

To: All Current Culver School District Employees

Date: July 30, 2014

RE: Applying for Posted Vacancies/Positions – UPDATED PROCESS!

Hello!

If you are interested in applying for an open position that has been posted, and you are currently employed by Culver School District, all you need to do (in most cases) is submit a Letter of Interest. This process has changed for certain positions since we went live with the Talent Ed (formerly EdZapp) employment application website last year...

If the Vacancy Posting asks that applications be submitted ELECTRONICALLY: your Letter of Interest and any other documents you may want to include must now be uploaded through TalentEd instead of sent to the District Office. This process is very simple and does not take long. I have provided step by step instructions for viewing posted vacancies/positions and applying as an Internal Applicant with this letter. *It is important you follow them closely, or you will be taken through the entire application process which is time consuming and unnecessary.*

If you want to submit any updated/additional materials you feel might be helpful in determining your qualifications, there is ample room to do so in the Attachments section at the end of the online Internal Application.

If the Vacancy Posting asks that paper applications be submitted to Human Resources in the District Office: do not try to submit your Letter of Interest electronically. You can still view the Vacancy Posting on the District Website, but the position will not be available within Talent Ed. You can email, inter-department mail or physically deliver your Letter of Interest and any additional documents to Jodi Henry at jhenry@culver.k12.or.us , or the District Office.

If you are submitting new Letters of Recommendation specific to the position you are applying for, *please make sure they are NOT from Culver Administrators, Culver SD Peers or anyone possibly involved in the screening or interview process.*

If you would like to fill out the entire application to give screeners/interviewers the most information about yourself possible, so that you can represent yourself equally in the same areas as the external applicants, please feel free to do so. Instead of clicking 'Internal' in the beginning, create a regular new applicant profile and proceed from there.

Please feel free to call or email me with any questions @ 546-7506 or Ext 8106.

Thank you,
Jodi Henry

Internal Applications for Current Employees within Culver School District

Instructions for Submitting your Letter of Interest/Application Materials

- 1) Go to Culver School District Website: www.culver.k12.or.us
- 2) In the top right corner of the home page, click 'Employment'.
- 3) Scroll down to the boxes listing the current Vacancies. Click on the position you would like to apply for.
- 4) In the short description you can click the 'Talent Ed' link, or read the detailed posting (*recommended*) and click the link in that PDF.
- 5) ***IMPORTANT*** On the Welcome page for applicants, you must go to the top, right corner and click the 'Internal' link.
- 6) If you already have an account, log in on the top, left of the page.
 - a) Once logged in proceed to step #11-a.
- 7) If you do not have an account yet, click the 'Yes, I am an employee.' button.
- 8) Type "yes" in the box.
 - a) Click the 'Continue' button.
- 9) Now you will create your User Profile:
 - a) Fill out the required fields- these are marked with red asterisks (*).
 - b) **DO enter your email address so that you can receive confirmations of submitted applications, as well as reminders if you forget your password, etc. This is how we will be communicating with you regarding your application.**
 - c) Click the 'Save' button.
 - i) Once you click Save, you will be kicked back out to the Welcome page you started on. Your profile has now been created.
 - (1) If you are still logged in (the top left of the screen will say "Welcome 'your name'") proceed to step #12.
 - (2) If you were kicked out, the system wants you to log back in, continue to step #10.
- 10) **Go back to the top, right corner and click the 'Internal' link.**
- 11) At the top left of the Welcome page, enter the User Name and Password you just created into the appropriate fields and click the 'Sign In' button.
 - a) This will take you to the Internal Postings; you should see Welcome and your name in the top, left corner.
- 12) Scroll down to 'Job Listings'.
- 13) Click the 'Apply' button for the position you want to apply for.

- 14) You will be taken to the Job Posting/Description.
 - a) Read it to see exactly what an applicant must have to qualify for the position.
 - i) You can ignore the items required for application **unless any of them are not currently on file with the District Office**. If you need to submit additional/new items, you will be able to upload them in the Attachments section; otherwise, *all you're required to upload is a Letter of Interest*.
- 15) Click the 'Apply for this Position' button.

****FYI- During this process, you may leave the program after any 'Save' button is clicked and return to it later and resume where you left off...*
- 16) A Screening Question may (or may not) pop up. If it does, simply answer it and you will be moved to the next step in the process if you meet the designated minimum requirement(s) for the position.
- 17) You will now be asked to enter your Personal Information. Only the fields with a red asterisk (*) are required.
 - a) Your Name should auto-populate.
 - b) We recommend entering your phone numbers so that they are easily accessible to the staff members screening your application.
 - c) Click the 'Save and Continue' button.
- 18) You will now be asked to Attach the Required Documents. **Only the fields with a red asterisk (*) are required; in your case the 'Letter of Interest'**.
 - i) *If you have previously applied through TalentEd, your last uploads will still be in the Attachments. Please be sure and DELETE/REPLACE anything you do not want submitted with this current application.*
 - b) To the right of 'Letter of Interest'- click the 'Choose File' button; find and select your file to upload it by double clicking it, or selecting it and clicking 'open'.
 - i) It will be listed once uploaded successfully.
 - (1) You can test it to verify it uploaded successfully and is the correct document by clicking on the document name.
 - c) If you would like to submit any new or additional information, please repeat the above process to upload your new documents here. *You can only upload ONE document per slot*. If you have more documents than available slots- please combine them prior to uploading.
 - (1) EX: Current transcripts listing recent education; updated Resume; Letters of Recommendation specific to the position your are applying for (**NOT from Culver Administrators, Culver SD peers or anyone possibly involved in the hiring process...**); Certifications, Awards, Trainings, Current License with current endorsements; copies of any TSPC letters granting HQ status due to subject matter testing; etc...
 - d) Click the 'Save and Continue' button.

- 19) Review your information and complete the Application Confirmation Statement, the fields with a red * are required:
 - a) Agree to the terms, type your initials, and select the date.
 - b) Click the 'Save and Submit' button.
- 20) Please print the final confirmation page for your records.
- 21) You will receive emails confirming receipt of application.
 - a) If you do not, log back in and check/add your email address to your application.
- 22) You can update, add to or edit your application at any time through the end of the application period.

***** IF YOU WOULD LIKE TO FILL OUT THE ENTIRE APPLICATION TO GIVE SCREENERS/INTERVIEWERS THE MOST INFORMATION ABOUT YOURSELF POSSIBLE, SO THAT YOU CAN REPRESENT YOURSELF EQUALLY IN THE SAME AREAS AS THE EXTERNAL APPLICANTS, PLEASE FEEL FREE TO DO SO. INSTEAD OF CLICKING 'INTERNAL' IN THE BEGINNING, CREATE A REGULAR NEW APPLICANT PROFILE AND PROCEED FROM THERE. *****

Please call Jodi Henry at the District Office with any questions or concerns. I'll be happy to walk you through the process or answer any questions you might have. You can email me after school hours and I'll usually be able to get back to you fairly quickly...

Jodi Henry 541-546-7506 or x8106

jhenry@culver.k12.or.us