



Next Steps for Unassigned PPS Employees

Agenda



- Assignment process overview
- Bumping process
- Open Positions
- Notification timeline
- Questions



Assignment Process

Unassignment is based on the budget, program needs and building seniority

1. Unassigned unit members have a right to a comparable position in PPS.
2. HR will begin the Assignment Process for the 19-20 school year soon.
3. Preferences are considered when possible *please fill out preference form*



Offer of Assignment

HR may offer an assignment that is less than your owed FTE.

1. If there is a difference of 2 ½ hours per week or more, the offer may be declined
2. If the position is considered comparable and there is a difference of less than 2 ½ hours per week, declining this assignment is considered a resignation



Bumping Process

A more senior, unassigned employee has the right to a comparable position held by a less senior employee.

If there are no vacant positions, HR will begin the bumping process.

Bumping & Assignment decisions are based on:

1. Classification (employee roles/Defined Jobs)
2. Seniority
3. Owed FTE (hours per week)
4. Preferences when possible (preference form)

Notification Timeline



Notification of placement is scheduled to occur in waves by classification Mid May – Late June

Notifications may also occur at other times throughout the Summer.

1. As new positions become available
2. Resignations/retirements

Contacted in order of Classification, FTE & Seniority

Open Positions



After the Assignment & Bumping process has concluded for a classification group, remaining vacancies of 15 hours/wk. (.375 FTE) and above will be posted

To apply for jobs visit [Jobs.pps.net](https://jobs.pps.net) (not www.)

- Create/update your online application (new system)
- View Job Listings & Apply
 - Computer Kiosks are available in HR (if needed)
 - Contact HR for application questions

Prepare to interview

Open Positions



- Log into employee self service
- Use PPS username & password
- Apply to posted positions
- Specific positions vs Applicant Pools

Services Volunteer **Jobs** Board Departments

Home > Departments > Human Resources > Employment Opportunities

The future is in our classrooms. Are you up t

SCHEDULED SYSTEM MAINTENANCE

Saturday, April 15, 2017 beginning at 8am with anticipated completion by Sunday, April 16, 2017 at 12pm (noon).
During this timeframe, the online application system will not be accessible. If you are in the system at the time of i
avoid updating your application during this timeframe.
While not anticipated, it is possible that additional time may be required to complete maintenance. Thank you for

Internal Transfer Page
Current PPS Professional Educator Only
[View Jobs & Apply](#)

[Internal Transfer Webpage Information/timelines](#)

Internal Transfer Process
The internal transfer process is for certified employees that are in their final year of probation

Current PPS Employees
[View Jobs & Apply](#)

[Application guide for Current PPS Employees \(pdf\)](#)
[Video](#)

PPS District Interview & Resume Workshop

Open Positions (cont.)



Log Into Employee Self Service Using District Login & Password

A screenshot of the Oracle PeopleSoft login interface. At the top, it says 'ORACLE' in red and 'PEOPLESOFT' in black. Below that, there are three input fields: 'User ID' with 'PPS LOGIN' entered, 'Password' with '*****' entered, and 'Select a Language' with 'English' selected in a dropdown menu. A green 'Sign In' button is at the bottom.

- Apply to posted positions
- Specific positions vs Applicant Pools

A screenshot of the Oracle PeopleSoft job search results page. The breadcrumb trail at the top reads: 'Favorites > Main Menu > Self Service > Recruiting > Prof Educator Transfer Site'. The page title is 'PPS Job Search'. There are navigation links for 'PPS Job Search', 'My Notifications', 'My Job Activities', 'My Favorite Jobs', 'My Saved Searches', and 'My Contact Information'. A search bar contains 'All Search' and 'Advanced Search'. Below the search bar, there are filters for 'Recruiting Location' (Aleta K-8 (1)), 'Department' (Special Education Svcs-Mg..(1)), 'Job Function' (Licensed Professional Edu..(1)), and 'Job Posted In' (2017 (1)). A 'Keywords' search bar is also present. The search results show '1 matches found' and a single result: 'Test - Prod Educator Transfer - 15851' with details 'Department: Special Education Svcs-Mgmt | Location: Aleta K-8 | Posted Date: 04/07/2017'. There are buttons for 'Search', 'Reset Search', 'Save Search', 'More Options', 'Apply for Selected Jobs', 'Refer a Friend', and 'Apply Without Selecting a Job'. The footer repeats the navigation links.

Open Positions (cont.)



1. Will need to input your information

Previous Application Information will not carry over from old system
Once entered into new system, Information will be retained

2. Apply to all jobs of interest at once

Will need to answer one set of questions (including writing prompts)
Apply to jobs one by one, must answer questions set each time
**If applied for multiple jobs & withdraw, will withdraw from all jobs

3. Save open ended Q's in a separate document (*Word, etc.*)

Application questions (& writing prompts) do not carry over
Copy & paste prompt from document into system

4. Ensure Application is complete & submitted for each job applied

Incomplete and Draft applications cannot be viewed
Once submitted - applications cannot be edited



Questions?