



Application Guide for Internal Applicants through Employee Space

This guide provides instructions to help you search and apply for job openings at North East Independent School District (NEISD). This guide includes the following sections:

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Accessing Employee Space

1. Go to the NEISD Homepage at www.neisd.net. Under Community, select *Jobs/Human Resources*. Then click on [Job Opportunities](#) on the right side of the page under the Applicant section.
2. Click on the [Employee Space](#) link in the Internal Candidates box.
3. The following log in screen will appear. Login using your Novell username and password.

A screenshot of the Infor Rich Client login screen. The screen features the Infor logo (a red square with the word 'infor' in white) in the top left. Below the logo, the text 'Infor Rich Client' is displayed in a large, bold font. Underneath this, the product version '10.0.4.7..5992 2013-09-26 06:36:52' and the copyright notice 'Copyright © 2012 Infor All rights reserved. www.infor.com' are visible. On the right side of the screen, there is a vertical column of various grey icons representing different business and industry sectors. At the bottom left, there are two input fields: 'Login Name:' followed by a text box, and 'Password:' followed by a text box. A blue 'Login' button is located at the bottom right of the screen.

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Infor Rich Client

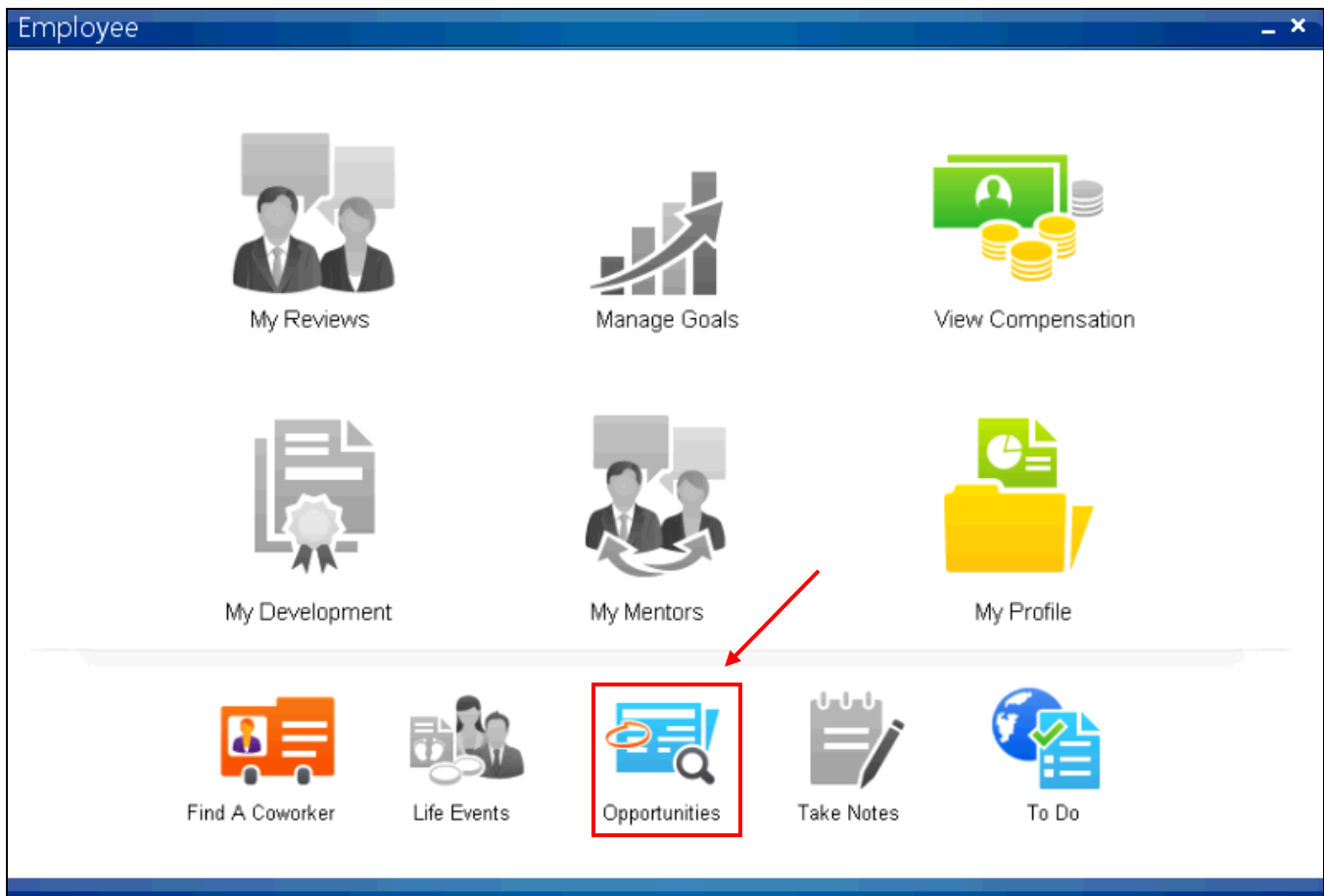
Product Version: 10.0.4.7..5992 2013-09-26 06:36:52
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Login Name: Password:

Login



4. Double click on the **Employee** icon. From the main screen that appears below, double click **Opportunities**.





5. The **Job Opportunities** screen below will appear. There are three sections on this screen:
 - a. **Available Jobs** – All job openings sorted by Title
 - b. **Recent Jobs** – Any job opening posted within the last seven (7) days
 - c. **Hot Jobs** – Job openings identified as a priority

The screenshot shows the 'Job Opportunities' application interface. It features a search bar at the top with tabs for 'Search', 'My Job Cart', and 'My Applications'. Below the search bar are three main sections: 'Available Jobs', 'Recent Jobs', and 'Hot Jobs'. The 'Available Jobs' section contains a search form with fields for Keyword, Location, Job ID, Category, and Work Type, along with 'Search' and 'Clear' buttons. Below the search form is a table listing job openings with columns for Post Date, Title, Location, and Ca... (Candidate Count). The 'Recent Jobs' section is currently empty, displaying 'No Data Available'. The 'Hot Jobs' section contains a table with one entry: a job posted on 11/21/2013 for a Speech Pathologist at Lee High School.

Post Date	Title	Location	Ca...
11/21/...	Counselor - Roosevelt High School	Roosevelt HS (Data, ETA)	
09/18/...	Counselor Clerk - Lee High School	Lee HS (NESA, STEM, ISA)	Cam...
11/21/...	Food Service Assistant - Lopez Mi...	Lopez MS	
11/20/...	HRIS Analyst - Human Resources	Richard A Middleton Education Ce...	
11/21/...	Lib Processing Spdst (July Off) - Li...	Richard A Middleton Education Ce...	
09/18/...	Principal, MS - Harris Middle School	Harris MS	
11/07/...	SPED Facilitator - East Terrell Hills ...	East Terrell Hills ES	
10/18/...	School Nutrition Specialist - Schoo...	School Nutrition Services	

Browsing Open Positions

1. You can narrow your job search by using the following search fields under the **Available Jobs** section:

This close-up screenshot focuses on the search fields within the 'Available Jobs' section. It shows a search bar with tabs for 'Search', 'My Job Cart', and 'My Applications'. Below the search bar are four search fields: 'Keyword', 'Location', 'Job ID', and 'Category'. Each field has a corresponding search button ('Search' or 'Clear') and a 'Work Type' dropdown menu.



- a. **Keyword** – Enter in a job title or campus/department key word; i.e. Principal, Teacher, Custodian, etc.
- b. **Job ID** – Listed Job Requisition number
- c. **Location** – Drop down list for school or building locations; only locations for posted job openings will be in the list
- d. **Work Type** – Drop down list for Regular Full-Time, Regular Part-Time, Substitute, Temporary, or Temporary (KIN)
- e. **Category** – Drop down list of position categories; i.e. Administrative Support/Clerical, Assistant Principal, etc.

TIP: Use the page up/down arrows on the lower right hand side of each pane as necessary to view more of the complete job list.



1. To see more details about a specific job opening such as job description and minimum qualifications, double click on the job.

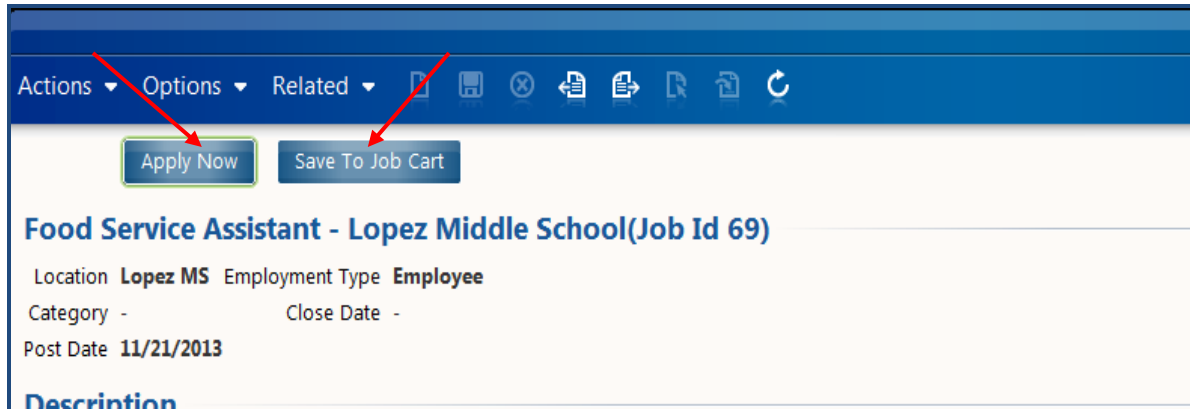
The screenshot shows a web interface for a job opening. At the top, there is a blue navigation bar with 'Actions', 'Options', and 'Related' menus, and several icons. Below this, there are two buttons: 'Apply Now' (highlighted with a yellow border) and 'Save To Job Cart'. The main heading is 'Food Service Assistant - Lopez Middle School (Job Id 69)'. Below the heading, the following information is displayed: Location: Lopez MS, Employment Type: Employee, Category: -, Close Date: -, Post Date: 11/21/2013. A section titled 'Description' follows, containing: Location: Lopez MS, Summary: Prepare and serve food in school cafeteria in accordance with recipe instructions and government regulations. Responsibilities: 1. Prepares and follows instructions in cooking and/or baking meat, vegetables, etc. 2. Complies with all safety and sanitation regulations. 3. Reads and follows recipe instructions. 4. Cleans and sanitizes equipment. 5. Operates equipment safely per instructions. 6. Communicates with coworkers, customers and staff about meal items. 7. Maintains personal appearance and hygiene. 8. Records and uses leftovers as instructed. 9. Serves portions as instructed. 10. Follows procedures for accurate cashiering and in accordance with departmental and Child Nutrition regulations. 11. Maintains confidentiality of all information. 12. Reports to work on time every day. 13. Performs all other tasks and duties as assigned. Required Education: Education: Essential: * High School Diploma or Equivalent. Required Credentials: Only those persons meeting the minimum qualifications will be considered. Not all applicants will be interviewed. AN EQUAL OPPORTUNITY EMPLOYER. At the bottom, there are two buttons: 'Apply Now' and 'Save To Job Cart'.

2. To return to the **Available Jobs** pane, click the “X” in the upper right hand corner of the job description.

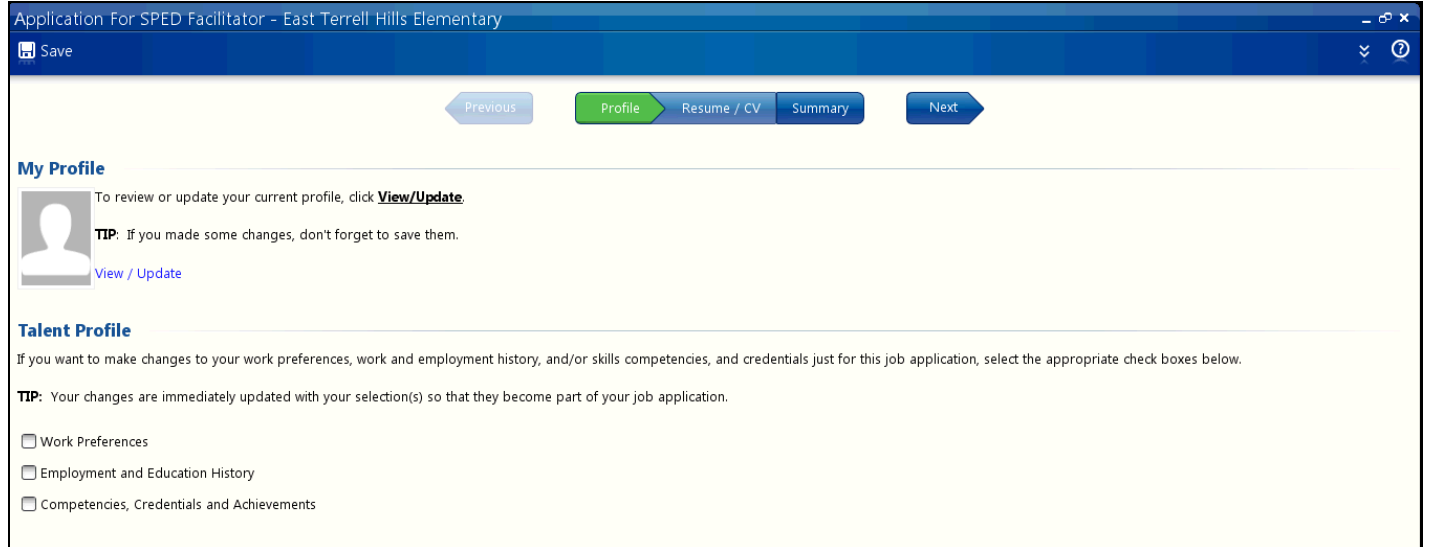


Applying for a Position

1. If you find a job opportunity that you want to apply to, click on the **Apply Now** button. If you are not ready to apply immediately, click **Save to Job Cart** to apply at a later time.



2. Once you click **Apply Now**, the screen below will appear to prompt you through the application for the specific opening.



3. To submit your application proceed through each of the following sections by selecting the **Next** button at the top:

a. Profile

- i. Under **My Profile**, you can select [View / Update](#) to update your Previous Employment History, Education, Credentials, and References.
- ii. Under **Talent Profile**, you can update Work Preferences, Employment and Education History and Competencies, Credentials and Achievements, for this specific application.

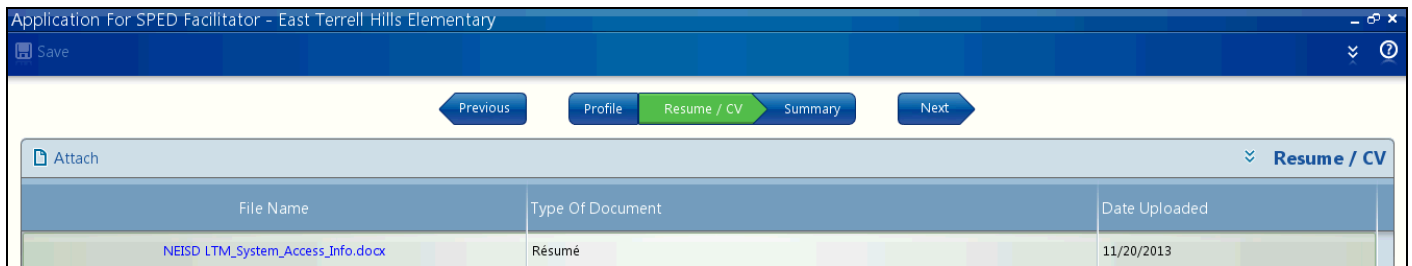


Note: Updating your Talent Profile does not update information under My Profile. If you check boxes under Talent Profile to update, more sections will appear to be updated as you proceed through the application.

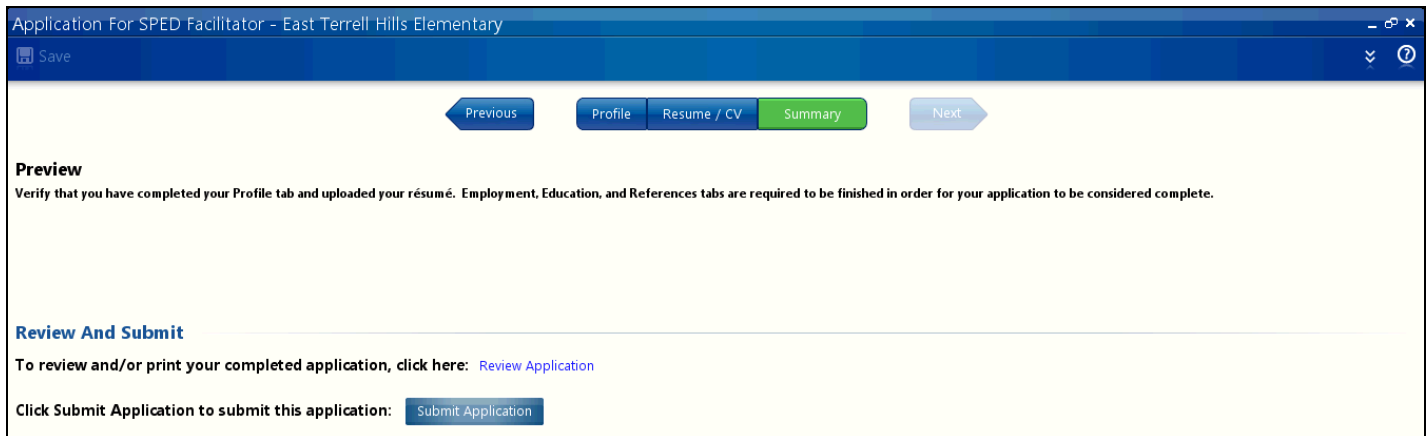


b. **Resume/CV** – Upload a Resume / Curriculum Vitae

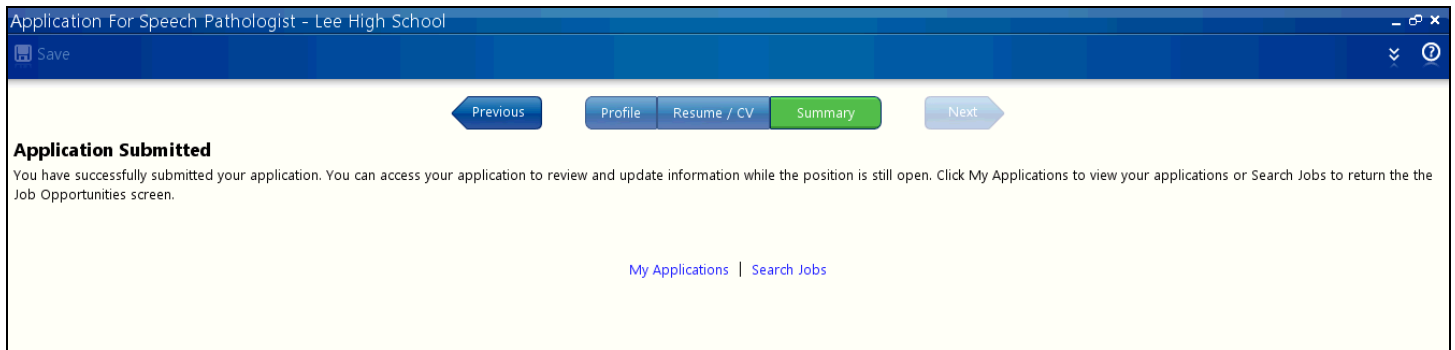
You may attach documents at the time you apply to a specific requisition or up to the time the position has been filed. When you apply to subsequent requisitions, you will see all previous attachments that you have attached. You are able to continue to add new attachments to the requisitions or to delete attachments that are not applicable to that specific requisition. Deleting an attachment from the requisition will not remove that attachment from previously applied to requisitions.





c. **Summary** – Review and submit your application



4. Click the **Submit Application** button and the following message will appear letting you know you have successfully submitted your application.



Checking your Application Status

1. After you have completed your application, you can monitor your submission progress by double clicking the **Employee** icon.
2. Next, click **Opportunities** to be taken to the **Job Opportunities** screen.
3. Click the **My Job Cart** tab to review job opportunities you saved, but did not apply for.
4. Click the **My Applications** tab to view one of the following statuses:
 - a. New Application
 - b. Incomplete
 - i.  **Incomplete** - This opening is closed and you cannot continue your application
 - ii.  **Incomplete** - You can continue applying for this opening
 - c. Hiring Manager
 - d. Offer
 - e. Hire
 - f. Withdrawn
 - g. Not Selected

Note: If you choose to Withdraw an application for any reason:

1. Go to the **My Application** tab as directed to above
2. Find the job you would like to **Withdraw** from and click it one time to highlight it
3. Click **Actions**
4. Select **Withdraw**
5. Click **“Yes”** on the confirmation popup