Completing an Application

Applicants can use their individual applicant tracking profiles to review submission requirements, apply for jobs, and save personal information related to current or ongoing applications.

HOME TAB

The initial "Home" tab notifies applicants of their current session progress and lists their submission history. They will review this information and click the **Employment Application** tab to proceed.

EMPLOYEMENT APPLICATION TAB

Applicants must first locate the Vacancy Desired and Position Desired sections in the side navigation. A selection made within one of these two sections prompts the system to display the pages (references, education, experience, etc.) associated with that position/vacancy.

The Vacancy Desired page lists all available jobs within the district and allows the applicant to click the checkbox beside any job for which they wish to apply. Just keep in mind, an applicant must complete any required entries in the side navigation prior to a submission.
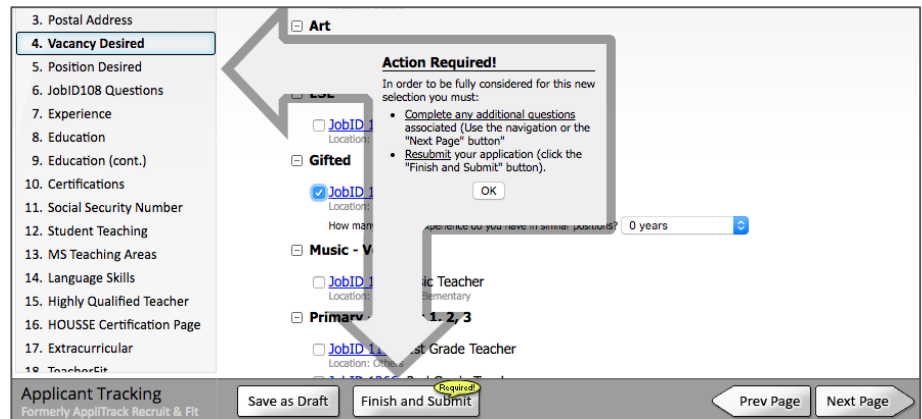
The Position Desired page is a district option that allows Admins to control the listed position types. Applicants can simply click the checkbox beside the desired position pool to associate themselves.

Take note, selections made on the Position Desired page do not automatically place the applicant in the vacancy. The red "**vacancy**" simply indicates that a vacancy is posted.

Each applicant must then complete the steps found in the side navigation.

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Personal Information, Current Employment Status (if internal applications are enabled), Postal Address, Vacancy Desired, Position Desired (applicable to pooled applicants), and the Confirmation page appear by default. All additional pages appear based on the applicant's current selections on the Vacancy and Position Desired pages.

This entire process generally takes 30-60 minutes, but if time does not allow, the applicant can save and return at any time.

Once the applicant selects a job from the "Vacancy Desired" page and clicks **Finish and Submit**, the system shows whether any areas are not yet complete within the application. The applicant must correct any "Attention Needed" indicators and click **Finish and Submit** once more to return to the completion page. When finished, the applicant can select **Submit Application** to complete the process.

INTERVIEWS TAB

Applicants can select the **Interviews** tab at the top of the page to schedule/re-schedule interviews, acquire directions, contact the district for additional interview details, view instructions, etc.

FORMS TAB

Applicants can select the **Forms** tab to identify and review any forms they have not yet completed.