



Application Guide for External Applicants through Candidate Space

This guide provides instructions to help you register, create a profile and apply for job opportunities with North East Independent School District. This guide includes the following sections:







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Helpful Tips

Before you register review these tips to help you complete your online profile.

<p>Use the <u>arrows</u> in a field (box) to select an option from a drop down list.</p>	<p>Preferred Mailing Address <input type="text"/> </p> <p>Preferred Contact Method <input type="text"/> </p>																																										
<p>Use the <u>Calendar</u> button to click a date in an onscreen calendar, then click <u>OK</u>.</p>	<p>Start Date <input type="text"/>  End Date <input type="text"/> </p> <p>< February > < 2012 ></p> <table border="1"><thead><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr></tbody></table> <p><input checked="" type="checkbox"/> OK <input type="checkbox"/> Cancel</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29			
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<p>To <u>view</u> or <u>edit</u> click on the <u>pencil icon</u> to the right of each section.</p>																																											
<p>Fields marked with a <u>red asterisk</u> are required fields</p>																																											



Registration

All **EXTERNAL** candidates must register and create a profile. Follow these steps to register as a candidate: *NOTE: An email address is required.*

IMPORTANT: If you are a current North East ISD employee (permanent, substitute or temporary), you must login to apply for positions as an internal candidate through the [Employee Space](#).

1. Go to the NEISD Homepage at www.neisd.net. Under Community, select *Jobs/Human Resources*. Then click [Job Opportunities](#) on the right side of the page under the Applicant section.
2. Click on the link in the [External Candidates](#) box.
3. You will see the Job Opportunities page shown below. Click on the [Login](#) button located at the top right corner.

North East Independent School District
Tradition of Excellence

Job Listings

Keyword:

Location: Category:

Work Type: Job ID:

NEISD HOME

Job Opportunities All | [Recent](#)

Sorting:

Page Size:



4. The Welcome box below will appear. Click the **Register** button to create a profile as a new user.

Welcome

Email Address

Password

[Forgot your password?](#)

New User:
Create an account to get started on your talent profile.



For External Candidates Only: Before applying for open positions, you must register by entering the basic information in Step 1. Then in Step 2 select *Start Profile Creation* and click the Begin button.

Step 1: Basic Information

Email Address: *

First Name: *

Last Name: *

Password: *

Confirm Password: *

Don't have an email address? [Create one here](#)

Step 2: Create Profile

Start profile creation

You will be able to attach documents to your profile, such as: a resume, cover letters, etc.

1. Enter your Name, Email Address and a Password of your choice. **Passwords are case sensitive.** Write down your password and do not share it with anyone. Your Email Address will serve as your username to log in in the future. Then click on Start Profile Creation and click on the button.

Note: You will not be able to change your username in the future. However, you are able to update your email address under My Profile. It is important to keep your contact information updated. All email communication will be sent to the Primary Email Address indicated under My Profile.

2. You will have successfully registered if the screen below appears.

Note: The menu options at the top of the page will now be updated with the additions of *My Profile*, *My Job Cart* and *My Applications*.



My Profile

To review or edit your profile, click on the pencil icon to the right of each section.

Contact Information

Test Candidate

Home
Work
Mobile
Email **chyla01@yahoo.com**


Work Preferences

Employment Type Preferred Job Locations
Salary Expectation?
When Can You Start? Preferred Job Categories


Questions

Select the pencil icon to right of the above heading titled "Questions" to answer a set of required questions.

Talent Profile

<ul style="list-style-type: none"> Employment  Education Credentials Achievements References Identification Number Attachments 	<p>Add Position</p>
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My Profile

Click on the Pencil icon  on the right of each section to review and/or update the following information:

- Contact Information
- Work Preferences
- Questions



My Profile

To review or edit your profile, click on the pencil icon to the right of each section.

Contact Information

Test Candidate

Home
Work
Mobile
Email chylk

Work Preferences

Employment Type Preferred Job Locations
Salary Expectation?
When Can You Start? Preferred Job Categories

Questions

Select the pencil icon to the right of the above section titled "Questions" to answer a set of required questions.

Talent Profile

Complete each of the following Talent Profile tabs by selecting the tab heading and clicking the **Add** button in each section.

Talent Profile

- Employment **Add Position**
- Education
- Credentials
- Achievements
- References
- Identification Number
- Attachments



Employment Information

Enter your employment history starting with your current or most recent. After each entry, click the Add button at the bottom of the page.

Teacher Applicants: If you have less than five (5) years of teaching experience, list all student teaching experience.

Employer Name	Employer/Company Name
Job Title	Job title of the position you held at the company
Time Period	Begin and end date of that employment assignment
End Pay	Yearly or hourly pay at the end of employment
Reason for Leaving	Be as specific as possible in your description
Accomplishments	Awards you received or any achievements you received at that job
Contact Name	Supervisor who is familiar with your work in the company/organization Select the 'OK to Contact' check box in order for the District to contact your current employer
Phone	Supervisor's contact information
Email	
Country	Address of employer/company
Address	
City	
State	
Zip Code	

Education History

Enter all education information separately for each diploma or degree you have earned, beginning with the most recent.

Diplomas and degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency. Submission of diplomas or degrees from any other source will not be accepted. If employed by North East ISD, you will be required to provide official high school diplomas and college/university transcripts. Candidates that do not meet the minimum education requirements for a position will not be considered.

To save your information, click the Add button at the bottom of the page.

Education Degree	Click the arrow to select your education degree type from the list If the list does not contain your education, select Other
Specialization/Major	Click the arrow to select your education specialization/major from the list If the list does not contain your specialty, select Other



Institution	Click the arrow to select your college/university/institution from the list Use the arrows/scroll bar to the right to view the list If the list does not contain your institution, type it in the Other box.
Dates Attended	Click the arrow to select the month and enter the year (YYYY) your degree was conferred. Check 'In Progress' if you have not graduated
Grade/GPA	Enter your grade or grade point average (GPA)
Credentials	
<i>North East ISD will load and verify all State Board for Education Certification (SBEC) credentials, if applicable.</i>	
<i>Add only other, <u>non-SBEC</u>, credentials, such as licensures and certifications. To save your information, click the Add button at the bottom of the page.</i>	
Credential	Click the drop down arrow to select the credential
Credential Course	Click the drop down arrow in Credential Source to select the type of credential
Credential Number	Enter credential number, if applicable
Original Credential Date	Enter the date the credential was issued
Most Recent Renewal	Enter the most recent renewal date
Expiration	Enter the expiration date, if applicable
Attachments	Attach a scanned copy of your document
Comments	Add any additional information relevant to this credential
Achievements	
Enter achievements that relate to your career, such as awards, initiatives, organizations and publications. Click the arrows to select the type of achievement, and the role you played. Attach a scanned copy of the achievement, if possible, on the Attachments tab. Then click the Add button at the bottom of the page when you are done.	
References	
Enter three (3) professional references, preferably a current or former supervisor, who has first-hand knowledge of your character, personality, and working ability. All references are contacted automatically. To save each reference, click the Add button.	
Identification Number	
Please enter your social security number as it appears on your Social Security card. Then click Add when done.	



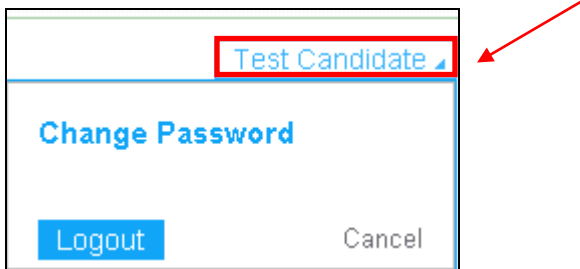
Attachments

You can upload supporting documents, such as a résumé, personal references and evaluations. These documents are not required and do not need to be sent to the Human Resources Department. The only file types or extensions that can be uploaded are: **.pdf, .rtf, .txt, or .htm**. To save your information, click the Add button.

TIP: Save your documents in an easy-to-find location on your computer, i.e. your desktop. Use only the file extensions listed above to ensure the District's ability to open and review your attachment. Click the Attachments tab, then Add Attachment. Select Document Type, attach document then click Add.

Log Out

Once you have completed updating your profile, click on the arrow next to your name on the top right corner. Then select the **Logout** button.



Changing Your Password

If you need to update your password, you can do so by clicking the arrow next to your name on the top right corner. Then select Change Password. The following screen will appear to prompt you to enter your current password and a new password. Select the **Save** button when you are done.

Note: You will not be able to change your username. However, you are able to update your email address under My Profile. It is important to keep your contact information updated. All email communication will be sent to the Primary Email Address indicated under My Profile.



Change Password



Current Password	Please verify your current password <input type="text"/>
New Password	Enter new password and confirm <input type="text"/>
Confirm Password	<input type="text"/>

Save

Cancel



Password Updated



Password Successfully Updated

Close



Browsing Job Opportunities

The **Job Listings** page opens with a list of current Job Opportunities. By default, you see **All** job openings. Click **Recent** on the far right side and you will see jobs posted within the last 7 days.

Job Listings [NEISD HOME](#) [Login](#) [Help](#)

Keyword:
 Location: Category:
 Work Type: Job ID:

Job Opportunities [All](#) | [Recent](#)

Sorting: Page Size:

Counselor Clerk - Lee High School Location: HSLEE Category: NON CAMPUS PROF	Posted: 09/18/2013 Ending: 05/01/2014
Teacher PK - Oak Grove Elementary Location: ESQAKGROVE Category: CAMPUS ADMINISTRATOR	Posted: 09/18/2013 Ending:
Principal, MS - Harris Middle School Location: MSHARRIS Category:	Posted: 09/18/2013 Ending:
Teacher Journalism - Roosevelt High School Location: HSROOSVELT Category:	Posted: 10/22/2013 Ending:
Teacher 4th/Coach - Colonial Hills Elementary Location: ESCOLONHL Category:	Posted: 10/22/2013 Ending:



- Click the arrows at the bottom of each pane to view the next page(s). You can also change the Page Size to display more job opportunities on a page. By default ten (10) job opportunities appear on a page.
- You can narrow your job search by using the following search fields:
 - Keyword** – Enter in a job title or campus/department key word; i.e. Principal, Teacher, Custodian, etc.
 - Job ID** – Listed Job ID number
 - Location** – Drop down list of school or building locations; only locations for posted job openings will be in the list
 - Work Type** – Drop down list for Regular Full-Time, Regular Part-Time, Substitute, Temporary, or Temporary (KIN)
 - Category** – Drop down list of position categories; i.e. Administrative Support/Clerical, Assistant Principal, etc.



3. Click on a job to open and read the full description.

The screenshot shows the NEISD website interface. At the top left is the district logo. The header contains the district name and tagline. A 'NEISD HOME' link is on the right. Below the header, 'Job Listings' is displayed with a 'Login' button. A navigation bar includes 'Back to your Search Results', 'Save', and 'Apply for this Job' buttons. The main content area features a 'Save as PDF' button and a job listing for 'FOOD SERVICE ASSISTANT - LOPEZ MIDDLE SCHOOL (JOB ID: 69)'. The listing includes the location (Lopez MS), a summary, and a list of 13 responsibilities. A 'Job Summary' sidebar on the right provides details on position, category, employment type, post date (11/21/2013), close date, and location (Lopez MS). A Google Map shows the location of Lopez Middle School. At the bottom of the job listing, there are 'Save' and 'Apply for this Job' buttons, and a 'View Larger Map' link.

4. You will see the following icons on the top:

- a.  - Print job posting
- b.  - Send this job opportunity to a friend via email. The following email message box will appear:



Send To A Friend
✕

To:

From:

Subject:

Message:

Food Service Assistant - Lopez Middle School (Job ID: 69)

Location: Lopez MS

Summary:
Prepare and serve food in school cafeteria in accordance with recipe instructions and government regulations.

c. - Save this job opportunity as a PDF

5. To return to the job listing page, click

Applying for a Job Opportunity

1. To submit your interest in a specific job opportunity, click on the button at the top or the bottom of the job posting.

REMINDER: All external candidates must register and create a profile to apply for job opportunities. Instructions to register and create a profile are on pages 5 through 11.

2. The **Application** screen below will appear and identify the job opportunity you are applying for in the right hand corner with a paperclip.

Application

Job applying to:
School Nutrition Specialist - School
Nutrition Services

Review Profile

Consent

Questions

Acknowledgement

Information

Submit



- Review and update your **Profile**, **Contact Information**, **Work Preferences** and **Talent Profile**. If you have completed each section thoroughly, proceed by clicking the **Continue** button at the bottom of the page.
- On the **Consent** screen below, read the agreement language carefully, check "I agree" and select the **Continue** button.

Consent Agreement

Please read the following carefully. Indicate your understanding and acceptance by checking the "I Agree" box below. Then click the Continue button.

In order to determine my suitability for observation and /or employment, I authorize the North East Independent School District, pursuant to the Texas Education Code § 22.083, to obtain any criminal history record information from any law enforcement agency.

I understand that this may include a search of local, state and/or national law enforcement agency records and hereby expressly release any and all information these agencies may provide. If there is a need for clarification of my identity, I agree to provide additional information, including, but not limited to, photographs and fingerprints.

If hired, I consent to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety (DPS) AFIS (automated fingerprint identification system). If I am applying for a classified position, I understand that the District will pay for and schedule the fingerprint appointment. I have been made aware that in order to complete this process, I must have the correct fingerprinting form (FAST) from the NEISD Human Resources Department. If I am applying for a certified/substitute position, I understand that I am required to call or go online to MorphoTrust USA to pay for the fingerprint fee (amount varies) and schedule the fingerprint appointment myself. I have been made aware that in order to complete this process I must have the correct fingerprinting form (FAST) from the NEISD Human Resources Department. Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me. Furthermore, I understand that a name/date of birth instant check may also be performed.

By checking the "I Agree" box below, I consent to the above. Electing not to agree will make my application incomplete.

I Agree

Back

Cancel or **Continue**



5. On the **Questions** screen below, read and provide a response to all of the questions. Use the scroll bar on the right to view all the questions and click the **Continue** button.

Profile Questions

Select the pencil icon to the right of the above heading titled "Questions" to answer a set of required questions. Please read carefully and answer each one to the best of your knowledge.

1. Are you currently under contract with another school district? If yes, name of district: *

Yes No

2. Are you legally authorized to work in the United States? (If employed, you will be required to complete an Employment Eligibility Verification form (I-9) and produce documentation of your identity and authorization to work.) *

Yes No

3. Are you presently employed? If yes, what is your present annual/hourly salary: *

Yes No

4. Are you a TRS Retiree? If yes, please provide the retirement date. *

Yes No

5. Have you withdrawn a TRS account? *

Yes No

6. Have you ever been a Texas Retirement System (TRS) member? If yes, enter the most recent date. *

Yes No

7. Do you have relatives who are either a member of the Board of Trustees or who are employed in any capacity in the North East ISD? If Yes, give employee's name and relationship (how related): *

Yes No

8. Have you ever been employed by North East ISD? If yes, state position(s), location(s), and date(s): *

Yes No

Scroll bar

Note: If you are not able to proceed to the next section it means you have not answered all the required questions. Scroll to see error message(s) in red.

Yes No 



6. On the **Acknowledgement** screen below, read and indicate your agreement by checking “I agree” and selecting the **Continue** button.

Acknowledgment Agreement

I certify that all the information in this application is true and complete. I understand that it is a criminal offense to falsify a government document, including employment applications for a public entity. I further understand and agree that any false or incomplete information provided by me will be good and lawful cause for either: (1) refusal to employ me; or (2) discharge or termination; or (3) non-renewal of my contract if hired. I authorize North East Independent School District ("NEISD") to investigate all statements contained herein, to investigate all information regarding my previous employment, and to contact all references listed on the application. I authorize any person or legal entity contacted by NEISD to release any information about me upon the request of NEISD. I hereby release all parties providing information to NEISD from all liability for any damage that may result from furnishing that information. I agree that all information obtained by NEISD from any person or legal entity about me shall remain confidential and not be made available to me. I authorize NEISD to obtain my criminal history record, if any, from any source. I further authorize any law enforcement agency, including but not limited to any police department or the Texas Department of Public Safety, as well as the Texas Department of Corrections, to furnish NEISD any such criminal history record. I hereby release, discharge, and agree to hold harmless NEISD, its agents, employees, trustees, and representatives, of and from any and all liability which might arise from any investigation of me in connection with my application for employment or employment with NEISD.

If employed by the district, I agree to conform to all district policies and procedures.

I Agree

[Back](#) Cancel or [Continue](#)



7. On the **Information** screen below, indicate your gender, ethnicity, race and date of birth. Click the **Continue** button to proceed.

Please provide us with information regarding self identification.

We are required by the federal government to maintain certain information for record keeping purposes. Your participation is voluntary and will be kept confidential. **All information is kept separate from your employment application.** Neither participation in providing this information nor the information itself, will affect your possibilities for employment. All information provided is used only for purposes of fulfilling record keeping requirements of the federal government.

Please enter your gender below:

- Withhold
- Female
- Male

The United States Department of Education (USDE) requires all state and local education institutions to collect data on ethnicity and race for staff . This information is used for state and federal accountability reporting as well as for reporting to the Office of Civil Rights (OCR) and the Equal Employment Opportunity Commission (EEOC).

School district staff are requested to provide this information. If you decline to provide this information, please be aware that the USDE requires school districts to use observer identification as a last resort for collecting the data for federal reporting.

If you are Hispanic or Latino Origin, check the box below, otherwise leave it blank. Then select one that applies regarding your race.

- Hispanic Or Latino Origin

- Asian
- Black Test
- White

Please provide your date of birth below:

Back

Cancel or

Continue



8. On the **Submit** screen below, indicate how you heard about North East ISD and/or this job opportunity. Click the Submit button.

Almost finished! One last question...

How did you hear about us?

If referred, by whom?

or

i Application Submitted ×

Tom Brady, your application has been received. Thank You!

You have successfully submitted your application. You can access your application to review and update information while the position is still open. Click My Applications to view your applications or Search Jobs to return the the Job Opportunities screen.

If later you wish to withdraw your application, go to My Applications > Actions > Withdraw.



Checking your Application Status

1. After you have completed your application, you can monitor your submission progress.
2. Select **My Job Cart** to review job opportunities you saved, but did not apply for.
3. Select **My Applications** to view one of the following statuses:
 - a. New Application
 - b. Incomplete
 - c. Hiring Manager Review
 - 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 are no longer interested in
3. Select **Withdraw**
4. Click “**Yes**” on the confirmation popup below

Withdraw Application

Are you sure you want to withdraw?

Yes

No