

Applying On-line for a Job with Duke Realty Corporation

We are seeking outstanding, professional team members to fulfill exciting opportunities at our various locations. To join our Team, please apply online at our website at: <http://www.dukerealty.com>. The website is user-friendly, or you can follow these easy instructions.

From the Duke Realty Corporation Home Page, click the “CAREERS” box on the bottom left hand side of the page. This will take you to the Careers Page, where you will click the “EMPLOYMENT” tab to activate the drop-down box and select “CURRENT OPENINGS”. Here you can review current Open Jobs that are available at our various locations.

To Log-In, select the “SUBMIT YOUR RESUME” tab at the top of the page and begin; create a New Account if you have never applied online at Duke Realty Corporation.

Create a Profile

Your profile contains personal information about you, such as your name, address, phone numbers, and e-mail addresses.

We strongly encourage you to provide an e-mail address in your Profile. You may obtain a free e-mail account from several web sites (e.g. www.yahoo.com or www.hotmail.com).

To create or update your profile in advance of applying for jobs, you must first register to use the online application. Then click the “SUBMIT YOUR RESUME” link in the CAREERS box. Note: This is optional, because once you select one or more jobs and click Apply On-line, the system will lead you through the profile as part of the application process.

Within your Profile, the information you see will always include your most recently saved changes. Changes are saved whenever you edit your profile or any application and click “Next.” Changes are not visible to anyone but you unless you click “Next”.

We do not store history of your Profile changes. If you change your e-mail address or mailing address, we will use the new information for all communications.

Applying for a Job

Select any field in the line of current Open Jobs you are interested in to review the Job Details. To apply for that job, click on the “Apply On-line” link located at the bottom right corner of the page. You must apply for multiple Open Jobs individually.

Please read the job posting descriptions carefully, as they will state the educational, work experience and licensure requirements.

Describe your education, work experience, and how you meet the job's requirements as completely as possible. For example, a job posting for an entry-level clerical position might list its duties and requirements as follows:

- Extensive use of Microsoft Office products
- Preparing presentations and contracts
- Creating spreadsheets
- Typing speed of 35 wpm
- Scheduling supervisor's appointments

In your application, you should fully explain how the duties of your previous work experience, training and education have been similar to the duties of the clerical position you are applying for.

IMPORTANT: If a current Job Opening does not match your requirements, you may still apply on-line with Duke Realty Corporation using the "SUBMIT YOUR RESUME" tab. You will be able to submit your resume and create a profile to be considered for any future Job Openings. Be sure to click on the "E-mail new jobs matching my resume" box at the bottom of the Submit Your Resume page to be notified of future Duke Realty Corporation employment opportunities.

Upload and Parse Your Resume

You can upload your resume, or copy and paste your resume text into a text box on the Submit Your Resume page. Click "Parse Resume" to fill required fields from your resume, making sure to review the fields for accuracy and complete all required fields.

View Your Resume

Our system stores your resume when you submit with your application. You can use this saved resume when applying for other Duke Realty Corporation jobs.

- Click a resume title to view the resume. (You can also access an attached resume when you view an application.)
- You cannot delete resumes from this list or from applications you already submitted.
- Whenever you update your profile, edit a draft application, or apply for a new job, you can add a new resume or re-attach an existing resume.
- You can only attach one resume per profile or application.

Add Employment History, Skills & Experience, Education, and References

Complete all relevant fields on the Employment History, Skills & Experience, Education and Reference pages. You can find values by clicking on the drop-down arrows. To save time when entering prior work experience duties, you can cut and paste this information from another document into the online application.

Add your references, select your referral source, and answer any Open Job questions on the page.