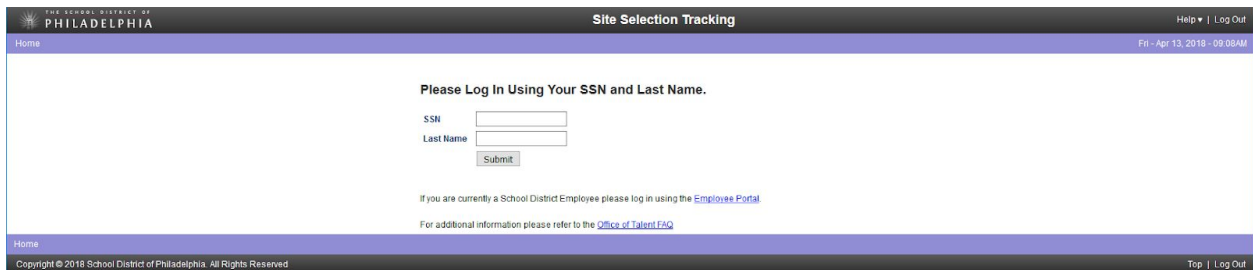


## External Teacher/Counselor Site Selection Portal Navigation Instructions

Outlined below are the various components associated with the Site Selection Portal.

### **Logging In**

External applicants or employees that Recruitment have identified to be eligible to site select outside of their current job title, must go through a separate login process. The external applicants will use the following web address to access the application – <https://apps1.philasd.org/ssdc/index.jsp>



The screenshot shows the login page for the Site Selection Tracking portal. The page has a purple header with the School District of Philadelphia logo on the left, the title "Site Selection Tracking" in the center, and "Help" and "Log Out" links on the right. Below the header is a navigation bar with a "Home" link. The main content area is white and contains the following text: "Please Log In Using Your SSN and Last Name." Below this text are two input fields: "SSN" and "Last Name", each with a "Submit" button. Below the input fields, there is a link: "If you are currently a School District Employee please log in using the [Employee Portal](#)". At the bottom of the main content area, there is a link: "For additional information please refer to the [Office of Talent FAQ](#)". The footer of the page is purple and contains the text: "Home", "Copyright © 2018 School District of Philadelphia. All Rights Reserved", and "Top | Log Out".

### **Eligibility**

A candidate must be eligible for site selection in order to select available positions in the application. Candidates become eligible by applying to a teaching position at <https://jobs.philasd.org/opportunities/teachers/>. If a candidate is not eligible, the candidate will not be able to log into the portal.

### **Site Selection Acknowledgement**

Please review the Site Selection Acknowledgement and click “Accept” to move to the next stage in the Portal.

#### Site Selection Acknowledgment

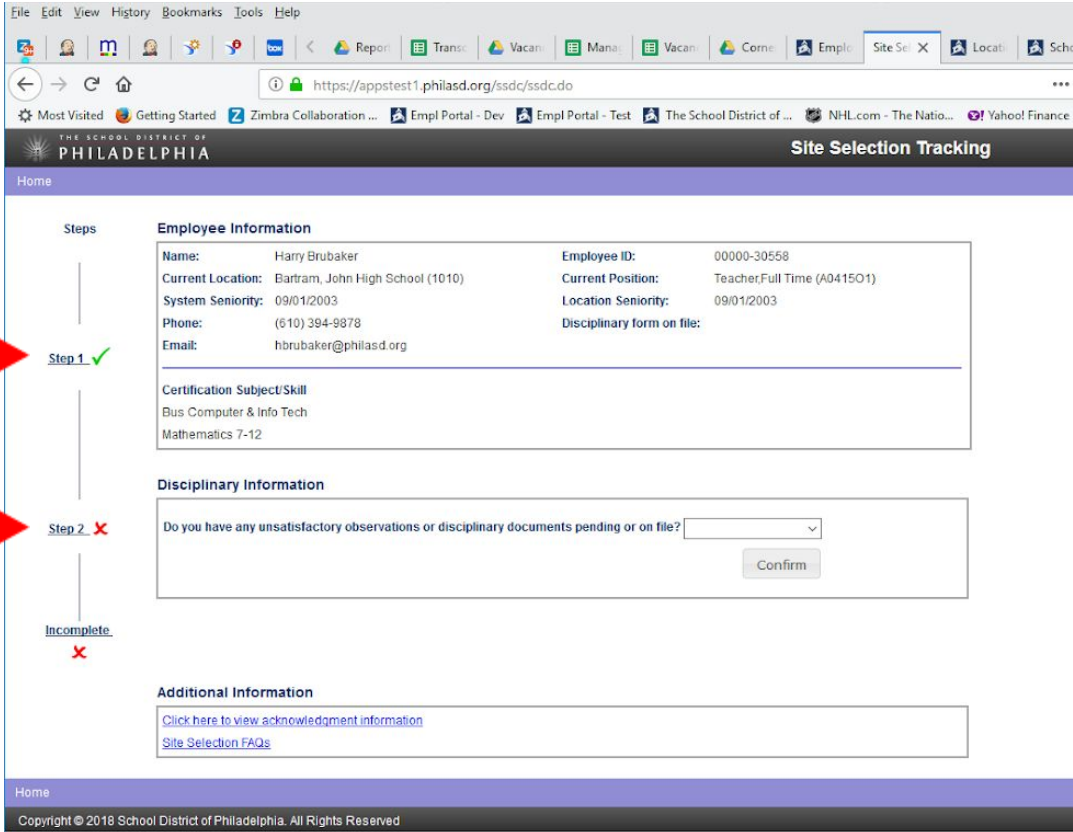
- Site Selection is the process by which a school's Staff Selection Committee selects qualified Applicants for the positions within its school.
- Site Selection provides for better matches between schools and Applicants, and helps schools better prepare and plan for the school year ahead.
- Site Selection adds value to the selection process by allowing for targeted recruitment and matching of Applicants and schools. Applicants may apply to as many schools as they want. There is no guarantee of an interview at the schools to which you have applied.
- Please verify that your information is correct in Site Selection Tracking. If your information is incorrect, please review the FAQ document.
- Please note, partial positions (e.g. .5 ESOL at Marin/.5 ESOL at Elkin) will not appear in the portal. These positions are available for view on the vacancy list on our website.

Thank you for expressing an interest in the School District of Philadelphia Site Selection Process.

### Making Selections

If a candidate is eligible, the candidate will be presented with a series of steps to complete the process of picking available positions.

**Step 1** is the confirmation of eligibility. As long as the employee does not see the **Eligibility Status** section appear, **Step 1** will have a green check mark and the employee will be presented with **Step 2**.



The screenshot shows a web browser window with the URL <https://appstest1.philasd.org/ssdc/ssdc.do>. The page title is "Site Selection Tracking". The main content area is divided into several sections:

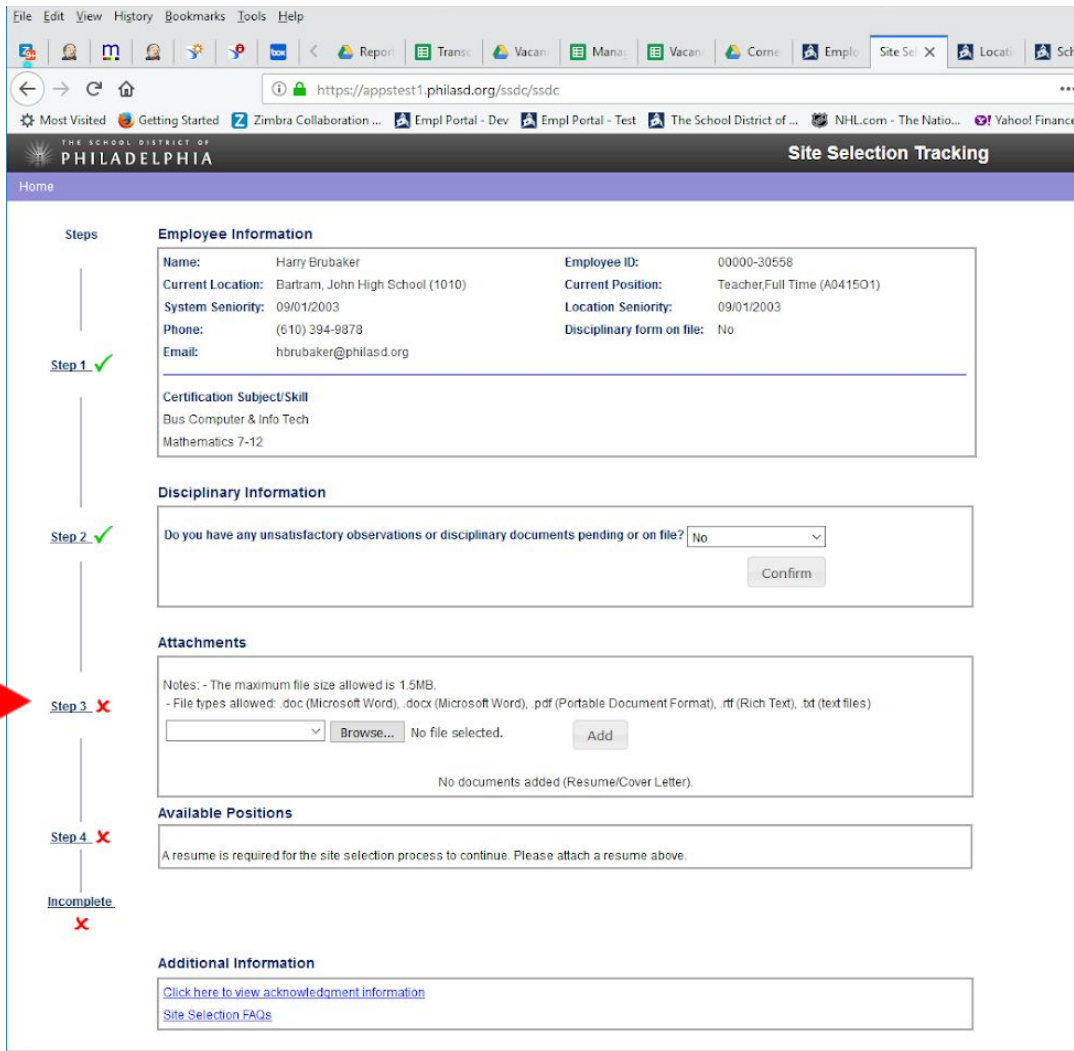
- Steps:** A vertical flowchart on the left shows "Step 1" with a green checkmark and "Step 2" with a red X. Red arrows point to these steps. Below the flowchart, the word "Incomplete" is displayed with a red X.
- Employee Information:** A table containing the following details:
 

Name:	Harry Brubaker	Employee ID:	00000-30558
Current Location:	Bartram, John High School (1010)	Current Position:	Teacher, Full Time (A041501)
System Seniority:	09/01/2003	Location Seniority:	09/01/2003
Phone:	(610) 394-9878	Disciplinary form on file:	
Email:	hbrubaker@philasd.org		
- Certification Subject/Skill:** Bus Computer & Info Tech, Mathematics 7-12
- Disciplinary Information:** A section with a dropdown menu for "Do you have any unsatisfactory observations or disciplinary documents pending or on file?" and a "Confirm" button.
- Additional Information:** A section with two links: "Click here to view acknowledgment information" and "Site Selection FAQs".

The footer of the page includes "Home" and "Copyright © 2018 School District of Philadelphia. All Rights Reserved".

<?5'A\*<@n| UjZt aZM {aZt Zx{bBM}lml @ UzV{µ@ ljj yZV{tml ""{n UZ Vhl ybZxZX\_nxMyuZVbVhl {ZI {N&ZM uny{tml Stn| '2 B@aMfZ'tn| xVZx{bBM}lml jbyZX'b {abyjyZV{tml 'n{aZx, byZStn| , ljj l n{ UZ MijZ {n'fZ,, ' MIX Mdujt {n{anyZ xnjZy^\*\_t'n| aMfZ MI NXX{tml NjVhl {ZI {N&ZM{aM}by'l n{ jbyZXsujZVjZjn` UMI 'b {n' tn| x@NVA@n\_| MdujB}lml SNXX{aZt Zx{bBM}lml 'b {aZt Zx{bBM}lml yZV{tml SyMfZSNIX'Zk N{t'n| x' xZVx| bZx{n jZ{ {aZk 'i l n,, a'<jZMjZ Nj'n,, àÜ'an| xy\_nx| uXMZy{n'nW| x''

**Step 2** is where the candidate must attach at a minimum a resume. The candidate has the option to also attach a cover letter.



File Edit View History Bookmarks Tools Help

https://appstest1.philasd.org/ssdc/ssdc

THE SCHOOL DISTRICT OF PHILADELPHIA Site Selection Tracking

Home

Steps

**Employee Information**

|                   |                                  |                            |                             |
|-------------------|----------------------------------|----------------------------|-----------------------------|
| Name:             | Harry Brubaker                   | Employee ID:               | 00000-30558                 |
| Current Location: | Bartram, John High School (1010) | Current Position:          | Teacher,Full Time (A041501) |
| System Seniority: | 09/01/2003                       | Location Seniority:        | 09/01/2003                  |
| Phone:            | (610) 394-9878                   | Disciplinary form on file: | No                          |
| Email:            | hbrubaker@philasd.org            |                            |                             |

Certification Subject/Skill  
Bus Computer & Info Tech  
Mathematics 7-12

**Disciplinary Information**

Do you have any unsatisfactory observations or disciplinary documents pending or on file?

**Attachments**

Notes: - The maximum file size allowed is 1.5MB.  
- File types allowed: .doc (Microsoft Word), .docx (Microsoft Word), .pdf (Portable Document Format), .rtf (Rich Text), .txt (text files)

No file selected.

No documents added (Resume/Cover Letter).

**Available Positions**

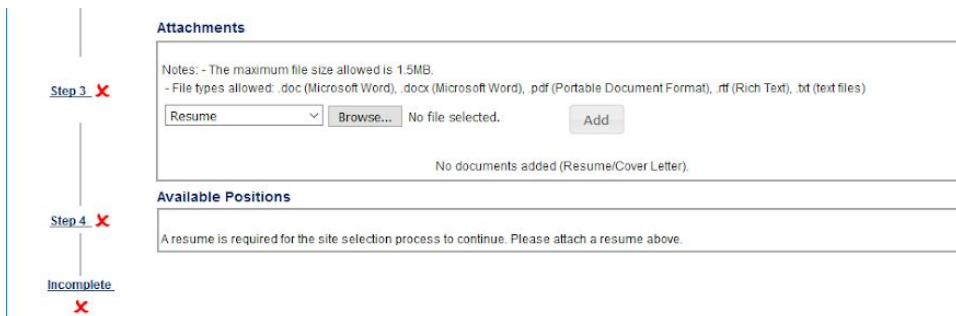
A resume is required for the site selection process to continue. Please attach a resume above.

**Additional Information**

[Click here to view acknowledgment information](#)  
[Site Selection FAQs](#)

Step 1 ✓  
Step 2 ✓  
Step 3 ✗  
Step 4 ✗  
Incomplete ✗

To complete **Step 2**, the candidate must first select the type of document they want to attach from the drop down.



Step 3 ✗

**Attachments**

Notes: - The maximum file size allowed is 1.5MB.  
- File types allowed: .doc (Microsoft Word), .docx (Microsoft Word), .pdf (Portable Document Format), .rtf (Rich Text), .txt (text files)

No file selected.

No documents added (Resume/Cover Letter).

**Available Positions**

A resume is required for the site selection process to continue. Please attach a resume above.

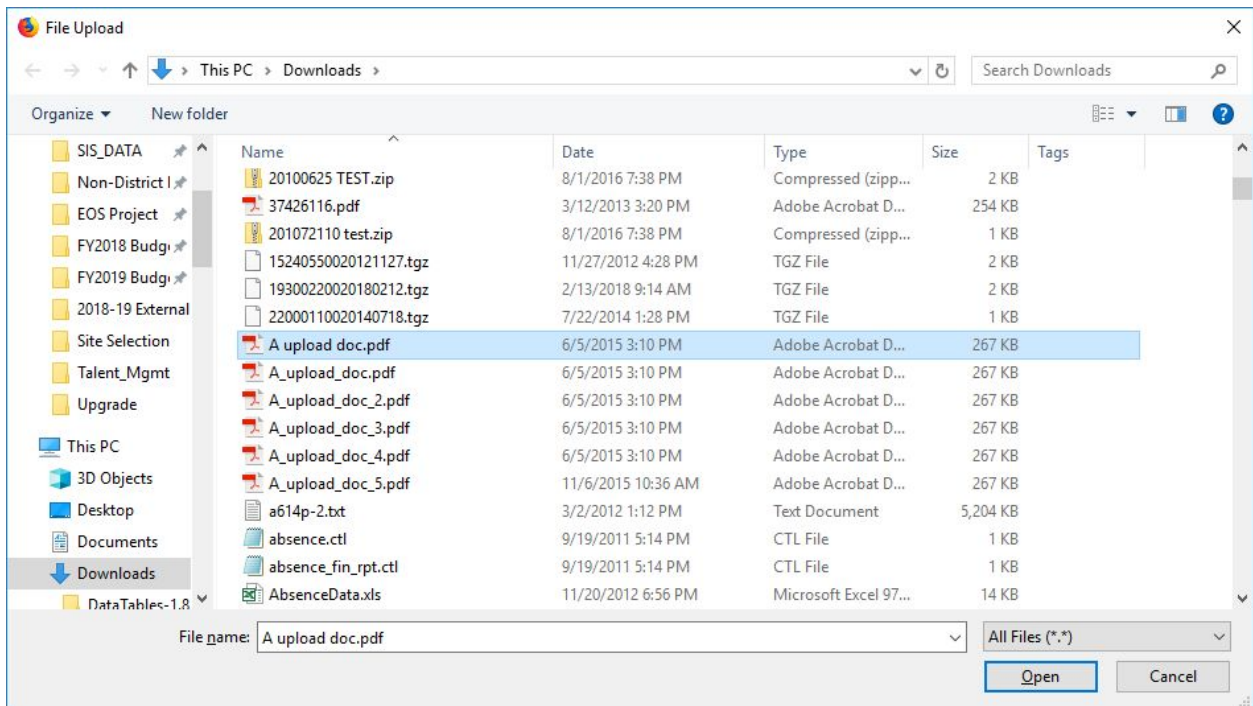
Step 4 ✗  
Incomplete ✗

After the candidate selects the type of document in the drop down, the candidate must click the **Browse...** button to find document on their computer that they want to attach. **Please note the file size and type restriction listed above the drop down.**

Notes: - The maximum file size allowed is 1.5MB.

- File types allowed: .doc (Microsoft Word), .docx (Microsoft Word), .pdf (Portable Document Format), .rtf (Rich Text), .txt (text files)

The **Browse...** button will open a window for the candidate to find the document on their computer. Once the candidate locates the document they want to attach, the employee can click the **Open** button or **double click on the file name.**



After selecting a document, the document name will appear to the right of the **Browse...** button.

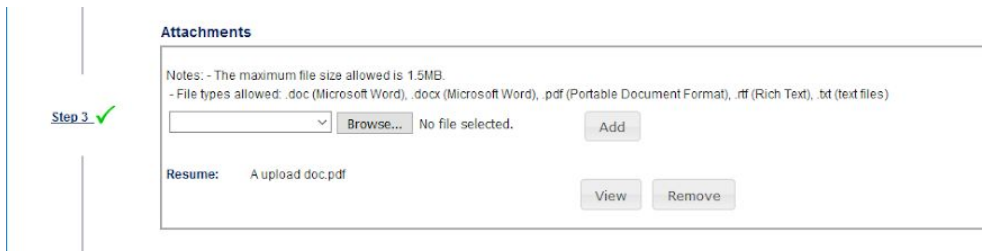


<?5'A\*<@#Z'tn/xZy/k Z'nI 'tn/xVnk u/{ZxNy'1Ny{3Nk Z¼by{3Nk Z¼53A'3A''?'° '{n'Nyby{yVannj'  
jZNXZxyb xZfz,, b`'tn/xNdujBMlml E

Now the candidate has the type of attachment and the document ready for addition to the application. The candidate must then click the **Add** button to complete **Step 2**. As a reminder, the minimum requirement to complete **Step 2** is to attach a resume.

<?5'A\*<@Jn| ;, ljj'1 n{ 'UZ'MjZ' {n'k n'fZ'\_nx, Mx' {n' @Zu' Ū'nx' yZZ' nuZl ' unyq'lonl y' | l {b' tn| ' | ujn' Mx' Mz' y' k ZF  
<?5'A\*<@l Vj| XZ' M'hfZxjZ' {Zx'\_nxZM'a unyq'lonl ' tn| ' M'ujt' {n'a' x' by' l n' {xZw' bZXSU' {, ' ljj' n' M'nl ' ;, M' {n'  
k MIZ' tn| y' M'X' n| {a'

After clicking the **Add** button, **Step 2** will be complete and the type of document and name of the document will be shown in the **Attachments** section.



To the right of the file information will be **View** and **Remove** buttons. The View button will allow the employee to **View** the attached document. The **Remove** button will allow the employee to remove the attached document.

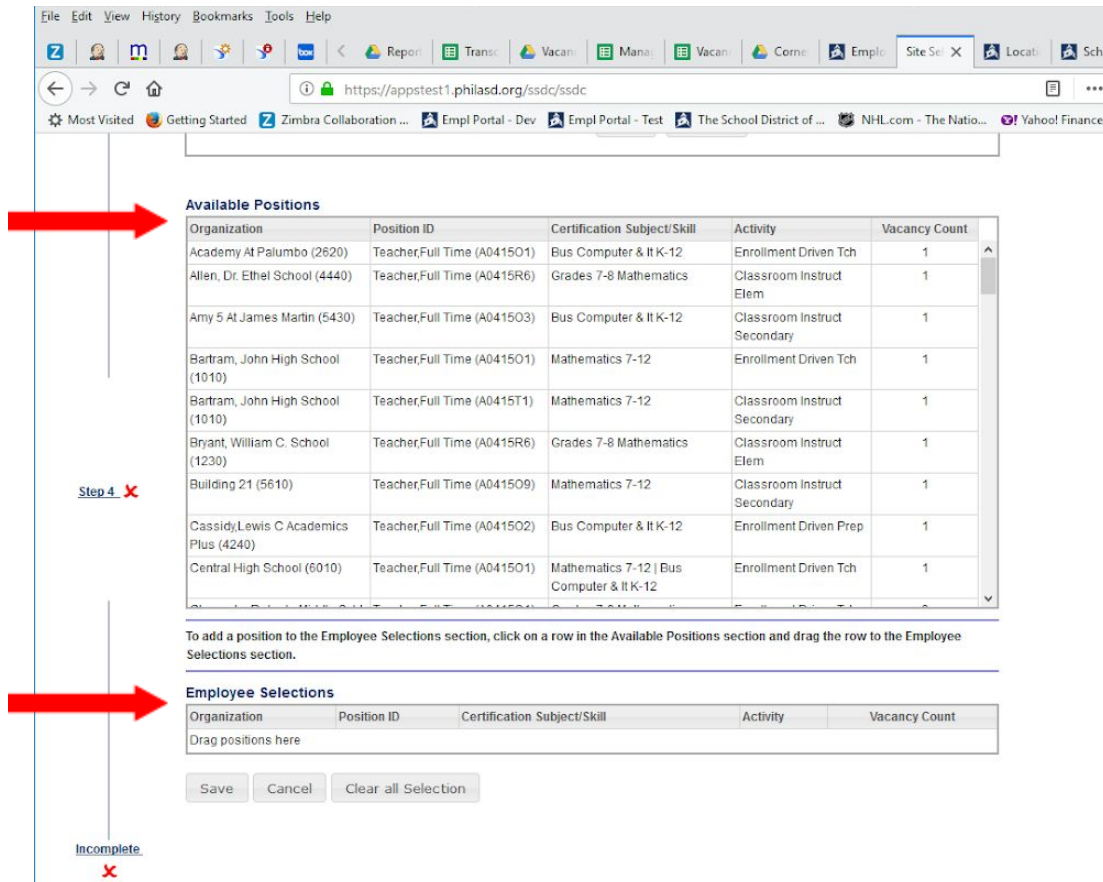
**Please note, if a candidate removes the resume document then Step 2 will be incomplete again and the information displayed for Step 4 will disappear.**

After **Step 2** is complete, the **Step 3** will allow the candidate to select from a list of available positions based on their job title and when applicable their certifications.

<?5'A\*<@\_tn| 'Mz' | l MjZ' {n' M'ujt' {n' unyq'lonl y' b' nl Z' n' tn| x' Vhl {Zl {μZx' b' b' M'lonl ' Mz' M' A' S' k' by' UZ' M' l' yZ'  
{aZ' Vhl {Zl { ' Mz' M', M' y' l n' {j' b' {Z' X' nl ' tn| x' x' Z' y' k Z' a' <j' Z' M' y' j' n' ' U' M' l' b' {n' tn| x' M' u' j' b' M' l' onl ' aZ' Z' S' M' X' X' {aZ'  
VZ' x' b' b' M' l' onl ' Mz' M' S' M' X' Z' k' M' b' tn| x' l' nl {Zl { " xZ' M' P' Z' W' l' k' Z' x' n' x' M' U' y' l' u' a' l' b' M' X' n' x' {n' b' n' x' ' | y' n' {aZ'  
VZ' x' b' b' M' l' onl ' Mz' M' A' t' n| ' a' M' Z' M' X' X' Z' a' <j' Z' M' y' Z' M' l' {b' l' u' M' Z' M' a' Ū' a' n' | x' { | x' M' n' | l' X' , b' X' n' , {n' | u' X' M' Z' tn| x'  
VZ' x' b' b' M' l' onl ' Mz' M' A' b' {aZ' @Z' @j' Z' V' l' onl ' <n' x' l' y' P'



**Step 3** is where the candidate can pick from a list of available positions. There are two sections in **Step 3** – **Available Positions** and **Employee Selections**.



**Available Positions**

| Organization                          | Position ID                 | Certification Subject/Skill               | Activity                     | Vacancy Count |
|---------------------------------------|-----------------------------|---|------------------------------|---------------|
| Academy At Palumbo (2620)             | Teacher,Full Time (A041501) | Bus Computer & It K-12                    | Enrollment Driven Tch        | 1             |
| Allen, Dr. Ethel School (4440)        | Teacher,Full Time (A0415R6) | Grades 7-8 Mathematics                    | Classroom Instruct Elem      | 1             |
| Amy 5 At James Martin (5430)          | Teacher,Full Time (A041503) | Bus Computer & It K-12                    | Classroom Instruct Secondary | 1             |
| Bartram, John High School (1010)      | Teacher,Full Time (A041501) | Mathematics 7-12                          | Enrollment Driven Tch        | 1             |
| Bartram, John High School (1010)      | Teacher,Full Time (A0415T1) | Mathematics 7-12                          | Classroom Instruct Secondary | 1             |
| Bryant, William C. School (1230)      | Teacher,Full Time (A0415R6) | Grades 7-8 Mathematics                    | Classroom Instruct Elem      | 1             |
| Building 21 (5610)                    | Teacher,Full Time (A041509) | Mathematics 7-12                          | Classroom Instruct Secondary | 1             |
| Cassidy,Lewis C Academics Plus (4240) | Teacher,Full Time (A041502) | Bus Computer & It K-12                    | Enrollment Driven Prep       | 1             |
| Central High School (6010)            | Teacher,Full Time (A041501) | Mathematics 7-12   Bus Computer & It K-12 | Enrollment Driven Tch        | 1             |

To add a position to the Employee Selections section, click on a row in the Available Positions section and drag the row to the Employee Selections section.

**Employee Selections**

| Organization        | Position ID | Certification Subject/Skill | Activity | Vacancy Count |
|---------------------|-------------|-----------------------------|----------|---------------|
| Drag positions here |             |                             |          |               |

Save Cancel Clear all Selection

Incomplete

Please note that if there are no positions listed in the **Available Positions** section then there are no available positions for the candidate to add to the **Employee Selections** section. The list of available positions based on the candidate’s job title and when applicable their certifications (e.g. teachers).

Per the instructions between the two sections, the candidate can click and drag a row from the **Available Positions** section to the **Employee Selections** section.

To remove a position from the **Employee Selections**, the candidate can click and drag the desired row to be removed from the **Employee Selections** section to the **Available Positions** section.

Once the candidate is finished dragging all of the positions they want from the **Available Positions** section to the **Employee Selections** section, the employee must click the **Save** button to complete **Step 3**.

The candidate can use the **Clear all Selection** button to remove all of the positions from the **Employee Selections** section. Using the **Clear all Selection** button will make **Step 3** incomplete until the candidate puts at least one position in the **Employee Selections** section and clicks the **Save** button.

