



# Application Reference Guide

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## *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](http://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](http://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 news 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.

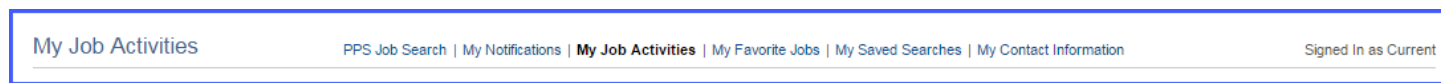
## Employment Online Application Process



The following table lists the features available through Candidate Gateway.  
**INTERNAL 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.
- Refer a friend.
- Review interview schedules.

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



**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 housed here. If you choose to withdraw your application from a job posting, you would do so from this screen.

My Job Activities

PPS Job Search | My Notifications | **My Job Activities** | My Favorite Jobs | My Saved Searches | My Contact Information

Signed In as Current

Display applications from: All Applications

| Job Title                           | Job ID | Location       | Status    | Date Created       | Date Submitted     | Withdraw Application |
|-------------------------------------|--------|----------------|-----------|--------------------|--------------------|----------------------|
| Substitute Teacher-Classroom        | 15776  |                | Submitted | 11/03/2016 2:28PM  | 11/03/2016 2:28PM  | Withdraw             |
| Teacher - Intensive Skills - Gr 6-8 | 15782  | Holiday Center | Submitted | 11/03/2016 3:15PM  | 11/03/2016 3:15PM  | Withdraw             |
| Teacher-K8 Gr 4                     | 15764  | Beach PK-5     | Submitted | 11/08/2016 9:53AM  | 11/08/2016 9:53AM  | Withdraw             |
| Media Specialist-K8                 | 15724  | Arieta K-8     | Submitted | 11/08/2016 12:03PM | 11/08/2016 12:03PM | Withdraw             |
| Athletics Secretary                 | 15796  | Benson HS      | Submitted | 11/17/2016 10:33AM | 11/17/2016 10:33AM | Withdraw             |
| Athletics Secretary                 | 15796  | Benson HS      | Submitted | 11/17/2016 10:21AM | 11/17/2016 10:21AM | Withdraw             |

**Resumes**

| Resume              | Attached File    | Date Created       |
|---------------------|------------------|--------------------|
| Employee_Sub_Resume | Resume_TAM.docx  | 11/03/2016 12:38PM |
| Employee_Resume.pdf | So_So_Resume.pdf | 11/08/2016 9:19AM  |
| employee_Resume.pdf | So_So_Resume.pdf | 11/08/2016 11:31AM |

**My Cover Letters and Attachments**

| Attachment      | Job ID | Attachment Title    | Attachment Type | Uploaded           |
|-----------------|--------|---------------------|-----------------|--------------------|
| Cvrltr_TAM.docx | 15776  | Employee_Sub_Cvrltr | Cover Letters   | 11/03/2016 12:38PM |

**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.

41 matches found

Sort By: Posted Date

First: 1-25 of 41 Last

| Job Title                           | Job ID | Location | Status | Date Created | Date Submitted | Withdraw Application |
|-------------------------------------|--------|----------|--------|--------------|----------------|----------------------|
| Dr. Dreessen-Schools - 15768        |        |          |        |              |                |                      |
| Teacher-K8 Gr 4 - 15764             |        |          |        |              |                |                      |
| Teacher-SPED Gr 6-8 CB-Team - 15763 |        |          |        |              |                |                      |
| Media Specialist-K8 - 15724         |        |          |        |              |                |                      |
| Bus Driver - 15754                  |        |          |        |              |                |                      |
| Media Specialist-ES - 15725         |        |          |        |              |                |                      |
| Media Specialist-K8 - 15724         |        |          |        |              |                |                      |
| Media Specialist-K8 - 15738         |        |          |        |              |                |                      |

My Favorite Jobs

PPS Job Search | My Notifications | My Job Activities | **My Favorite Jobs** | My Saved Searches | My Contact Information

Signed In as Current

Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.

**Favorite Jobs**

| Job Title  | Job ID | Location         | Status | Job Family | Posted Date | Saved Date |
|--|--------|------------------|--------|------------|-------------|------------|
| <input type="checkbox"/> Teacher-SPED Gr 6-8 CB-Team | 15763  | Ockley Green 4-8 | Open   | PAT        | 10/04/2016  | 11/03/2016 |
| <input type="checkbox"/> Media Specialist-K8         | 15724  | Arieta K-8       | Open   | PAT        | 09/29/2016  | 11/08/2016 |

Apply for Selected Jobs Remove Selected Jobs Refer a Friend

Return to Previous Page

PPS Job Search | My Notifications | My Job Activities | **My Favorite Jobs** | My Saved Searches | My Contact Information

**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 Saved Searches

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | **My Saved Searches** | My Contact Information

Signed In as Current

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

**Saved Searches**

| Search Name     | Created On | Notifications Email | Notification Expires On | Edit | Delete | Search |
|-----------------|------------|---------------------|-------------------------|------|--------|--------|
| HUMAN RESOURCES | 11/08/2016 | test@gmail.com      | No Expiry               |      |        | Search |

Return to Previous Page

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | **My Saved Searches** | My Contact Information



**My Contact Information:** You can update your name, address, phone number and email here by clicking on the Employee Self Service link in the highlighted section. Changes made to your contact details will be updated on all of the jobs you have applied to.

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

To update your contact information please go to **Employee Self Service**. Click on **Personal Information**, then **Personal Details** to make your changes.

**Preferred Contact Method**

Preferred Contact Method

**Name**

Name Prefix

First Name Current    Middle Name

Last Name Employee    Name Suffix

**Address**

Country United States

Address 1 1234 Portland Ave

Address 2

Address 3

City Portland    State Oregon

Postal 97209    County

**Email Address**

| Email Address          | Primary                             | Email Type |
|------------------------|-------------------------------------|------------|
| test@gmail.com         | <input checked="" type="checkbox"/> | Business   |
| cemployeepps@gmail.com | <input type="checkbox"/>            | Home       |

**How to Apply:** Start by going to, <http://www.pps.net/>; Click on Jobs

Our Schools    Español    Tiếng Việt    中文    Русский    Soomaali    My Account    Search

**PPS PORTLAND PUBLIC SCHOOLS** Portland, Oregon  
501 N. Dixon St • Portland, OR 97227 • (503) 916-2000

CALENDAR    ENROLL    CONTACT

About    Schools & Learning    Services    Volunteer    **Jobs**    Board    Policies    Departments    Staff

**Celebrating Black History Month**  
See the ways PPS is honoring the achievements and contributions of African Americans **MORE**

**Video** View All Video News  
Roosevelt's 5th Annual Hoodies Up Front

**District Calendar** View Full Calendar

|                               |  |
|-------------------------------|--|
| <b>25</b> February<br>Tuesday | 5:30 PM<br>PPS Migrant Parent Advisory Council   El Comité de Padres Asores del Programa Educativo Migrante<br>6:00 PM<br>District Board Meeting |
| <b>3</b> March<br>Tuesday     | 6:00 PM<br>District Board Meeting  |
| <b>12</b> March<br>Thursday   | 4:30 PM - 6:00 PM<br>School Improvement Bond Committee   |
| <b>17</b> March<br>Tuesday    | 6:00 PM<br>District Board Meeting  |
| <b>23</b> March<br>Monday     | Spring break, no school  |
| <b>24</b> March<br>Tuesday    | Spring break, no school  |

Click on “Current PPS Employee” button– (this is for all PPS Employees)

Please note: If you see the Internal Transfer Page button 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.)*

Our Schools | Español | Tiếng Việt | 中文 | Русский | Soomaali | My Account | Search

### Human Resources

Human Resources Main Page

- Employee Handbook
- New Employee Information
- Benefits
- Classification and Compensation
- Current Employee Resources
- Employee and Labor Relations
- Employment Opportunities
- Online Application FAQs & Resources
- Professional Educator - Internal Transfer Page
- Meet with PPS at the 2020 Oregon Professional Educator Fair (OPEF)
- School Principal Hiring Process
- Senior Leadership Opportunities
- HR Contacts and Resources
- Manager Resources
- School Community Feedback Survey
- Student Teachers/Interns
- Substituting
- Summer School

Home > Departments > Human Resources > Employment Opportunities

## The future is in our classrooms. Are you up for the challenge?

### Employment Opportunities

#### Internal Transfer Page

Current PPS Professional Educator Only

[View Jobs & Apply](#)

[Internal Transfer Webpage Information/timelines](#)

**Internal Transfer Eligibility:**

- Contract educators
- Third year probationary educators
- Unassigned educators (probationary 1 & 2)
- Temporary professional educators.

(\*\*Temporary educators can apply to their current

#### New Applicants

[View Jobs & Apply](#)

[Application Guide for External Applicants \(pdf\)](#)

[Employee Forms & Resources](#)

[PPS Application FAQs](#)

#### Current PPS Employees

[View Jobs & Apply](#)

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

**Energy, Inspiration, Dedication**

The necessary building blocks for a great education. You'll need all three to join our team. We are the largest school district in the Pacific Northwest, and our approximately 49,000 students come from every possible ethnic and economic background. That's why we need leaders

ps://careers.pps.net/psc/career/SELFSEV/HRMS/c/HRS\_HRAM\_FLHRS\_CG\_SEARCH\_FLGBL?FOCUS=Applicant&Sitel=1

Login using your PPS User ID and Password; Click “Sign In”

ORACLE  
PEOPLESOFT

User ID

Password

Select a Language  
English

[Sign In](#)

☐ Enable Accessibility Mode

**If, you receive an error message when this screen pops up, please ignore it, and Login using your PPS User ID and Password; Click “Sign In”**

You are now logged into the Candidate Portal Careers Home Page

PPS Job Search

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Signed In as Current

Filter by

Keywords  Search Tips

Search Reset Search Save Search More Options

Apply Without Selecting a Job ?

46 matches found

Sort By: Posted Date

First 1-25 of 46 Last

**Search Results**

| Recruiting Location       | Department                     | Job Function                   | Job Title   | Location                      | Job Function                   | Posted Date |
|---------------------------|--------------------------------|--------------------------------|---|-------------------------------|--------------------------------|-------------|
| BESC (15)                 | Human Resources (5)            | Licensed Professional Ed..(24) | Teacher-Math Lent - 15797                         | Lent K-8                      | Licensed Professional Educator | 11/17/2016  |
| Arleta K-8 (5)            | No Value (5)                   | Management (6)                 | Athletic Secretary - 15796                        | Benson HS                     | Classified                     | 11/16/2016  |
| Benson HS (3)             | Arleta (4)                     | Licensed Administrator (4)     | Media Specialist-K8 - 15791                       | Arleta K-8                    | Licensed Professional Educator | 11/15/2016  |
| Alameda K-5 (2)           | Special Education Svcs-Mg..(3) | Classified (3)                 | Teacher-HS ESL(Shari test do not use) - 15790     | Benson HS                     | Licensed Professional Educator | 11/15/2016  |
| Faubion PK-8 @ Tubman (2) | Alameda (2)                    | Substitute (3)                 | Teacher Hourly-HS Construction - 15786            | Grant HS                      | Licensed Professional Educator | 11/08/2016  |
| More...                   | More...                        | More...                        | Public Information Officer - 15785                | Comm Involmnt& Public Affairs | Management/Professional Staff  | 11/07/2016  |
|                           |                                |                                | Lincoln HS - HS Spanish Teacher - 1.0 FTE - 15781 | Lincoln HS                    | Licensed Professional Educator | 11/03/2016  |

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. **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

PPS Job Search

PPS Job Search | My Notifications | My Job Activities | My Favorite Jobs | My Saved Searches | My Contact Information

Signed In as Current

Filter by

Keywords  Search Tips

Search Reset Search Save Search More C

Apply Without Selecting a Job ?

43 matches found

Sort By: Posted Date

First 1-25 of 43 Last

**Search Results**

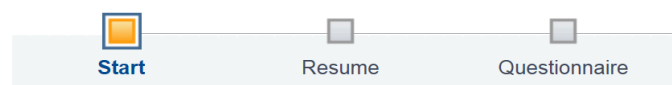
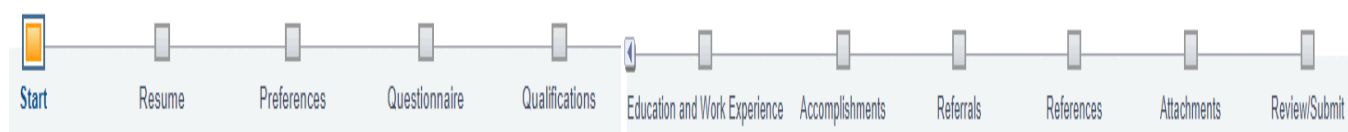
| Recruiting Location | Department          | Job Function                   | Job Title                                 | Location | Job Function                   | Posted Date |
|---------------------|---------------------|--------------------------------|---|----------|--------------------------------|-------------|
| BESC (19)           | Human Resources (9) | Licensed Professional Ed..(24) | Substitute Teacher Applicant Pool - 15777 | BESC     | Substitute                     | 10/31/2016  |
| Arleta K-8 (3)      | No Value (7)        | Management (6)                 | Substitute Teacher-Classroom - 15776      | BESC     | Substitute                     | 10/31/2016  |
| Alameda K-5 (2)     | Arleta (3)          | Licensed Administrator (4)     | Assistant Principal-K8 - 15766            | Faubion  | Licensed Professional Educator | 10/31/2016  |
| Kelly Center (2)    | Headstart (3)       | Classified (3)                 | EA-ES Gr PK - 15774                       | Multiple | Classified                     | 10/31/2016  |
| Rice Site (2)       | Alameda (2)         | Substitute (3)                 |   |          |                                |             |
| More...             | More...             | More...                        |   |          |                                |             |

**Filter by – select an option to narrow down available job Openings.**

**Keywords – 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**

**Favorite Jobs – clicking on a star will mark that job as a favorite. All favorite jobs are saved in the My Favorite Jobs menu option**

## My Application – Steps to Completion



### Start

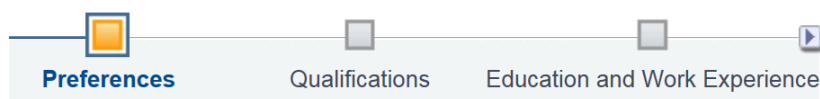
In this section you have an opportunity to review Application Terms & Agreements. Please make sure to read through all of the Application Terms & Agreements literature. You must click the checkbox indicating you've read the page in full before continuing with the application.



### 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 may 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 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.

#### **10. I would prefer a work location in or around**

|                      |  |
|----------------------|--|
| <input type="text"/> |  my first choice  |
| <input type="text"/> |  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.



**Look Up my first choice**

Recruiting Location

Description  begins with

Short Description  begins with

**Search Results**

View 100 First 1-134 of 134 Last

| Recruiting Location | Set ID                    | Description | Short Description |
|---------------------|---------------------------|-------------|-------------------|
| 1                   | PPS1J BESC                | BESC        | BESC              |
| 2                   | PPS1J Benson HS           | Benson HS   | Benson HS         |
| 3                   | PPS1J Jefferson HS Campus | Jeff Camp   | Jeff Camp         |

### **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.

\*Date Acquired  01/22/2016

\*College Experience

Major

Country

State

School

School Description

Major Description

Minor

Minor Description

Average Grade

GPA

☐ Graduated

Year Acquired

☐ Terminal Degree for Discipline

Educator

\* Required Information

**Qualifications - Step 5 of 11**  
Applying for: Teacher - Intensive Skills - Gr 6-8

**Student Teaching Information**  
You have not added any student teaching information to your application.

[Add Student Teaching Information](#)

**Add Student Teaching Information**

\*Date Acquired 11/03/2016 [P]

\*Student Teaching Information [M]

\*Country [M]

State [M]

\*College [M]

From Date [P]

To Date [P]

☐ Was this a Title I School?

☐ Immersion School?

District, School Name, Address [M]

Subject & Grade Level [M]

Supv/Cooperating Tchr Name [M]

Notes [M]

\* Required Information

[Save](#) [Save and Add Another](#) [Cancel](#)

**Step 1:** Click on Add Student Teaching Information

**Step 2:** Complete all requested information in top down order by using magnifying glass when available.

**Step 3:** If you had more than one student teacher experience, click "Save & Add Another" button. Otherwise, click on Save.

**Step 4:** Click on Next

[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

### Work Experience

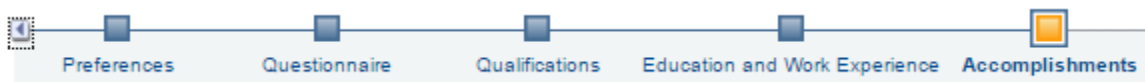
You have not added any work experience to your application. Please enter experience records beginning with most recent.

[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**

\*Issue Date: 01/22/2016 [v]  
 \*License: [ ] [v]  
 Country: [ ] [v]  
 State: [ ] [v]  
☐ Renewal Required  
☐ Renewal In Progress  
☐ License Verified  
 Expiration Date: [ ] [v]  
 License/Certification Number: [ ] [v]  
 Issued By: [ ] [v]

\*Effective Date: 01/22/2016 [v]  
 \*Endorsement Sub: [ ] [v]  
 Endorsement: [ ] [v]

\*Evaluation Date: 01/22/2016 [v]  
 \*Language: [ ] [v]  
 Reading Proficiency: [ ] [v]  
 Speaking Proficiency: [ ] [v]  
 Writing Proficiency: [ ] [v]  
☐ Native Language  
☐ Able To Translate  
☐ Able To Teach

**Endorsements Section**  
**Language Skills Section**

Questionnaire  
 Qualifications  
 Education and Work Experience  
 Accomplishments  
**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”.

Qualifications  
 Education and Work Experience  
 Accomplishments  
 Referrals  
**References**  
 Attachments

### 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 “Save and Add Another” button and repeat the process.



\*Reference Type

\*Reference Name

\*Title

Employer

\*Phone

Email Address

Country

Address 1

Address 2

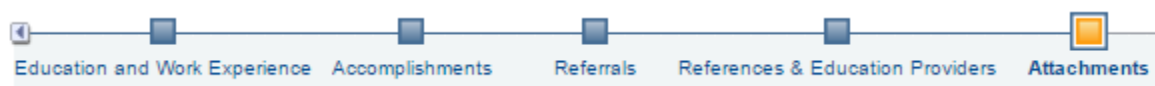
Address 3

City

State

Postal

County



## 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 11

Applying for: Communications Department - Communications Staff Writer - 1.0 FTE

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 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

No file chosen

Choose File

Upload

Cancel

4) Click Upload

Add Attachment

\*Attachment Type

Unofficial Transcripts

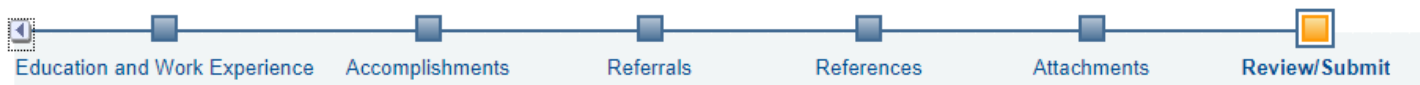
Transcript\_TAM.docx

Use Different Attachment

\* Required Information

Save

Cancel

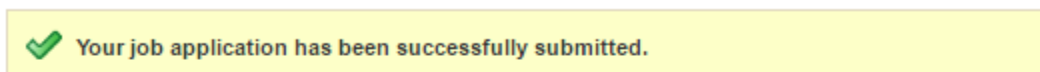


## Review/Submit

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



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!