Application Reference Guide

External (Non-Employee) Applicants

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

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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 going to *http://www.pps.net/*, click on Jobs.
- In order to complete an online application, you will need the following information:
  - Personal information including address and contact phone numbers.
  - Education history including attendance dates, school locations and G.P.A. information.
  - Employment history including work dates, duties, addresses, contact names and phone numbers.
  - Professional references including contact information.
  - Licensure and certification details (if applicable)
  - Working 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. If you do not currently have an e-mail address, please create one before applying. There are several free e-mail providers such as Yahoo, Hotmail, and Gmail.
- As you begin the application process, you may find it useful to keep these instructions handy.

Helpful Tips:

1. First-time applicants will need to register with a user name and password.
2. Once you have registered a username/password; if you forget either your username or password, click on Forgot username/password. Your username/password will then be e-mailed to the e-mail address you registered with.
3. Do <u>NOT</u> 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.
4. 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.
5. Be sure your application is complete prior to submitting it to a job posting. Submitted applications cannot be edited.
6. To view a listing of Frequently Asked Questions, visit the Human Resources Employment Opportunities page and click on the 'Online Application FAQ' button.
7. 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.
8. 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 different Job Funtion. To view all job listings, leave all categories blank and click on the "Search" button.

9. If you see a job opening you wish to apply for, select the posting title and click on "Apply".
10. You may create a draft application via the "apply without selecting a job" link, even if you do not find a specific position for which you want to apply. Once your draft is established, you can return later and apply for positions.
11. All jobs will contain a set of required questions. Please answer all questions truthfully and accurately.   These questions are related to job function and your answers will not transfer over to additional jobs you apply 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

The following table lists the features available through Candidate Gateway.
EXTERNAL APPLICANT
• **Search for job openings.**
• **Save search criteria and job agents.**
• **Save job openings.**
• **Apply for job openings.**
• **Submit applications.**
• **View notifications.**
• **View latest job postings.**

On your Careers Home Page you will see the following menu bar across the top of the page.

My Job Activities   PPS Job Search | My Notifications | **My Job Activities** | My Favorite Jobs | My Saved Searches | My Contact Information   Signed In as Current

My Notifications: Communications from Human Resources regarding requests for additional information, interview notifications, and job offers are located here.

My Job Activities: Your applications, resumes, cover letters and other attachments are house here. If you choose to withdraw your application from a job posting, you would do so from this screen.

My Favorite Jobs: On the PPS Job Search page 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.

My Saved Searches: On the PPS Job Search 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.

My Account Information: You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

How to Apply

Start by going to, http://www.pps.net/. Click on "Jobs".
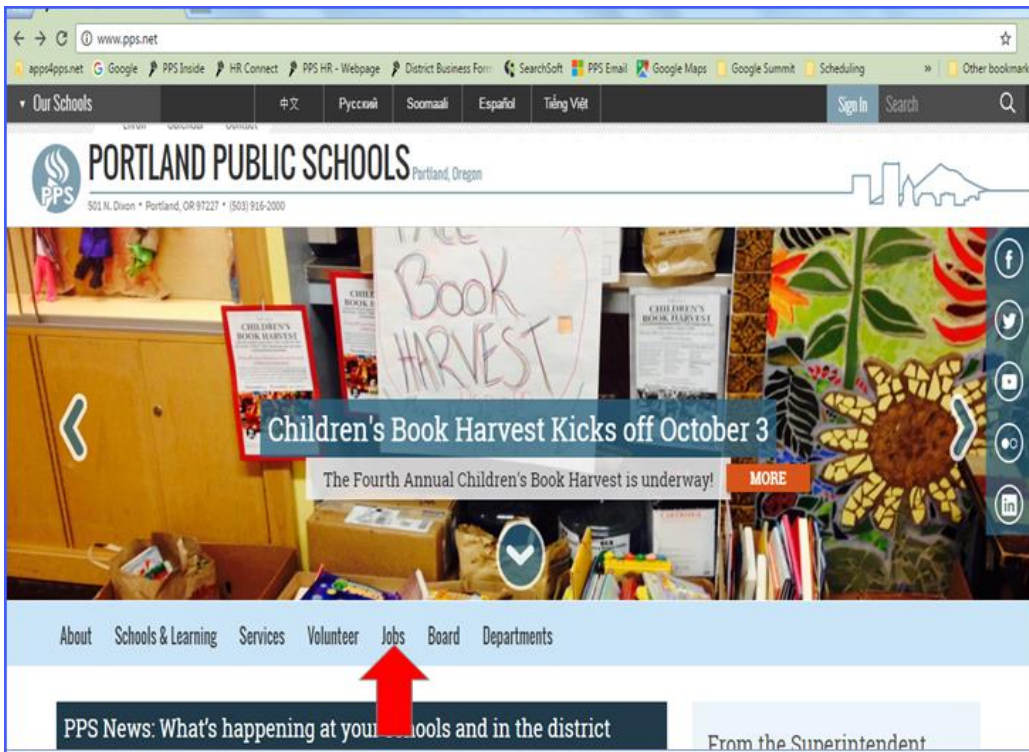
Click on "Prospective PPS Employee"
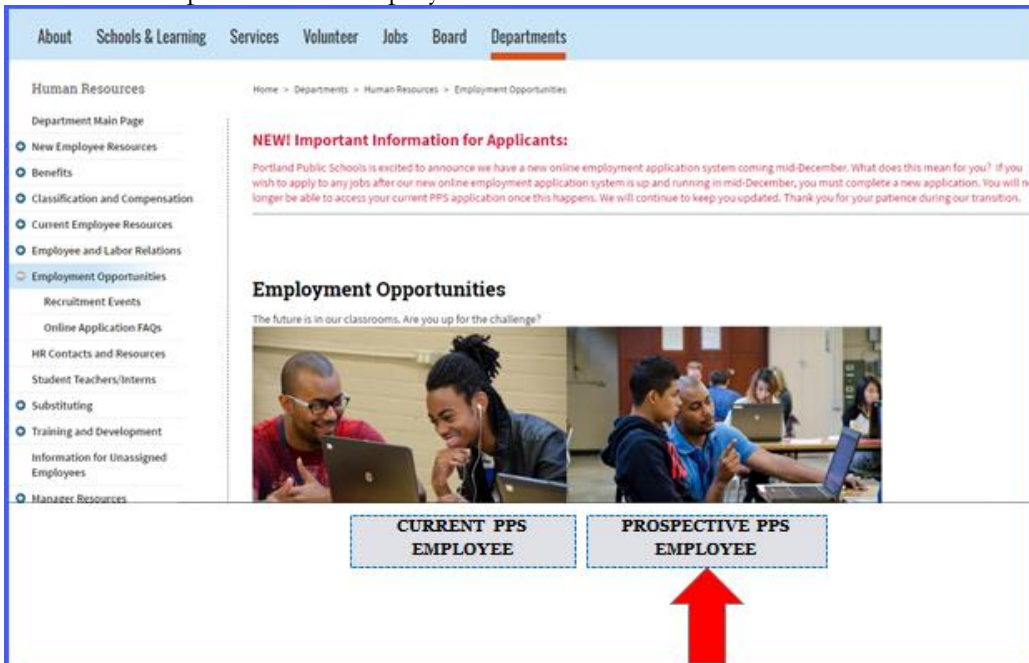
This brings you to the Candidate Gateway landing page which provides general information and hiring notification updates. Click on "Search Jobs Now" to enter Candidate Gateway.

First-time applicants can create a profile and register a user name and password by clicking on "New User/apply without selecting a job" or by clicking on "Apply for selected job" from any posting you wish to submit an application for.

Register

If you are new, you must first register in order to continue.

Account Information

*User Name	PEmployee
*Password	********************
*Confirm Password	********************
*First Name	Prospective
*Last Name	Employee

Complete all items notated with an *Asterisk, they are required fields.

Contact Information

*Primary Email Type	Home
*Email Address	test@gmail.com
Primary Phone Type	Home
*Phone	222/222-2222	Ext
Preferred Contact Method	Email

Address Information

*Country	United States
*Address 1	123 Test Lane
Address 2	
Address 3	
*City	Portland	*State Oregon
*Postal	97227	County

Don't forget to mark the Terms and Agreements checkbox.

Terms and Agreements

In order to create an account with us and submit applications for positions with Portland Public Schools you must read the following Terms and Agreements and select the "I agree to the Terms and Agreements" checkbox before registering.

In the event that you do not accept our Terms and Agreements you will not be able to submit applications for positions with Portland Public Schools.

You agree to the storage of all personal information, applications, attachments and draft applications within our system. Your personal and application data and any attached text or documentation are retained by our company for a time period in accordance with all relevant data legislation.

You agree that all personal information, applications, attachments and draft applications created by you may be used by us. Specifically agreed that we will make use of all personal information, applications, attachments and draft applications, make this information available to any third party unconnected with the our recruitment processes unless required.

☑ I agree to the Terms and Agreements

Final Step: Click on "Register" button

[Register]

Returning applicants click on "Sign In". Login by entering your User Name and Password. Click Login.

Once you have logged in, you will be able to manage different facets of applying for a job.

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, simple click on the job and you will begin the application process.
2. **"Apply Without Selecting a Job" –** applying without selecting a job will allow you to complete most of the sections within the application. The completed sections will be saved for future use.
3. **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 Selected Jobs] at the bottom 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.

Job Search

## My Application – Steps to Completion

Start

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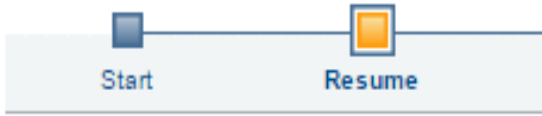
Resume

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

1. Attach a resume from your computer.
2. Copy and paste a resume – you will want to review the resume once it has been pasted as some of the formatting my not be correct.
3. Use a previous resume – if you have previously applied for a job with PPS through TAM, your resume information will be saved. Please make sure to review your saved resume to ensure it is up-to-date.
4. Cover Letter – you'll have the option to attach a cover letter from your computer.
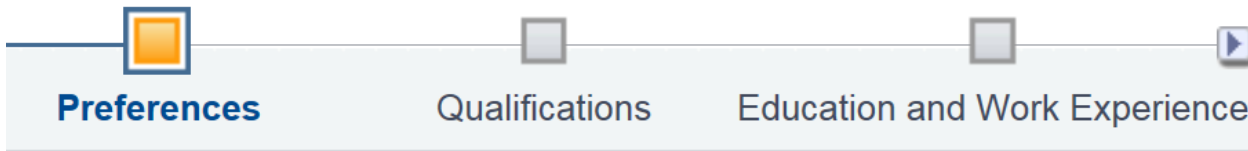
Preferences

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.

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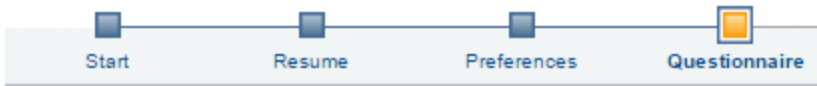
Questionnaire (This section only becomes visible if you are applying to a specific job)

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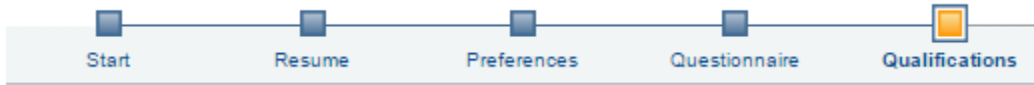
Qualifications (This section only becomes visible if you are applying to a specific job)

In this section, you will have the opportunity to enter degree and student teaching information. Please click on the magnifying glass to select appropriate information, and work in the top down order.

Resume   Preferences   Questionnaire   Qualifications   **Education and Work Experience**

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 "Save and add another". Once you have completed this section; all education and work experience, Click on Next.

Education and Work Experience - Step 6 of 12

Applying for: Tchr-K8 Gr 5-8 Span/Span I 6-8

Education History

Highest Education Level | A-Not Indicated ▼

Work Experience

You have not added any work experience to your application. Please enter experience records beginning with most recent.

Add Work Experience

College Experience/Degree

You have not added any college experience/degree to your application.

Add College Experience/Degree

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 "Save and Add Another" button, and repeat the process.

Licenses and Certifications Section

Endorsements Section

Language Skills Section

*Issue Date 01/22/2016
*License
Country
State
☐ Renewal Required
☐ Renewal in Progress
☐ License Verified
Expiration Date
License/Certification Number
Issued By

*Effective Date 01/22/2016
*Endorsement Sub
Endorsement

*Evaluation Date 01/22/2016
*Language
Reading Proficiency
Speaking Proficiency
Writing Proficiency
☐ Native Language
☐ Able To Translate
☐ Able To Teach

Referrals

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

References & Education Providers (HB2062)

There are three types of references to choose from: Personal, Professional, and Education Provider. 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 "Save and Add Another" button and repeat the process.

Education Provider References (HB2062) are only required for applicants that have previously worked for an education provider. If you have not had any prior employment in a K-12 schools or school districts, you may select "Next" to continue with the application. To add an education provider, select Reference Type: Education Provider. If you have held different positions within one Education Provider Organization, please list your last position held and the overall encompassing dates of employment with that employer. Please provide this information for employment with your last (3) educational providers. To enter additional providers, click the "Save and Add Another" button and repeat the process.

Example: If you worked for PPS from 8/16/2013 – 8/16/2016 and held the following positions:

- Education Assistant – 8/16/13 – 8/16/14
- Math Teacher – 8/16/14 – 8/16/15
- Assistant Principal – 8/16/15 – 8/16/16

You would complete the section as noted in the below picture.

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, Click Upload Attachment, Click Save. If you have additional attachments, repeat the process.

➢ NOTE: All Veterans Preferenace documentation needs to be loaded here.

Attachments - Step 10 of 12

Applying for: Tchr-K8 Gr 5-8 Span/Span I 6-8

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

Attachments

You have not added any attachments to your application.

[Add Attachment]

Add Attachment

*Attachment Type [Unofficial Transcripts ▼]

- Personal References
- Professional References
- References
- Unofficial Transcripts
- Veteran Preference
- Writing Sample

* Required Information

[Save] [Cancel]

File Attachment

1) Click Choose File
2) Select File
3) Click Upload

[Choose File] No file chosen

[Upload] [Cancel]

4) Click Upload

Add Attachment

*Attachment Type [Unofficial Transcripts ▼]

Transcript_TAM.docx

[Use Different Attachment]

* Required Information

[Save] [Cancel]

Self-Identify

In this section, you will indicate if your:

➢ Veterans preference designation

➢ Gender and Ethnicity/Race
  o This is voluntary information. At the bottom of the page you have an option to decline to provide your Diversity details.


Please Note: Gender / Ethnicity /Race section is voluntary information. You may choose to decline by marking the box at the bottom of the screen.

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 pencil icon. 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 Application".

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

Application Confirmation

✔ **Your job application has been successfully submitted.**
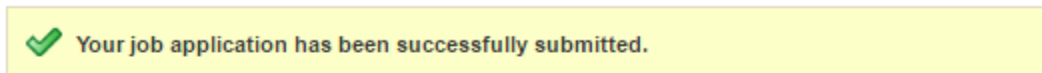
You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Location	Job Posting Date	Application Date
Teacher-K8 Gr 4	15764	Beach PK-8	10/04/2016	10/06/2016

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

Return to Job Search   View Submitted Application

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!