Job Seeker Guide

This guide provides an overview of key topics related to job seekers.

LOG IN

To access the application, go to https://www.k12jobspot.com/ and select **Log In** to enter your username and password. (You can alternately click **Sign Up Now** to register, if needed.)

> **Resumes can be imported once the registration process is complete but note that this is a partial import. Some sections will still require a manual entry.**

ACCOUNT DISPLAY
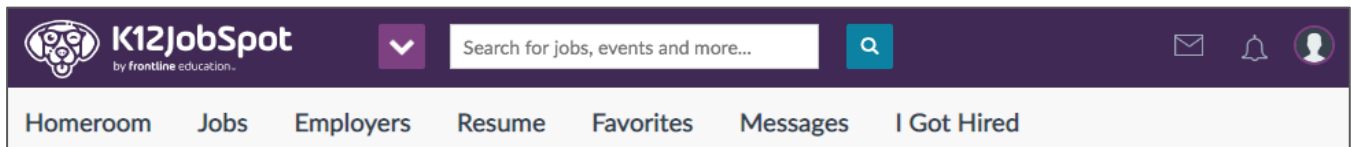
- **Homeroom:** The "Homeroom" option provides instructions and links to get you started. Once completed, the system replaces these instructions with job recommendations. You will then set job preferences so that your resume becomes visible and employers can find you.
- **Jobs:** The "Jobs" section allows you to view job postings, events, and announcements. You can also create and save job searches and email job alerts.
- **Employers:** The "Employers" option allows you to search for specific employers and view their job postings, events, and announcements.
- **Resume:** The "Resume" section allows you to create an online resume and make it visible to employers.
- **Favorites**: The "Favorites" option allows you to view favorited jobs that are still open.
- **Messages**: The "Messages" section allows you to create, store, send, and track messages.
- **I Got Hired**: The "I Got Hired" option is used to notify the system that you are hired!
- **Account**: The "Account" section allows you to view your resume and settings.

RESUME

During the application process, employers may request one of the following from you:
- **Submit Resume**: The resume is sent as the application and documents are only included if you have embedded them in the resume.
- **Submit Application**: The resume auto-populates the employer's application; additional questions may be asked and/or documents/videos requested. In this instance, we recommend you prepare by filling out the resume thoroughly and uploading documents in the Resume section. The documents do not have to be embedded.

© 2018 Frontline Education

Use the Resume builder (on the left) within the "Resume" section to complete the relevant entries.

- **Education**: Add your educational background such as degree/level, school program, etc.
- **Certificates/Licenses**: If licensed, you will fill in the information. Or, if not yet licensed, you will select the license you expect to receive and indicate that you will be graduating from a state-approved teacher preparation program. Scroll through the "Position Areas" and select ALL the positions this license qualifies you to teach.
- **Work Experience**: Includes Education Work Experience, Other Work Experience, and Student Teaching.
- **Profile Info & Sensitive Information**: An email address and phone number are required to complete a profile and apply for jobs. Sensitive information remains optional. Employers cannot view sensitive data unless it is specifically requested during the application process *and* you grant permission. By granting permission, the employers can see your social security number.
- **Documents**: You will upload your documentation prior to applying to a position. You can save a link to video responses if an employer requests a video response. You can also embed documents in your resume and make them visible to employers who have only requested a resume.

JOBS

You can utilize three different job-search options.

- **Keywords**: Enter a keyword into the search bar and select **Search**.
- **Filters**: Use filters (Jobs, Events, etc.) to narrow your search results.
- **Save Search**: Once a filter is applied, you can save a search for future reference.

Click on a job title to view its details and click the "**Heart**" to save that job to your Favorites list. Note that you can apply to any job where a green "check" appears beside "Meets Requirements." A red check mark indicates that you do not meet the posting's requirements. (If you encounter this scenario, be sure to select all position areas and grade levels within the Resume section that you are qualified to teach.)

Select the **Apply** button for a job that interests you. One of the following scenarios will occur:

- The resume will be sent immediately, and you are finished for the present time. You may receive a message with further instructions.
- The employer's application will appear, and you will answer their questions, upload any documents, etc. (Make sure all required sections of your resume are complete. A *red* exclamation point indicates an incomplete resume field that the employer requires. A *yellow* exclamation point represents a field that is not required but should be completed, if applicable.)

If you are missing a document, submit the application without it. Then, go to Edit Resume and upload the document to your documents list. Once complete, you will go Favorites to access the submitted application and attach the document(s). Note that if applying to multiple positions with the same employer, you can re-use your previously submitted application.

To learn more, please reference the Job Seeker Learning Center for additional help-related topics.