

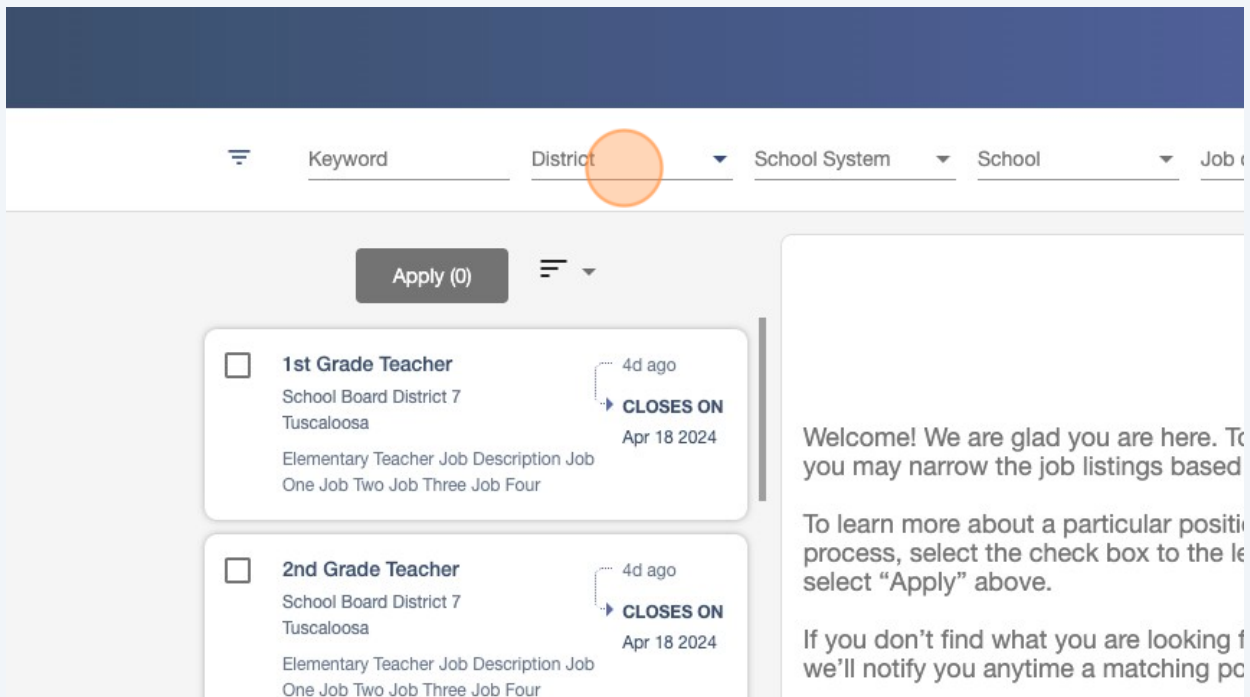
Apply for Jobs - HireTrue



Generic directions for steps to apply for a job through the new HireTrue platform.

1 Navigate to <https://careeralk12education.org/chiltoncounty>

2 You will see the main job board where you will need to filter down by district, system or even school.



3 Click "School Board District 3" for jobs in Chilton County.

The screenshot shows a job search interface. At the top, there is a search bar with a 'Keyword' field. Below it, a 'District' dropdown menu is open, showing options: Public Charter Schools, School Board District 1, School Board District 2, School Board District 3 (selected), School Board District 4, and School Board District 5. To the right, there are dropdowns for 'School' and 'Job'. Below the search bar, there is an 'Apply (0)' button. The main content area displays two job listings: '3788 Test 89' (School Board District 3, Anniston) and 'Bus Driver' (School Board District 3, Alabaster). The 'Bus Driver' listing includes a 'CLOSING ON' date of 'Apr 16 2024'. On the right side, there is a text box with instructions: 'To learn more about a particular position process, select the check box to the left of the position title and select "Apply" above. If you don't find what you are looking for or would like to be notified, we'll notify you anytime a matching position is listed.'

4 Click the School System drop down box.

The screenshot shows the same job search interface as in step 3, but with the 'School System' dropdown menu selected. The 'District' dropdown is now set to 'School Board District 3'. The 'School System' dropdown is highlighted with an orange circle. The 'Apply (0)' button is visible. The job listings for '3788 Test 89' and 'Bus Driver' are still present. On the right side, there is a large 'No Job' message: 'No Job. Welcome! We are glad you are here. To explore available opportunities you may narrow the job listings based upon any of the items. To learn more about a particular position, you may click on the position title. To apply for a position, select the check box to the left of the position title and select "Apply" above. If you don't find what you are looking for or would like to be notified, we'll notify you anytime a matching position is listed.'

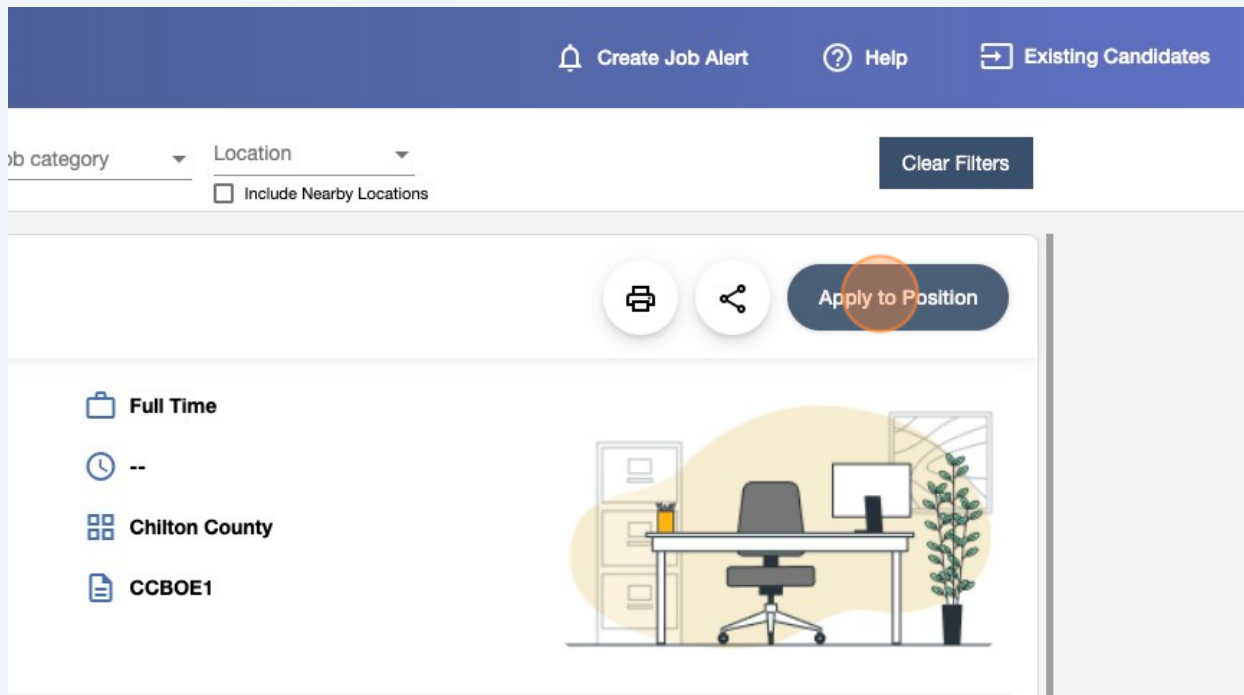
5 Click "Chilton County" as School System.

The screenshot shows a job search interface. At the top, there are filters for 'Keyword', 'District' (set to 'School Board Di...'), and 'School System'. The 'School System' dropdown menu is open, showing a list of options: Alabaster City School District, Birmingham City Schools, Chilton County (highlighted with an orange circle), Coosa Co, Elmore Co, and Homewood City. Below the filters, there is an 'Apply (0)' button and a list of job results. The first result is '3788 Test 89' from 'School Board District 3' in 'Anniston'. The second result is 'Bus Driver' from 'School Board District 3' in 'Alabaster', with a 'CLOSING ON Apr 16 2024' badge. To the right, there is a 'No Jobs' message and a text box with instructions: 'To learn more about a particular position, you may click on process, select the check box to the left of the position title select "Apply" above. If you don't find what you are looking for or would like to be we'll notify you anytime a matching position is listed.'

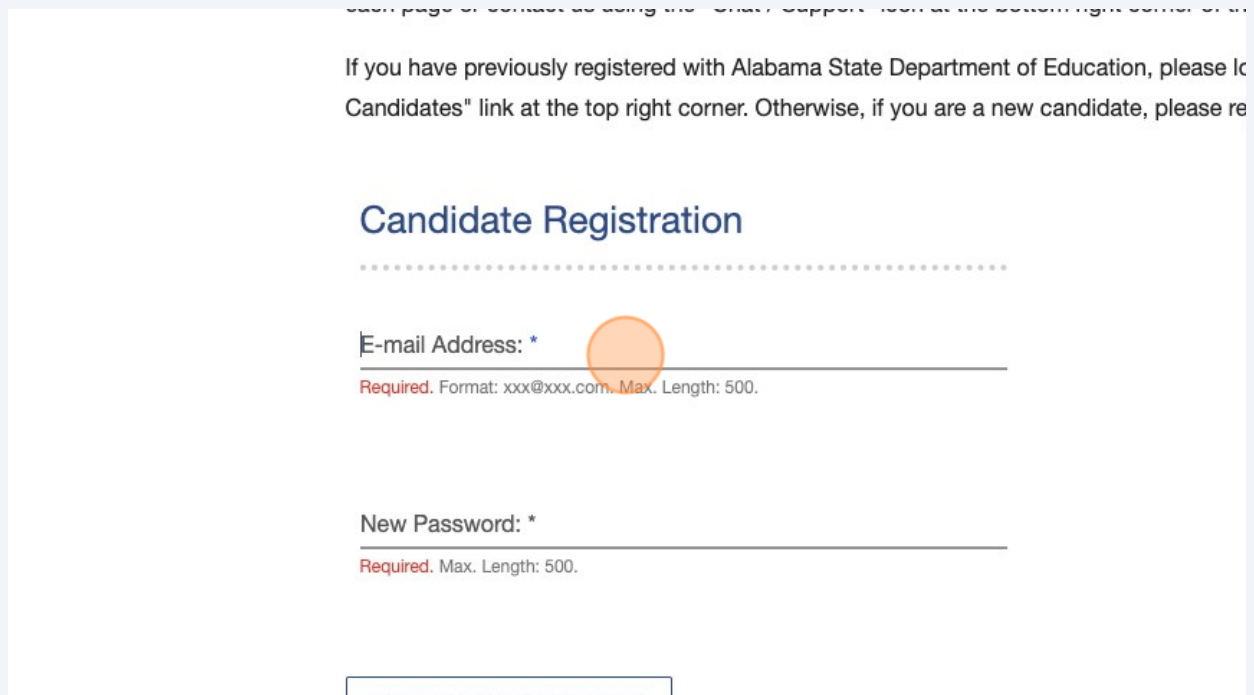
6 All available jobs for that school system will populate on the left side. You can choose multiple jobs to apply for by selecting the check boxes in the top left corner.

The screenshot shows the same job search interface, but now with 'Chilton County' selected in the 'School System' dropdown. The 'Apply (0)' button is still present. The job results list now includes 'Library Media Specialist' from 'School Board District 3' in 'Clanton', with a 'CLOSING ON Apr 19 2024' badge. Below it is 'Teacher -Test' from 'School Board District 3' in 'Clanton'. To the right, there is a 'Welcome!' message and a text box with instructions: 'Welcome! We are glad you are here. T you may narrow the job listings based To learn more about a particular position process, select the check box to the l select "Apply" above. If you don't find what you are looking we'll notify you anytime a matching p'.

7 After you choose a job posting and review the details, click "Apply to Position"

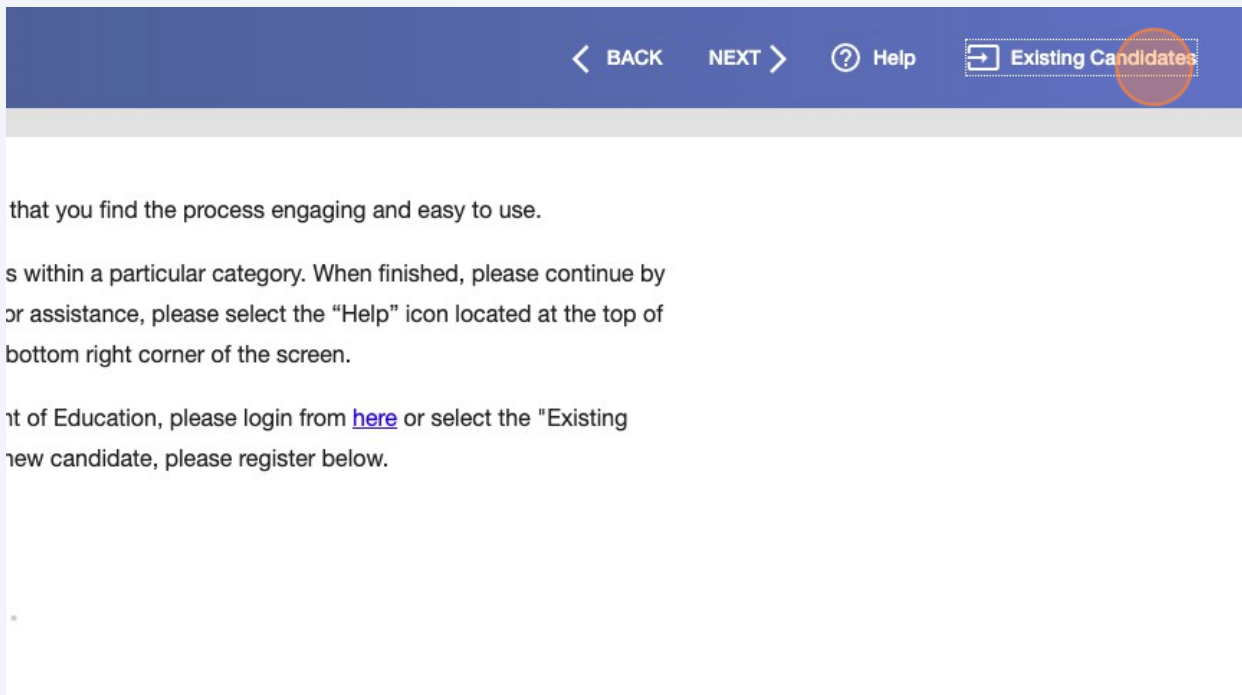


8 If you have never registered in the site before, you will create a profile using a **personal email address**. If you are a current CCBOE employee, please do not use your @chiltonboe email.



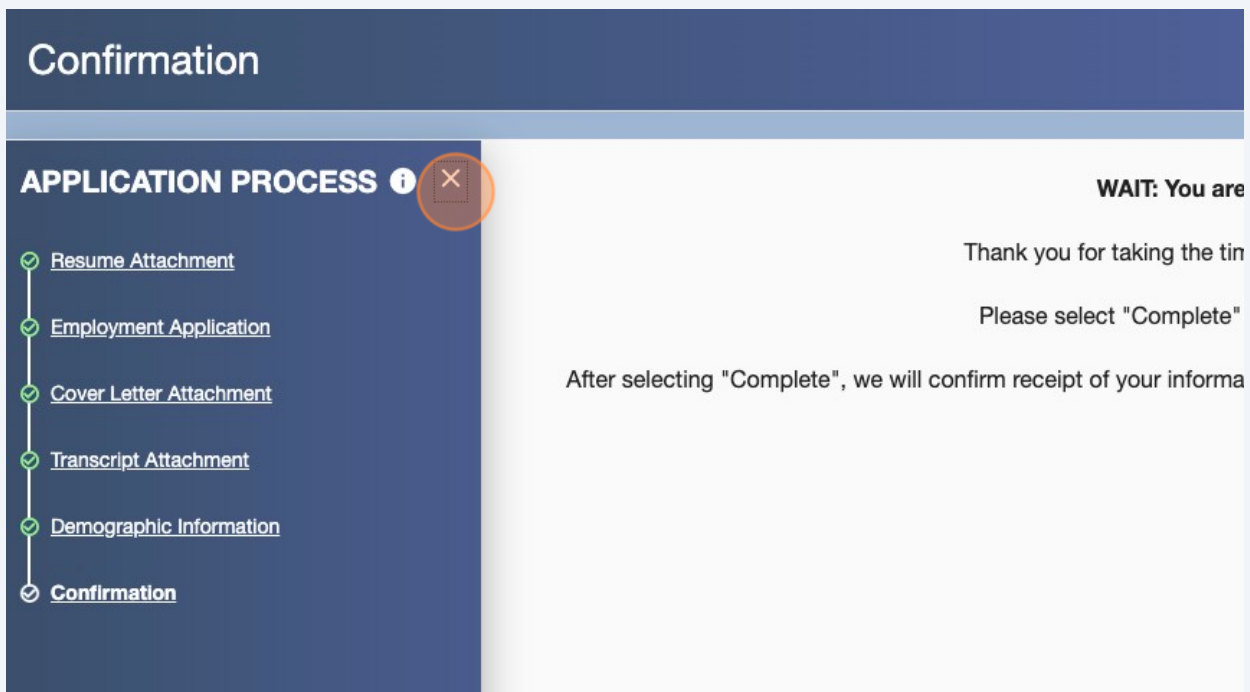
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If you have applied for a job before in the HireTrue platform, click "Existing Candidates" to log into your account.



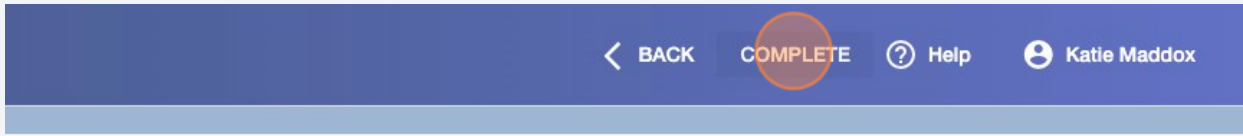
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Then you will begin the application process. There are multiple steps to this process. You will need a green check mark next to each item on the left to complete your application.



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When you have completed all parts of the application, click "COMPLETE" on the top bar.



almost done!

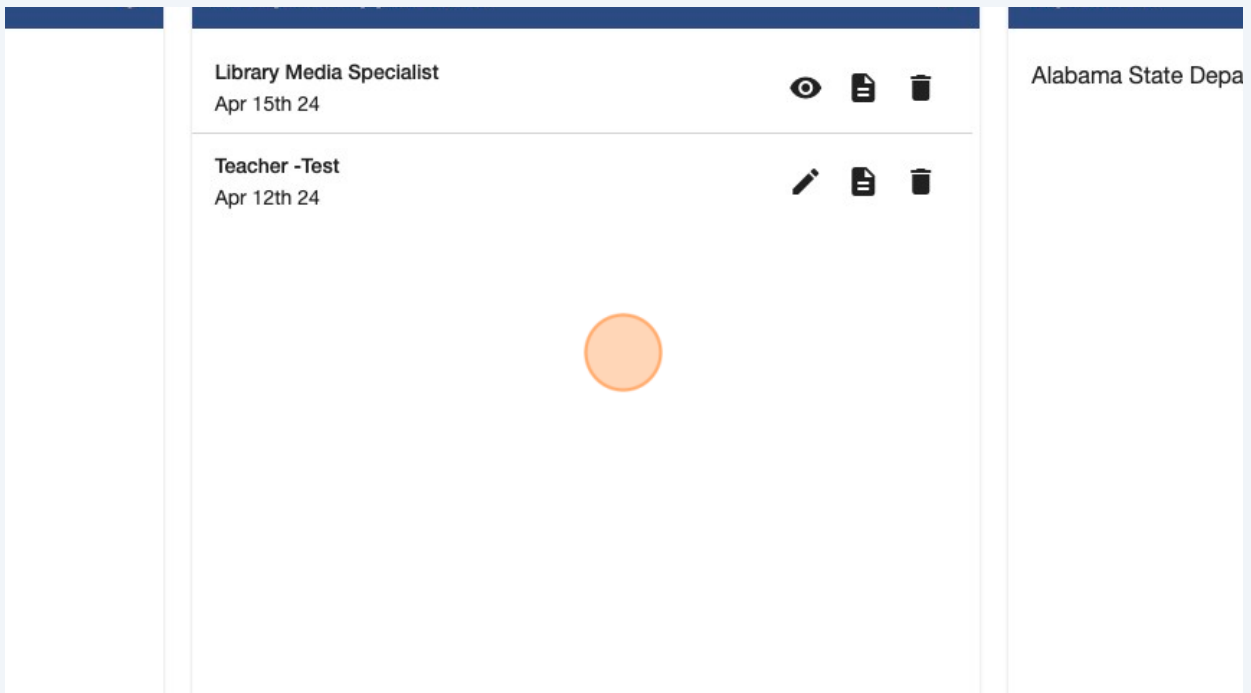
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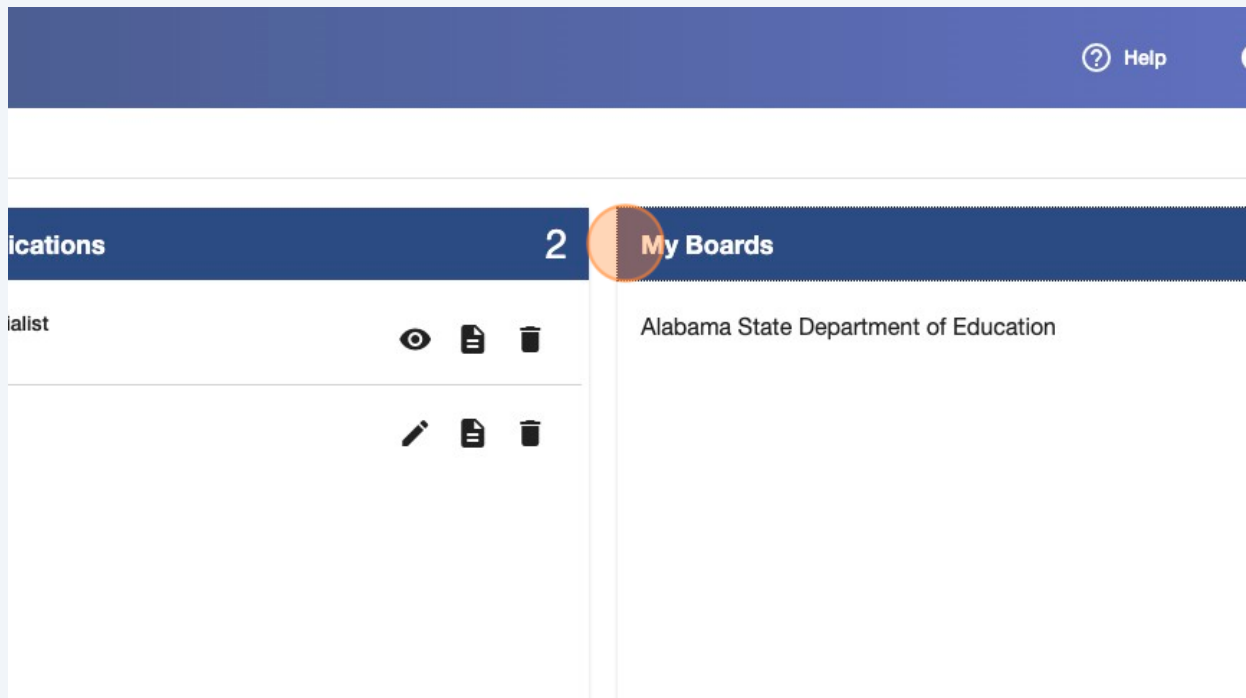
tion both onscreen and by e-mail if you have provided an address.

12

You will be directed to your home page, where you will be able to see your complete applications.



13 You can view more jobs through the ALSDE Job Board.



14 You can manage your files uploaded through the "files" tab.