

Recruiting and Onboarding During the COVID-19 Emergency

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While we are facing an unprecedented challenge as a result of the COVID-19 public health emergency, FirstEnergy plays a critical role in the country's infrastructure. At any given time, we are hiring for many essential and critical positions that help us serve that role. But these are unique business conditions.

We have developed guidelines to allow us to bring on new employees and consider internal candidates for positions that are critical to business operations, while ensuring we protect employees and help slow the spread of the virus.

Using virtual tools, new technology and processes are key to supporting interviewing and onboarding during this time.

"We're continuing to actively source, interview, extend offers and approve near-term start dates for critical positions, for both internal and external job postings," said **Ryan Clegg**, manager, Recruiting. "Until normal business operations have resumed, we'll leverage only virtual interview methods to keep the hiring process moving."

The new hire orientation sessions, which cover employee benefits and the new hire onboarding presentation, are also being held virtually.

"And, for internal recruiting, we're continuing to leverage Microsoft Teams and tools like employee Talent Profiles to get to know the talent," added Ryan. When an offer is extended, in most cases the transition date will be deferred until normal business operations are resumed. However, in accordance with company policy, employees due to receive a pay increase as part of their offer will see that increase reflected in their pay beginning with the first pay period that starts at least 30 days following offer acceptance.

Employees who do not have network access or access to the job posting bulletin boards are now able to view and apply to internal job postings from home using a personal computer or smart device. To do so, simply visit fecorp.com/launchpad and select the My Career Map option. Once logged into *My Career Map*, navigate to *Map My Future* to search for and apply to positions. If you need further instructions, contact Corporate Recruiting or your local Human Resources department.

While we are unsure how long we will be working in a more virtual environment, we are monitoring the situation, enhancing our processes and working closely with IT to implement new tools – to keep the recruiting, hiring and onboarding activities running smoothly, and ensuring the business gets the critical talent they need.