Step 1: SIGN IN.

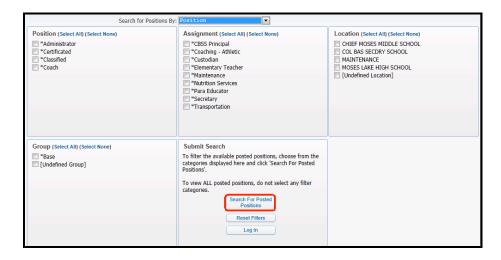
Existing applicants: (Those who have previously submitted an application to HR, need to edit an existing application or to retrieve messages regarding an application). Enter your username and password to access the online application system.

New Applicants: (Select Search to look for a job opening and create a new profile).



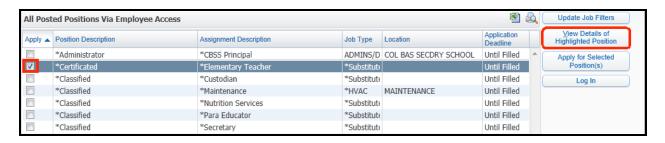
Step 2: SEARCH FOR OPEN POSTED POSITIONS.

You may choose to filter available positions by selecting any of the categories shown and click [Search for Posted Positions] or to search for all open positions do not select a category and click [Search for Posted Positions].



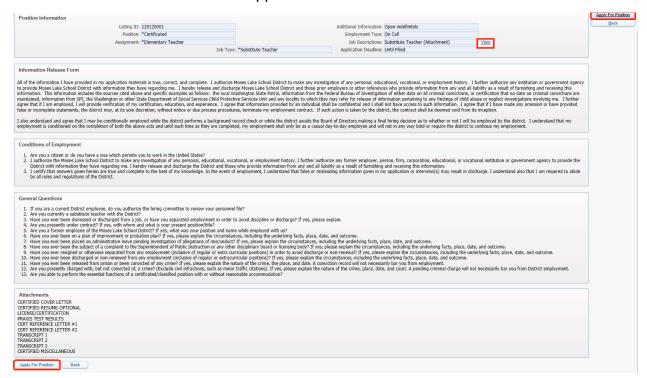
Step 3A: VIEW OPEN POSITIONS.

Select the position you want to apply for and then select [View Details of Selected Position]



Review the position listing.

- A: Select **[View]** to see the complete job description.
- B: Attachments noted with an * are required before you can submit your application.
- C: The position listing will also give you a preview of the questions included in the online application. Other categories that might display for various open positions could include:
 - 1. Skills Questions.
 - 2. General Questions.
 - 3. Screener Questions.



Step 3B: APPLY FOR THE POSITION.

When you're ready to begin the online application, click on the [Apply for Position] button either at the top or the bottom of the page. You can also select the [Back] button to return to Open Positions and then select [Apply for Selected Position(s)

Step 5: LOGIN TO YOUR ACCOUNT

Existing Users: Enter your username and password and select [Log In]. If you have forgotten your username and/or password click on [Forgot username/password]. After you supply the email address you registered with, your username and password will be sent to you via email.

New Users: You will need to create a profile. Fill in requested information and then click [Create Profile]. (See sample below).



Step 6: BEGIN YOUR ONLINE APPLICATION.

As you complete each section you must check the [I Have CompletedTo The Best Of My Abilities] box. You may edit any section at any time.

Application Dashboard						2
	Job Listing				Submit to HR	
	Listing: 120120001	Type:	Part Time			
	Position: *Certificated	Dept:			Cancel Application	
	Assignment: *Elementary Teacher	Group:				
	Location:	Deadline:	Until Filled			
	Appl. Status: Not Submitted				Return to Profile	
	View Details Of This Job Listing					
	This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.					
	Contact Information					
	Contact information including your name, phone number and address.	e Comple	ted	<u>Edit</u>		
	Conditions of Employment					
	Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position.		ete	Add		
	Education History Your educational background including High School and post-High School education, degrees, GPA and dates.		ete	Edit		
	Certifications/Licenses					
	Any certifications or licenses you may have.	Incomp	ete	Add		
	Employment History					
	Your employment history, including contacts, salary and dates.	Incomp	ete	Add		
	General Questions You will be required to answer general questions about your qualifications for this position.	Incomp	ete	Add		
	Attachments You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation.		al _	Add		
	Comments Any comments you may have regarding your application for this position.	r Optior	al _	Add		

The buttons to the right of the position information will allow you to:

[Submit to HR] Submit your completed application to HR. This button remains

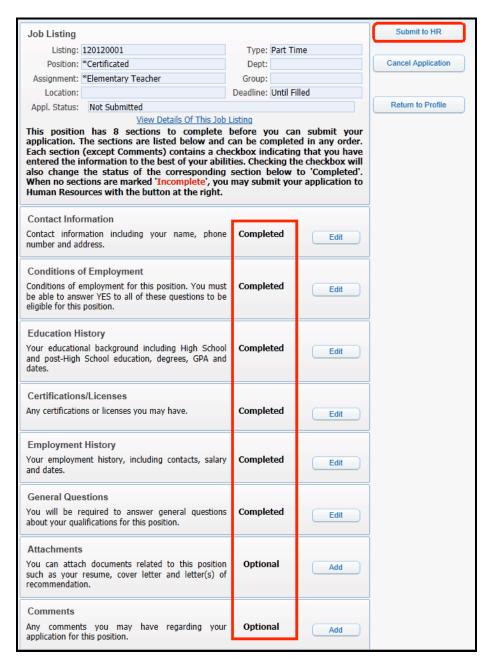
desensitized until all required areas of the application are

completed.

[Cancel Application] Cancel your application. [Return to Profile] Return to your profile.

Step 7: SUBMIT COMPLETED APPLICATION TO HR

When all sections have been completed click [Submit to HR].

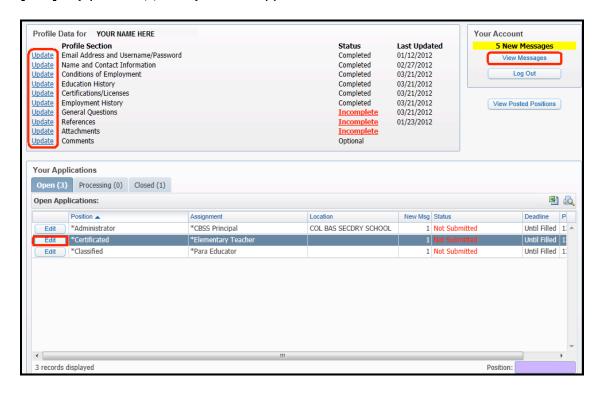


Your Profile screen allows you to:

[View Messages] regarding your application and/or position(s) that you have applied for.

[Update] your profile information; or

[Edit] any position(s) that you have applied for.



Select [Log Out] to exit the online application system.