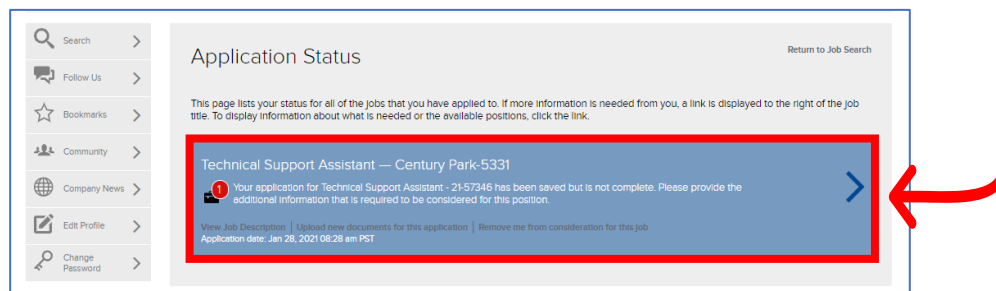
10. Sign your application electronically by checking the box. Click the arrow to proceed.



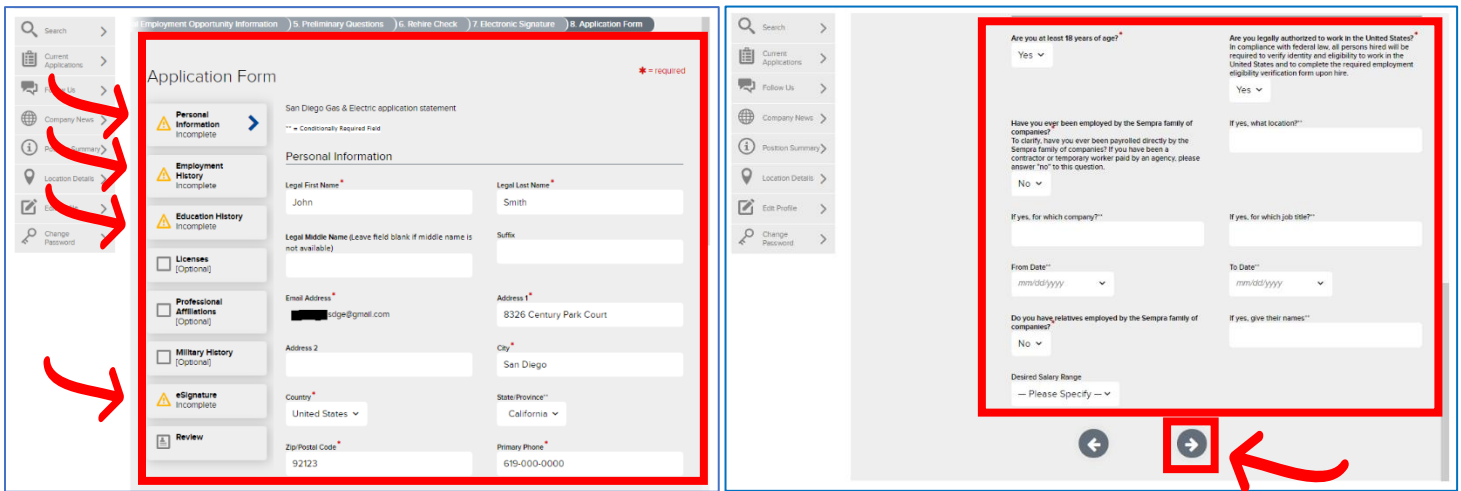
11. **Your profile is now submitted; however, your application is not yet complete.** Upon receiving the Process Complete message, select the toolbox icon in the upper right-hand corner of the screen to complete the Application Form. Complete the Application Form section to submit your application and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



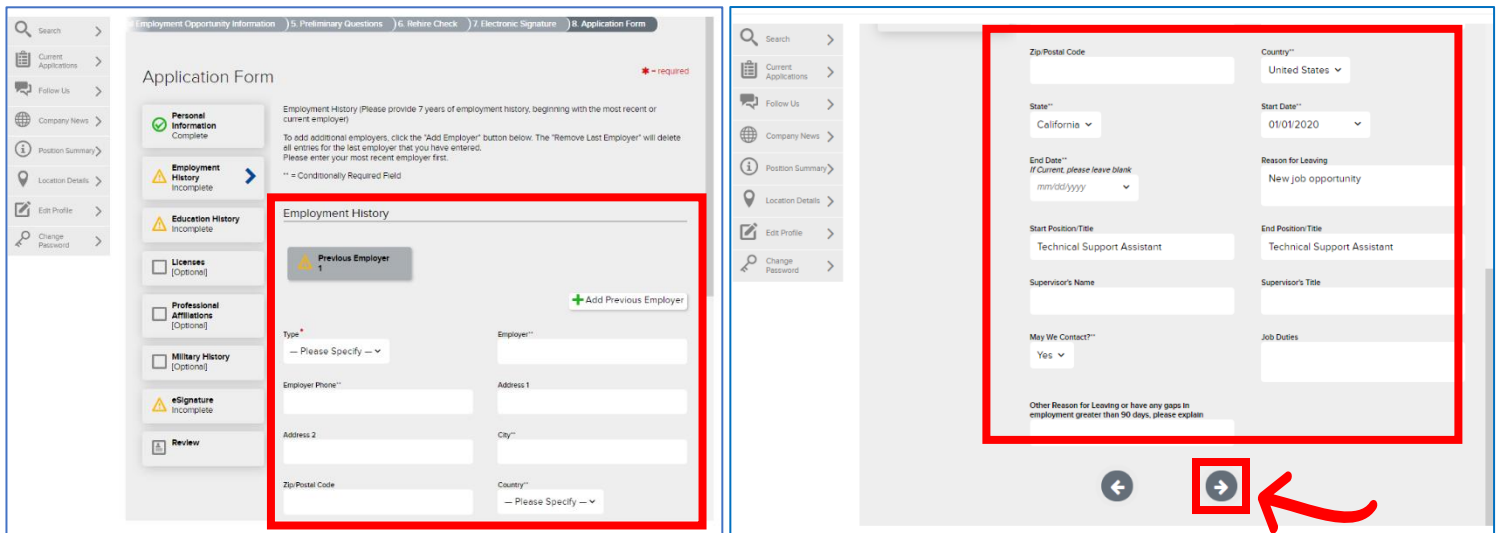
12. You will see the application status for all jobs you have started and/or applied to. Select the arrow for the application you wish to complete and submit.



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.

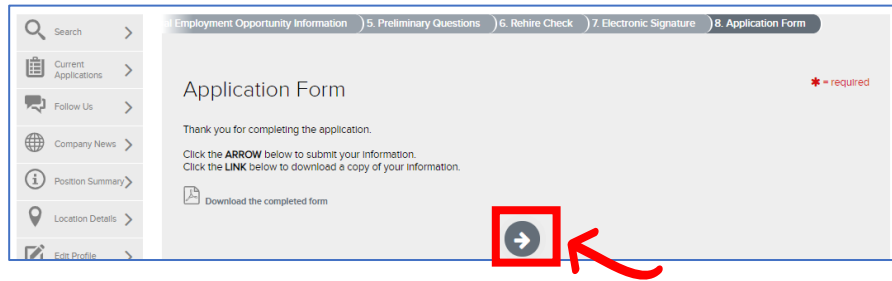
The screenshot shows the 'Application Form' interface. On the left is a navigation menu with options like Search, Current Applications, Follow Us, Company News, Position Summary, Location Details, Edit Profile, and Change Password. The main content area has a progress bar at the top with steps: 1. Employment Opportunity Information, 2. Preliminary Questions, 3. Rehire Check, 4. Electronic Signature, and 5. Application Form. Below the progress bar, a sidebar lists sections: Personal Information (Complete), Employment History (Complete), Education History (Complete), Licenses [Optional], Professional Affiliations [Optional], Military History [Optional], eSignature (Incomplete), and Review. The main content area is titled 'E-Signature' and contains the text: 'ELECTRONIC SIGNATURE: Please type your name as it is listed in the document above: The information provided in this application is true to the best of my knowledge:'. Below this text is a text input field and two radio buttons labeled 'Accept' and 'Decline'. A red box highlights the 'Accept' radio button and the text input field. At the bottom of the form, there are two circular navigation buttons: a back arrow and a forward arrow. The forward arrow button is highlighted with a red box and a red arrow pointing to it.

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.

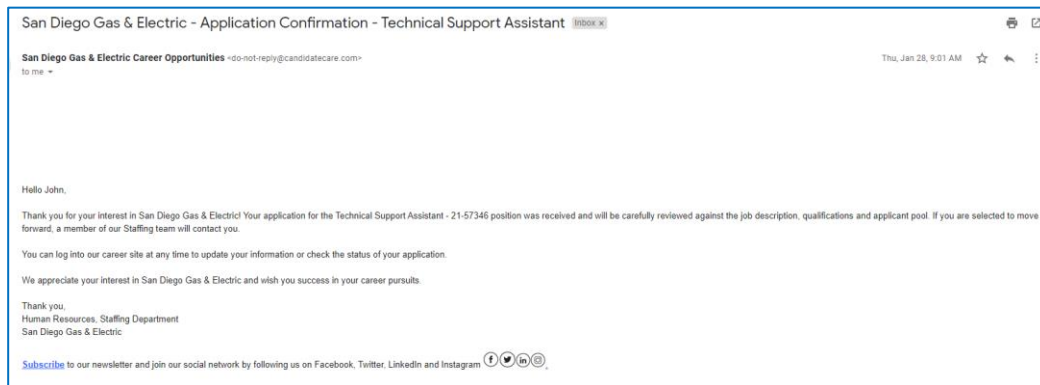
The first screenshot shows the 'Application Form' interface with the 'Personal Information' section expanded. The section title 'Personal Information' has a red box around it with an 'Edit' icon. Below the title, there is a statement: 'San Diego Gas & Electric application statement' and a note: '\*\* = Conditionally Required Fields'. The form contains fields for Legal First Name (John), Legal Last Name (Smith), Legal Middle Name, Suffix, Email Address (sledge@gmail.com), Address 1 (8326 Century Park Court), Address 2, City (San Diego), Country (United States), State/Province (California), Zip/Postal Code (92123), and Primary Phone (619-000-0000). A red arrow points to the 'Edit' icon in the top right corner of the section. The second screenshot shows the 'E-Signature' section. It contains the same text as in the previous screenshot. Below the text, the name 'John Smith' and the status 'Accepted' are displayed. A red box highlights the forward arrow button at the bottom right of the form.



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?

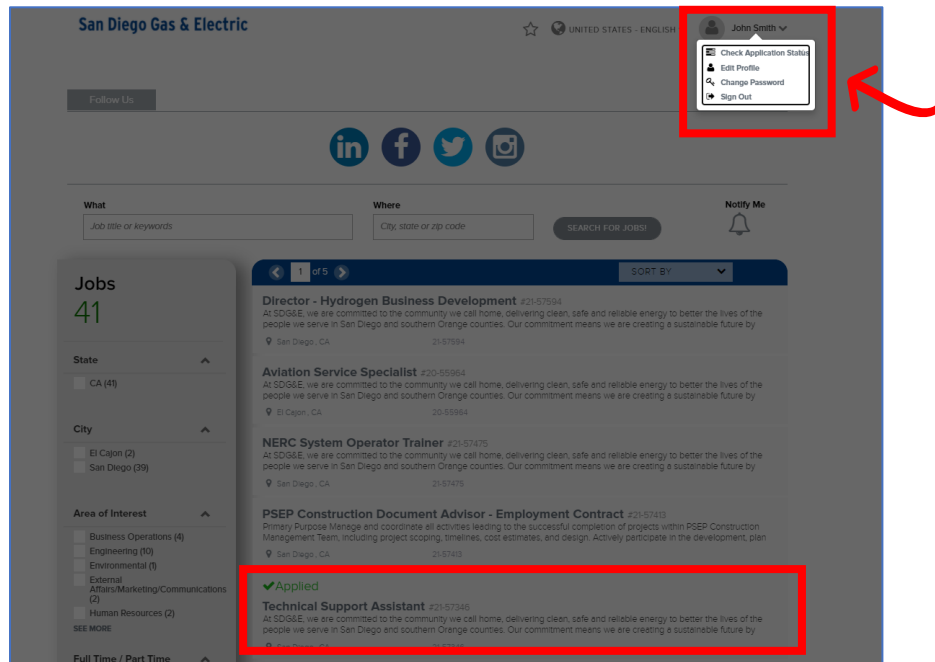
**A:** Login to your profile and select “Check Application Status” to review all applications you submitted and the status of each application.

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

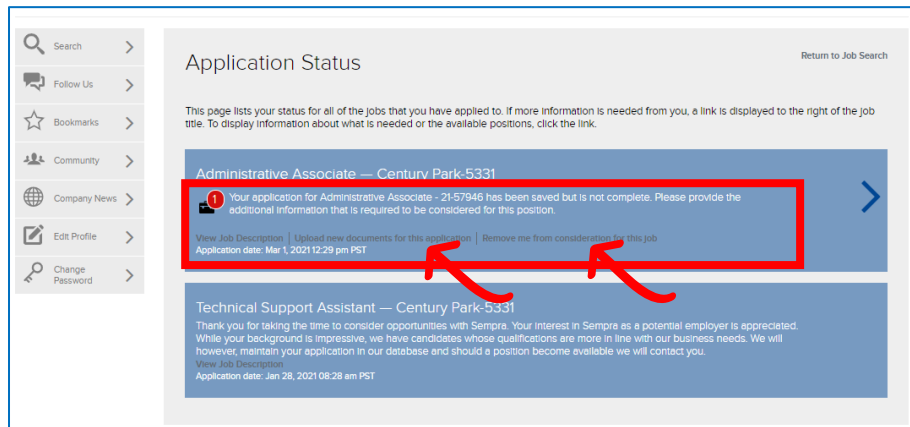
You can withdraw your application from a job opening by clicking “Remove me from consideration for this job.”

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:

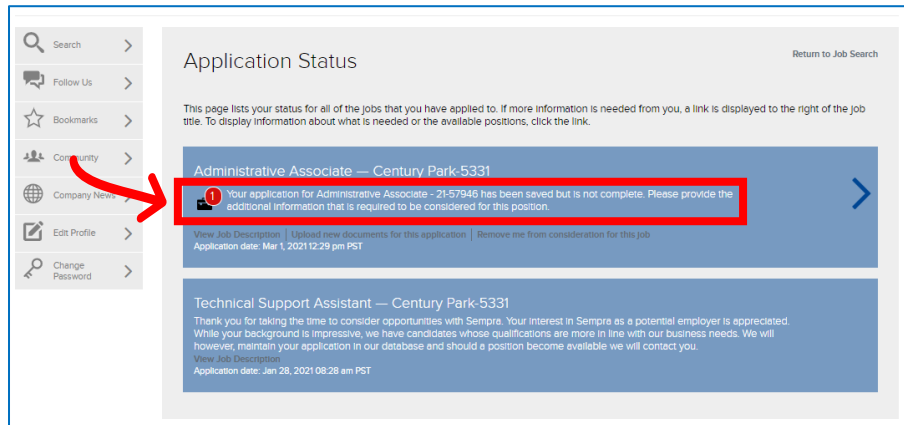


### STEP TWO:

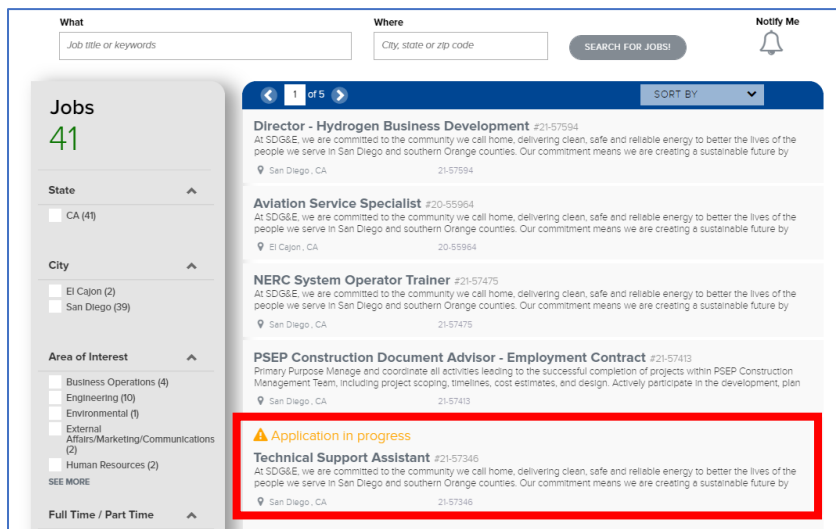


**Q: How do I know if my application was submitted for a job opening?**

**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 [Sdgestaffingquestions@sdge.com](mailto:Sdgestaffingquestions@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.

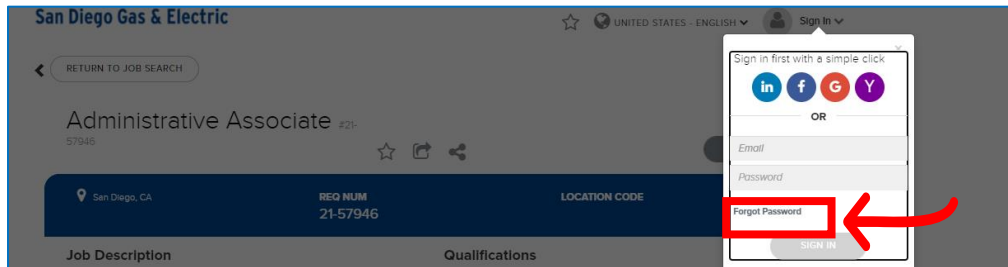
**Q: I answered a prescreening question incorrectly on my application. How do I correct my answer?**

**A:** Email [Sdgestaffingquestions@sdge.com](mailto:Sdgestaffingquestions@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.

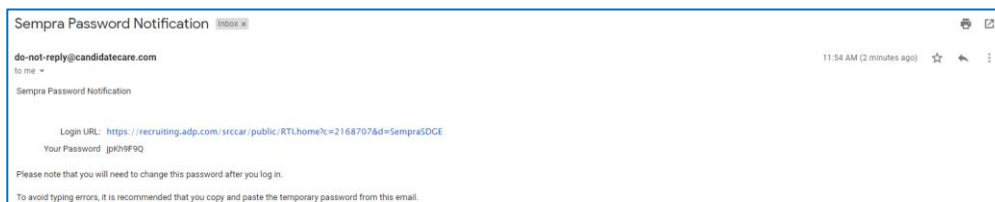
**Q: How do I reset my password?**

**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.

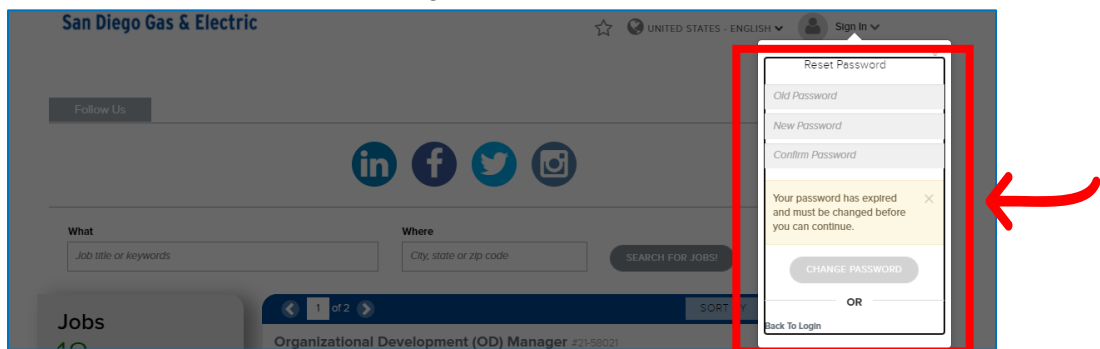
**STEP ONE:**



**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.

