



Application Reference Guide

Internal (Current Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.



Application Reference Guide

Internal (Current PPS Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.

- After you have read this reference guide and are ready to apply for positions, you can begin the application process by logging into PPS Careers Portal at internalcareers.pps.net. Here you will find a step by step guide below.
- In order to complete an online application, you will need the following information:
 - Verify Personal information including address and contact phone numbers on Employee Self Service/Personal Information.
 - Education history including attendance dates and school locations
 - Employment history including work dates, duties, addresses, contact names and phone numbers.
 - Professional references including contact information.
 - Licensure and certification details (if applicable)
 - PPS Email
 - You must have a working e-mail address to apply for positions. You will be notified via email when your application is received as well as when a job opening to which you have applied for has been closed.

Helpful Tips:

1. To log into the Internal Careers Site you will need to log into Oracle PeopleSoft using your PPS username and password. If you don't know what this is, you can contact the IT Service Desk for assistance.
(Internalcareers.pps.net is available outside the PPS network).
2. Do **NOT** use the BACK button in your browser. You will lose the data you have entered. Use the "Return to Previous Page" or "Return to Application" button.
3. The system will time-out after 20 minutes of inactivity. If this happens and you have not saved for later, your information will be lost. To ensure this doesn't happen, periodically click on the "save for later" button in the application.
4. Be sure your application is complete prior to submitting it to a job posting. Submitted applications cannot be edited.
5. To view a listing of Frequently Asked Questions, visit the Human Resources Employment Opportunities page and click on the 'Online Application FAQ & Resources' button.
6. When completing the online application, you have the ability to attach a resume and other files that are relevant to the position for which you are applying.
7. When searching for jobs on the Careers Home page, you may use the Job Filters section or Search option to search by location, department, keyword, or by selecting a different Job Function. To view all job listings, leave all categories blank and click on the "Search" button.
8. If you see a job opening you wish to apply for, select the posting title and click on "Apply". To apply for more than 1 job at a time, select the jobs you will to apply to and click on "Apply for Selected Jobs"

9. All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. These questions are related to job function. Questions will be retained on future job applications, but you may see new questions that will need to be answered depending on the job you are applying too. These questions may differ from year to year. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

Employment Online Application Process

How to Apply: Start by going to, <http://www.pps.net/>; Click on Jobs > Click on Current PPS Employees View Jobs & Apply.

This will take you to the PeopleSoft Oracle login page. Enter your PPS Network User ID and password.

The screenshot shows the Portland Public Schools website. At the top, there is a navigation bar with 'Our Schools', language options (Español, Tiếng Việt, 中文, Русский, Soomaali), and 'Sign In' and 'Search' buttons. Below this is the PPS logo and contact information. A main navigation bar includes 'About', 'Schools & Learning', 'Services', 'Volunteer', 'Jobs', 'Board', 'Policies', and 'Departments'. The 'Jobs' menu is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a sidebar with 'Human Resources' and 'Employment Opportunities' sections. The main content area features a banner with the text 'The future is in our classrooms. Are you up for the challenge?' and 'Employment Opportunities'. Below the banner, a red text box states: 'HUMAN RESOURCES OFFICE IS WORKING REMOTELY AND SUPPORTING EMPLOYEES. OUR OFFICES ARE CLOSED TO THE PUBLIC AT THIS TIME.' Underneath, a paragraph explains the remote work situation. At the bottom, there are two main buttons: 'Current PPS Employees View Jobs & Apply' (highlighted with a red box and a red arrow) and 'New Applicants View Jobs & Apply'. There are also buttons for 'Employee Forms & Resources' and 'PPS Application FAQs'.

Please note: If you see the Internal Transfer Page button on the Jobs page, please note this is for Contract, Third year probationary, Unassigned educators (prob 1 and 2) and Temporary* educators only. The link is only active for 1 week. Dates will be communicated here as we approach that time of year.

*(*Temporary educators can apply to their current position only, provided that it is the exact same position, it is projected to continue and another employee is not returning to their position from a leave of absence.)*



ORACLE
PEOPLESOFT

User ID

Password

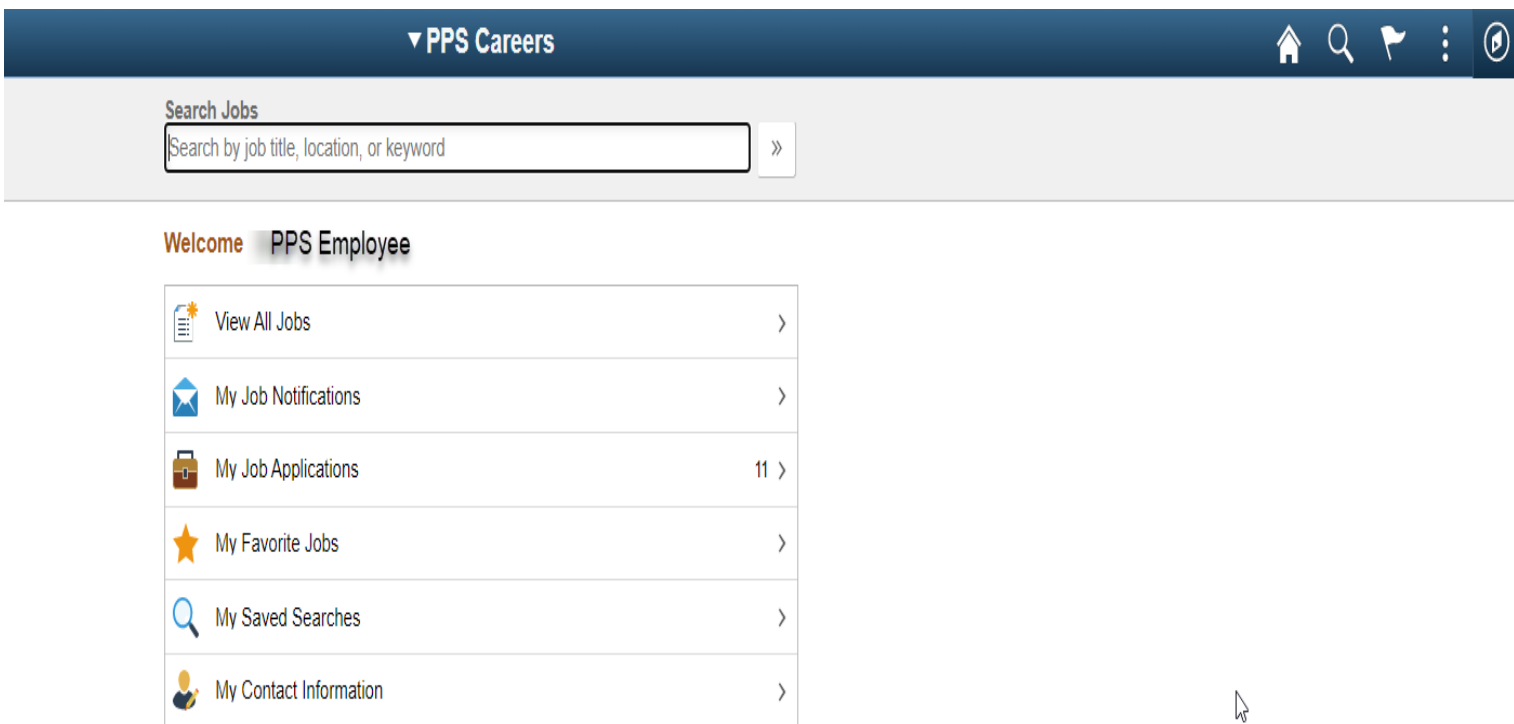
Select a Language
 English

Sign In

Enable Accessibility Mode

Note: If you are issues logging in, please clear your browsing history and try again or try a different browser. Chrome is the preferred browser.

PPS Careers Homepage



PPS Careers

Search Jobs
 Search by job title, location, or keyword

Welcome PPS Employee

	View All Jobs	>
	My Job Notifications	>
	My Job Applications	11 >
	My Favorite Jobs	>
	My Saved Searches	>
	My Contact Information	>

1. View All Jobs (Click the arrow button > to take you to the Search Jobs page)

- Search Jobs by Title, Location or Keyword
 - The keyword search will find all open jobs that contain the word in the job title or description. Tip – asterisks (*) are used as wild cards. Searching for *Docu* will provide all results that contain Docu
- Filter by Location, Department or Job Family
- To view the job description click on the arrow button >

- To go directly to Step 1 of the application check the box to the left of the Posting Title and click “Apply for Job”

Search Jobs

Location

- BESC (65)
- Rice Site (4)
- Wilcox (4)
- Roosevelt HS Campus (3)
- Student Transportation (3)
- Benson HS (2)
- Lent K-8 (2)
- Madison HS (2)
- Rigler K-5 (2)
- Sacajawea Site (2)

More

Search Jobs

»

[Clear Search](#) [Save Search](#)

105 jobs found.

Apply for Job
Refer Friend
↕

- Human Resources - Senior Manager - Staffing - 1.0 FTE**

Job ID 21768
 Location BESC
 Department Human Resources
 Job Family Non-Represented
 Posted Date 12/11/2020

>
- Special Education - Senior Director - 1.0 FTE**

Job ID 21766
 Location BESC
 Department Special Education Svcs-Mgmt
 Job Family Senior Leadership
 Posted Date 12/11/2020

>
- Maintenance- Journeyman Steamfitter - 1.0 FTE (3 positions)**

Job ID 21764
 Location BESC
 Department Maintenance Services
 Job Family DCU
 Posted Date 12/09/2020

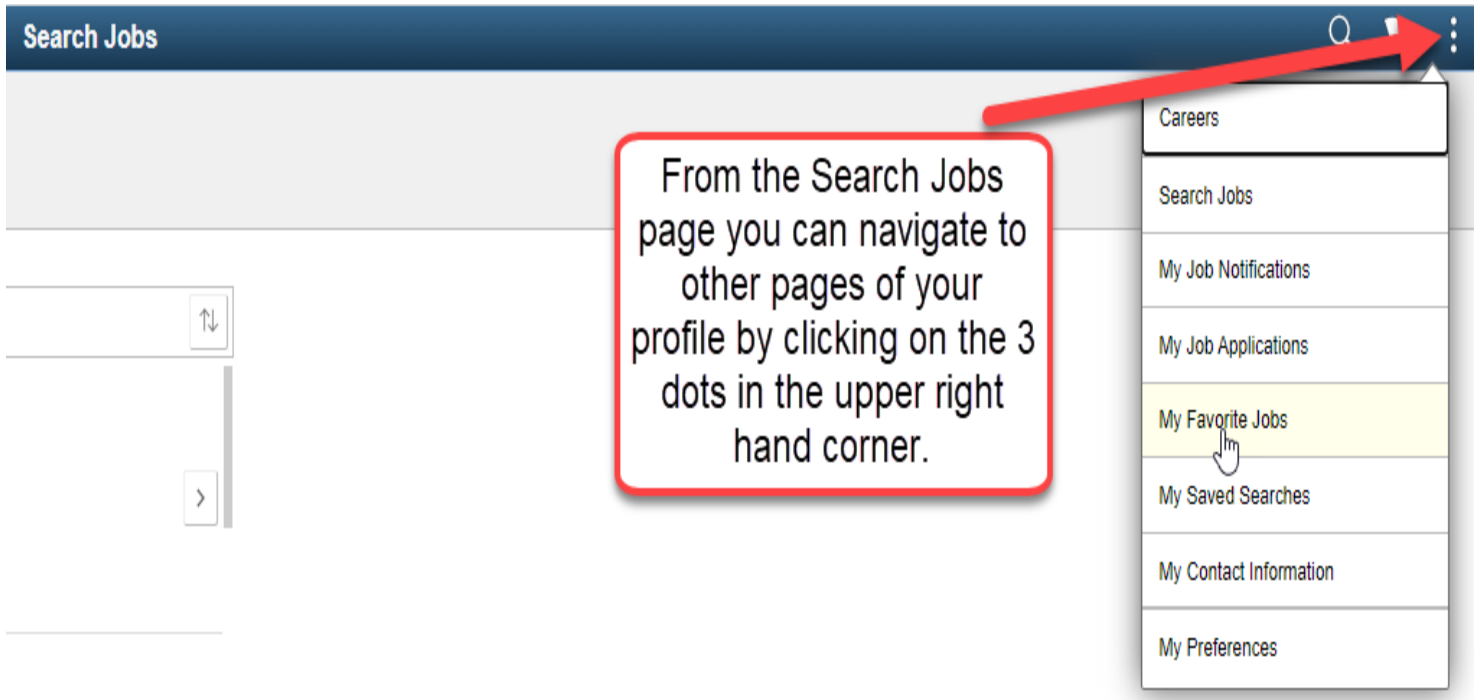
>

Department

Job Family

Job Posted In

2020 (105)



2. My Job Notifications: Communications from Human Resources regarding requests for additional information and job offers are located here.

3. My Job Activities: Your applications, resumes, cover letters and other attachments are housed here.

- If you choose to withdraw your application from a job posting, you would do so from this screen.
- If you have saved application that has not been submitted, you will come to this page to resume your application.
- Resumes shown here are view only. You have the option of using an already existing resume or adding a new resume when you apply for a job.
- My Cover Letter and Attachments – add any additional attachments here. Documents listed here will be seen on ALL applications.

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Human Resources Specialist - Substitute Office	19582	BESC	Submitted	06/19/2019 10:53AM	06/19/2019 10:53AM	Withdraw >
Human Resources - Talent Management Associate II - 1.0 FTE	20403	BESC	Submitted	12/29/2019 10:04PM	12/29/2019 10:04PM	Withdraw >

My Resumes

Attached File	Job ID	Resume Title	Date Created
_Resume.pdf	19582	_Resume.pdf	06/19/2019 10:53AM
Nicole_Resume_3.pdf	20403	Nicole_Resume_3.pdf	12/29/2019 8:22PM

My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
transcript.docx	19582	transcript.docx	Transcripts	06/17/2019 3:34PM
cover_letter_HR.pdf	19582	cover_letter_HR.pdf	Cover Letters	06/19/2019 10:52AM
psu_transcript.pdf	20403	psu_transcript.pdf	Transcripts	12/29/2019 9:56PM
HR_Associate_CL.pdf	20403	HR_Associate_CL.pdf	Cover Letters	12/29/2019 10:04PM

4. My Favorite Jobs: On the Job Description page for all job openings you are able to mark favorite jobs by clicking on the star. All jobs you have marked with a star will show up in My Favorite Jobs section.

Job Description

← Previous Job
Human Resources - Senior Manager - Staffing - 1.0 FTE

Apply for Job

Job ID 21768 Full/Part Time Full-Time

Location BESC Regular/Temporary Regular

☆ Add to Favorite Jobs

Email this Job

Refer Friend

5. My Saved Searches: On the Search Jobs page you are able to save a search that you will perform multiple times. These saved searches will show up on the My Saved Searches page.

Location: BESC (2)
 Department: Mult Pathways to Graduation (1), STEAM (1)
 Job Family: PAT (2)
 Job Posted In: 2020 (2)

Search Jobs: Advanced Math
 Clear Search | Save Search

2 jobs found for: "Advanced Math"

Virtual Scholars - Advanced Math Teacher - 1.0 FTE (temporary)
 Job ID 21752
 Location BESC
 Department Mult Pathways to Graduation
 Job Family PAT
 Posted Date 12/01/2020

STEAM - TOSA-Middle School Math - 1.0 FTE
 Job ID 21210
 Location BESC
 Department STEAM
 Job Family PAT
 Posted Date 07/23/2020

- Click Save Search
- Name the Search and enter your email address and SAVE.

Save Search

*Search Name:

Email me when new jobs meet my criteria

*Email To:

- Go to the Saved Search Page to view/edit saved searches.
- Saved searches can be deleted from this page by clicking on the > icon. Click delete and Save

The Search button performs the search and shows your results on the Search Jobs page.

My Saved Searches

Search Name	Created On	Notifications Email	Notification Expires On
ADVANCED MATH	12/15/2020	test@pps.net	No Expiry

>

6. My Contact Information: You can view your name, address, email and phone information here As a PPS employee, you cannot change your name or contact information here. To make changes log into Employee Self Service

To access go here: <https://selfservice.pps.net>. You must be on PPS network to access). If you don't have access to the PPS Network, email hronline@pps.net

Search Jobs My Contact Information

As an employee, you cannot change your name or contact information here, you must submit a request to HR.

Contact Method

Name

Name Prefix

Legal First Name :

Middle Name

Legal Last Name

Name Suffix

Address

Country

Address 1

City State

Postal County

Email

Email	Type	Primary
<input type="text" value="@pps.net"/>	Business	Yes
<input type="text"/>	Home	No
<input type="text"/>	Other	No

Phone

Phone Number	Extension	Type	Primary
<input type="text"/>		Business	No
<input type="text"/>		Cellular	Yes

Below are some TIPS to consider when applying for a job or job(s) at PPS:

There are multiple ways to apply for jobs in TAM.

1. **Applying to a single job** – once you have found a job you’re interested in and do not need to view the job description, click on the check box left of the job title and click the “Apply for Job” button.

The screenshot shows a job search results page. On the left, there are filters for Location and Department. The main area displays a list of jobs. The first job is highlighted with a yellow background. A red box with an arrow points to the 'Apply for Job' button, with the text: 'Check box and click "Apply for Job" to take you directly to Step 1 of application'. Another red box with an arrow points to a right-pointing arrow icon next to the first job, with the text: 'Click here to view job description and option to apply for job'. The job details for the first job are: Job ID 21775, Location da Vinci Arts MS, Department Special Education Svcs-Mgmt, Job Family PAT, and Posted Date 12/15/2020. The other jobs listed are: Atkinson K5 - Paraeducator Intensive Skills Center - 0.938 FTE (Job ID 21772, Location Atkinson K-5, Department Special Education Svcs-Mgmt, Job Family PFSP, Posted Date 12/14/2020); George MS - SPED Learning Center Classroom Support Teacher - 1.0 FTE (Temporary) (Job ID 21773, Location George MS, Department Special Education Svcs-Mgmt, Job Family PAT, Posted Date 12/14/2020); and Maintenance Services - Journeyman Laborer - 1.0 FTE (Job ID 21769, Location BESC, Department Maintenance Services, Job Family DCU, Posted Date 12/14/2020).

2. **Selecting multiple jobs** – this is the recommended path when applying to multiple jobs. To apply to multiple jobs, check the checkboxes next to each job and then select “Apply for Job” button at the top of the page. Please be aware, if you should choose to withdraw your application from just one of the jobs from a multiple jobs application submission; the system will automatically withdraw you from all jobs connected to the multiple job application. Unfortunately, there is no way to avoid this.

- ▼ **Location**
- BESC (68)
 - Rice Site (4)
 - Roosevelt HS Campus (4)
 - Wilcox (4)
 - Student Transportation (3)
 - Benson HS (2)
 - Lent K-8 (2)
 - Madison HS (2)
 - Rigler K-5 (2)
 - Sacajawea Site (2)
- [More](#)

- ▼ **Department**
- Special Education Svcs-Mgmt (10)
 - Athletics (8)
 - Mult Pathways to Graduation (8)
 - Maintenance Services (7)
 - Office of School Modernization (7)
 - No Value (6)
 - Human Resources (5)
 - College and Career Readiness

Search Jobs

Search by job title, location, or keyword

[Clear Search](#) [Save Search](#)

111 jobs found. 

da Vinci Arts MS - Learning Center Class Support Teacher - .50 FTE (temporary)

Job ID 21775

Location da Vinci Arts MS

Department Special Education Svcs-Mgmt

Job Family PAT

Posted Date 12/15/2020

Atkinson K5 - Paraeducator Intensive Skills Center - 0.938 FTE

Job ID 21772

Location Atkinson K-5

Department Special Education Svcs-Mgmt

Job Family PFSP

Posted Date 12/14/2020

George MS - SPED Learning Center Classroom Support Teacher - 1.0 FTE (Temporary)

Job ID 21773

Location George MS

Department Special Education Svcs-Mgmt

Job Family PAT

Posted Date 12/14/2020

My Application – Steps to Completion

1	Start In Progress
2	Resume Not Started
3	Preferences Not Started
4	Questionnaire Not Started
5	Qualifications Not Started
6	Education and Work Experience Not Started
7	Accomplishments Not Started
8	Referrals Not Started
9	References Not Started
10	Attachments Not Started
11	Review and Submit Not Started

Step 1: Start

In this section you have an opportunity to review Application Terms & Conditions Please make sure to read through all of the Application Terms & Conditions literature. You must click the checkbox indicating you've read the page in full before continuing with the application.

- Click Next in right upper corner to go to next step
- Note: Click “Save as Draft” at any time in the application process to complete at a later time. To resume your application where you left off, go to the My Job Activities section of your Career Profile.

da Vinci Arts MS - Learning Center Class Support Teacher - .50 FTE (temporary)

Apply for Job

Save as Draft | Next >

1 Start
In Progress

Step 1 of 11: Start

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

2 Resume
Not Started

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

3 Preferences
Not Started

[View Terms and Conditions](#)

I agree to the Terms and Conditions

4 Questionnaire
Not Started

Step 2: Resume

2 Resume
In Progress

TAM offers multiple methods to include your resume and cover letter.

1. Attach Resume from your computer.
2. Use Existing Resume – if you have previously applied for a job with PPS through TAM, your resume information will be saved. Please review your saved resume to ensure it is up-to-date.
3. Cover Letter – you'll have the option to attach a cover letter from your computer.

Step 3: Preferences

3 Preferences
In Progress

Preferences

In this section, you will have the opportunity to indicate your job preferences. This will include when you are available to start work, willingness to travel, workdays, etc.

You will also have the option to indicate desired work locations. To select from a list, click the magnifying glass next to the text box.

10. I would prefer a work location in or around

 my first choice

 my second choice

After clicking the magnifying glass, a new search window will appear. Here, you'll be able to browse through the entire list or use the search function at the top. Click on the desired school once it has been found.

Hint: if you know the name of the school you are looking for, enter it in the Description search field and click Look Up.

Step 4: Questionnaire



Questionnaire

All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

Step 5: Qualifications



Qualifications (This section only becomes visible if you are applying to a specific job)

In this section, you will have the opportunity to enter degree and student teaching information. Click on the + button to add.

Click on the magnifying glass to select appropriate information, and work in the top down order.

The screenshot shows a web application interface for 'Step 5 of 11: Qualifications'. The main form has two sections: 'College Experience/Degree' and 'Student Teaching Information'. In the 'College Experience/Degree' section, there is a green '+ button' on the left. A red arrow points from a red-bordered box containing the text 'click here to add' to this button. Below the button, there is a dropdown menu showing 'College Exp/Degree' and 'Bachelor of Science'. The 'Student Teaching Information' section also has a green '+ button' and a dropdown menu showing 'Student Teaching Information' and 'Student Teaching 1'. An 'Add College Experience/Degree' modal window is open in the foreground. It has a title bar with 'Cancel', 'Add College Experience/Degree', and 'Done' buttons. The modal contains several fields: '*Date Awarded' (with a calendar icon and the value '11/2/15/2020'), '*College Exp/Degree' (with a magnifying glass icon), 'Major' (with a magnifying glass icon), 'Country' (with a magnifying glass icon), 'State' (with a magnifying glass icon), 'School' (with a magnifying glass icon), 'School Description', 'Major Description', 'Minor' (with a magnifying glass icon), and 'Minor Description'. At the bottom of the modal, there are two country selection options: 'Germany' (with a German flag icon) and 'Australia' (with an Australian flag icon).

1 Start Complete	<p>Step 5 of 11: Qualifications</p> <p>College Experience/Degree</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">+</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">College Exp/Degree</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Bachelor of Science ></div> <p>Student Teaching Information</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">+</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Student Teaching Information</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Student Teaching 1 ></div>
2 Resume Complete	
3 Preferences Complete	
4 Questionnaire Complete	
5 Qualifications Complete	
6 Education and Work Experience	

Go to next page after you have entered your College Experience/Degree and Student Teaching information. If not applicable, skip and go to next step. Fields with a * are required.

Step 6: Education and Work Experience

6 **Education and Work Experience**
In Progress

Education and Work Experience

In this section, you'll be able to indicate your highest level of education by clicking on the highest level of education drop down menu. Select your degree and proceed to work experience. In this section you can add your work experience. Try to be as detailed and accurate when completing the work experience section. You must complete all sections that have asterisks next to them.

In the College Experience section you will notice a magnifying glass on the right side of the completion boxes. Please use the magnifying glass to open the drop down menus and go in order of top down. If you have multiple college experience degrees, please make sure to click on “+” button. Once you have completed this section; all education and work experience, Click on Next.

<p>1 Start Complete</p>	<p>Step 6 of 11: Education and Work Experience</p>
<p>2 Resume Complete</p>	<p>Education History</p>
<p>3 Preferences Complete</p>	<p>Highest Education Level <input type="text" value="Not Indicated"/></p>
<p>4 Questionnaire Complete</p>	<p>Work Experience</p>
<p>5 Qualifications Complete</p>	<p>You have not added any work experience.</p>
<p>6 Education and Work Experience In Progress</p>	<p><input type="button" value="Add Work Experience"/></p>

Step 7: Accomplishments

7 Accomplishments
In Progress

Accomplishments

In this section, you will be able to add licenses/certifications, endorsements, and language skills by clicking on the add buttons. Once again anything that is noted with an Asterisk, you must enter in information. If there is a magnifying glass, please use it to locate the information that you need. If you have more than one license or certification, click on the “+” button, and repeat the process.

NOTE: Only include active Licenses and Endorsements. Do not list expired licenses/endorsements.

Cancel **Add Licenses and Certifications** **Done**

*Issue Date 12/15/2020

*License

Country

State

Expiration Date

License/Certification Number

Issued By

Licenses and Certifications Section

Cancel **Add Endorsements** **Done**

*Effective Date 12/15/2020

*Endorsement Subject

Endorsement

Endorsements Section

Cancel **Add Language Skills** **Done**

*Evaluation Date 12/15/2020

*Language

Rating Model Language Ratings

Reading Proficiency

Speaking Proficiency

Writing Proficiency

Native Language

Able To Translate

Able To Teach

Step 8: Referrals



Referrals

In this section, you will be able to identify how you learned about the job(s) you are applying for. Please be as specific as possible. Use the drop down menu to select referral type, then click on “Next”.

Step 8 of 11: Referrals

Referrals

*How did you learn of the job?

Specific Referral Source

Step 9: References



References

There are two types of references to choose from: Personal and Professional, PPS requires a minimum of three (3) professional or personal references. Select Reference Type: Professional or Personal. Provide information about your references. To enter additional references, click the “+” button and repeat the process.

Cancel
Add Reference
Done

Reference Information

*Reference Type Professional ▼

*Reference Name

*Title

Employer

Phone

*Email Address

Address

Country United States ▼

Address 1

Address 2

Address 3

City

Step 10: Attachments



Attachments

In this section, you will be able to include additional documentation. Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations. Click on Add Attachment, Select your attachment type from the drop down menu, Clickname attached, click continue, attached document from your computer and click done

. If you have additional attachments, repeat the process.

- NOTE: All Veterans Preferance documentation needs to be loaded here.
- You can only attach files with named extensions .doc, .docx, .rtf, .odt, .pdf, .txt

Step 10 of 11: Attachments

Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations.

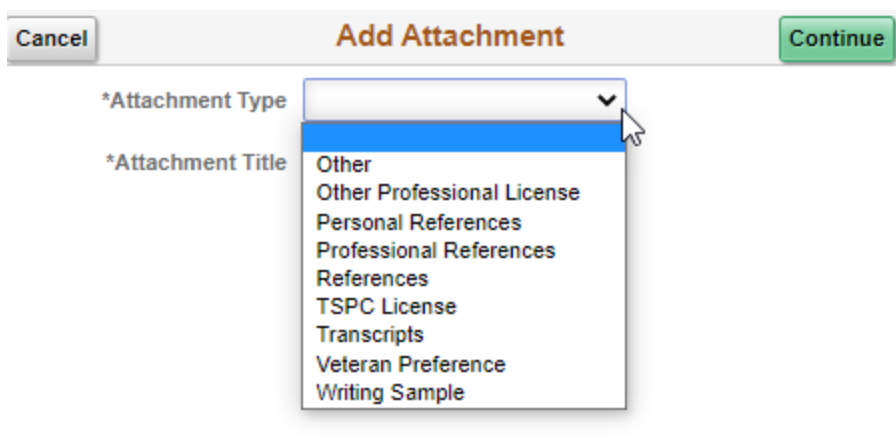
When you are applying to a position that requires transcripts, you must attach unofficial transcripts prior to PPS extending a job offer.

If at this time, you do not have your unofficial transcripts, they can be added at a later date by logging into your account and choosing My Job Activities.

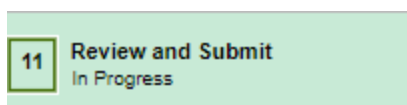
Attachments

You have not added any attachments.

Add Attachment



Step 11: Review and Submit



Review/Submit

The last step in the process is to Review and Submit. In this section, you have the opportunity to review your application and make any last minute changes. If you wish to edit any information, click on the modify link. The specified section will open, make your edits, save your edits, click “Ok”. You have the ability to go to the top menu bar and click on the “Review and Submit” section. Do your final review and click on “Submit” button.

- NOTE: once you click Submit Application, you will no longer be able to make edits.
- NOTE: Application confirmation will appear after your submission.

1 Start Complete	Review your application and make any changes before submitting. Step 11 of 11: Review and Submit <div style="border: 1px solid #ccc; padding: 5px;"> <p>▼ My Contact Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Email smorrelli@pps.net</td> <td style="width: 50%;">Address 2610 NE Brazee St., Portland, OR 97212</td> </tr> <tr> <td>Phone 503/709-5162</td> <td>Contact Method Email</td> </tr> </table> <p style="text-align: right;">Modify</p> </div> <p>▶ Online Screening Notice</p> <p>▶ Resume Attachment</p> <p>▶ Cover Letter Attachment</p> <p>▶ Attachments</p> <p>▶ Preferences</p> <p>▶ Education History</p> <p>▶ Work Experience</p> <p>▶ College Experience/Degree</p> <p>▶ Student Teaching Information</p> <p>▶ Language Skills</p> <p>▶ Licenses and Certifications</p> <p>▶ Endorsements</p> <p>▶ References</p> <p>▶ Referrals</p>	Email smorrelli@pps.net	Address 2610 NE Brazee St., Portland, OR 97212	Phone 503/709-5162	Contact Method Email
Email smorrelli@pps.net		Address 2610 NE Brazee St., Portland, OR 97212			
Phone 503/709-5162		Contact Method Email			
2 Resume Complete					
3 Preferences Complete					
4 Questionnaire Complete					
5 Qualifications Complete					
6 Education and Work Experience Complete					
7 Accomplishments Complete					
8 Referrals Complete					
9 References Complete					
10 Attachments Complete					
11 Review and Submit In Progress					

Thank you for taking the time to learn about our online application process. We hope you found this reference guide helpful. You are now ready to apply for a job at Portland Public Schools District. We are excited to review your application submission, Good Luck!