



Completing an Internal Application

Applicants can use their individual Applicant Tracking profiles to review submission requirements, apply for jobs, and save (or update) personal information related to current or ongoing applications.

ACCESSING INTERNAL POSITIONS

The Applicant Landing page hosts an “Internal Applicants” section where applicants can click the option to “**View internal positions.**” This selection opens the organization’s Internal Postings page. From here, applicants will select the “**All Vacancies**” option to view all their organization’s current, internal postings.

The screenshot shows the 'Internal Postings' page. At the top, it says '--- Internal Postings --- Openings as of 8/7/2019'. Below this is a search bar with 'Search Postings' and a 'GO' button. A dropdown menu shows 'All Types (54 openings)'. A list of categories is displayed: 'Student Support Services (7)', 'Substitute (1)', 'Support Staff (4)', 'Volunteers (1)', and 'All Vacancies' (which is highlighted with a red box). A '<-- Back' button is visible below the list. At the bottom, it says 'Postings current as of 8/7/2019 10:14:46 AM CST.' On the left sidebar, there are sections for 'Featured Jobs' (School Psychologist, Speech Therapy) and 'Vacancies' with a list of categories and an 'All Jobs' link.

From this page, an applicant can review the list and click **Apply** beside a specific posting. This selection will open the internal application.

The screenshot shows a detailed view of a job posting. At the top, it says '--- Internal Postings --- Openings as of 8/7/2019'. The job title is 'Associate Principal (Internal Only)' with JobID: 1134 and an 'Apply' button. The 'Position Type' is 'Administration/Associate Principal'. The 'Date Posted' is '10/12/2011'. The 'Location' is 'Montgomery Elementary'. There are social media sharing icons (0, +, email, twitter, facebook) and links for 'Email To A Friend' and 'Print Version'. A note at the bottom says 'Candidate should know how to be a principal.' The left sidebar is identical to the previous screenshot.

The internal application will need to be completed prior to submission, and applicants will select the “Start” option to begin this process. The first page requires an applicant’s personal information. This section includes a first and last name, email address, password, and secret question/answer. Once completed, the applicant will click **Next** to proceed.

Recruiting & Hiring Certification District - Employment Application

Home | Employment Application | Login to Existing Application

Navigation:

1. Personal Info

Please enter all required information.

Name: Dr. John Who
 (Title) * (First) (Middle Initial) * (Last) (Suffix)

* Email Address: jwho@education.com Available
 * Confirm Email: jwho@education.com

* Password: *****
 * Confirm Password: *****

* Secret Question: In what city were you born?
 * Secret Answer: Gallahorn

Applicant Tracking Formerly AppliTrack Recruit & Fit | Save as Draft | Finish and Submit | Prev Page | Next Page

The side navigation will populate any additional steps that are required by one’s district. These steps vary by organization and may include pages such as Current Employment Status, Vacancy Desired, Position Desired, etc. An applicant must complete the steps required by an organization prior to submitting an application.

Once the Confirmation page is selected, the system will indicate whether an applicant has any pending requirements prior to submission. If any exist, an applicant must go back and complete those entries. Then, when finished, the applicant can click **Submit Application** to complete the process.

Home | Employment Application | Who, Jon · Log Off

Navigation:

1. Personal Info
 2. Current Employment Status
 3. Postal Address
 4. Vacancy Desired
 5. Position Desired
 6. JobID1126 Questions
 7. TeacherFit
 8. Referral Source
 9. Confirmation

Your Application is not yet submitted.

- If you do not wish to submit your Application yet, click [save as draft](#).
- If you want to mark your Application as '**completed**' and submit it to District 123 for review, click the Submit button below. If you wish to make changes or add information, you can use the navigation on the left, or the following link, to [continue working](#).

Submit Application

