

# Apply to a Job in Taleo as an External Candidate

## Technical Issues

**Did you forget your username and/or password?** From the [application](#), select “Forgot your username” or “forgot your password” and follow the instructions provided. You will enter your username and email address to receive a password reset link to your email address on file.

**Login**  
To access your account, please identify yourself

Mandatory fields are marked with an asterisk.

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

[Login](#) [New User](#)

**Do you no longer have access to the email address you used to create your account?** Email [jobs@philasd.org](mailto:jobs@philasd.org) with your full name, phone number, your old email address on file and your new email address. A member of our team will update your email address on file and send password reset instructions to your new email.

**Can I apply to more than one job at a time?** Yes! We encourage you to apply to as many roles as you feel best fit your skillset.

**Are you having another technical issue?** Please contact [jobs@philasd.org](mailto:jobs@philasd.org) for any questions regarding your application. In your request, please include your full name and the role(s) you are interested in applying to, along with your question.

## Application Instructions

Click the link to jump to instructions related to each part of the application.

- [Navigation](#)
- [Applying to a Position](#)
- [Uploading Documents](#)
- [Updating Personal Information](#)
- [Submitting Application](#)
- [Editing/Updating Application](#)

## Navigation

1. Navigate to our [External Job Board](#)
2. Use any one or combination of the search options list to locate a position. Search options down the left side. Multiple checks allowed per option.
  - Keywords - Enter a few words about the position like security, teacher, accountant.
  - Location - Enter a name of a school or department.
  - Location: Worker Location: Typically worker location is the same as the location of the position, but there could be positions where the location of the department is not the same as the job location.
  - Job Field
  - Job Type
  - Job Schedule
  - Job Level

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You are signed in. Matthew Rambo ▾ 🛒: 0

[Job Search](#) [My Jobpage](#)

Keyword  Location  🔍 [View All Jobs](#) [Advanced Search](#)

**Job Openings 1 - 4 of 4**

▼ Posting Date

▼ Location

Worker Location

☐ Frank, Anne School (8400) (1)

☐ Human Resources - Staffing (9400) (1)

☐ West Philadelphia High School (1020) (1)

[See all locations](#)

▼ Job Field

Category

☐ School Administrative (2)

☐ TEST (1)

☐ Other (1)

[See all job fields](#)

▼ Job Type

☐ Standard (1)

▼ Job Schedule

☐ Full-time (1)

▼ Job Level

☐ Entry Level (1)

☐ Executive (1)

Save this Search

Sort by Relevancy Descending

| Requisition Title  | Location                             | Posting Date | Actions                              |
|--|--------------------------------------|--------------|--------------------------------------|
| <a href="#">Assistant Principal, Anne Frank</a>                    | Frank, Anne School (8400)            | Oct 14, 2020 | <a href="#">Apply</a>                |
| <a href="#">Assistant Principal Talent Pool SY21-22</a>            | Human Resources - Staffing (9400)    | Oct 12, 2020 | <a href="#">Apply</a>                |
| <a href="#">Deputy Chief</a>                                       | Test SDP Location Code               | May 11, 2020 | <a href="#">Apply</a>                |
| <input checked="" type="checkbox"/> Student Climate Staff, 5 Hours | West Philadelphia High School (1020) | Oct 12, 2020 | <a href="#">View/Edit Submission</a> |

Previous 1 Next

## Applying for a Position

1. Click on the **title of the position** to read the job description.

| Save this Search               |                                      |              |              |
|--------------------------------|--------------------------------------|--------------|--------------|
| Sort by                        |                                      |              | Multi-line ? |
| Relevancy                      |                                      |              | Descending   |
| Requisition Title              | Location                             | Posting Date | Actions      |
| Student Climate Staff, 5 Hours | West Philadelphia High School (1020) | Oct 12, 2020 | Apply        |

2. Click on **Apply Online** to apply for the job.

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My Account Options

My Job Cart (0 items) | Sign Out

Job Search My Jobpage

Basic Search Advanced Search

Return to the home page

Printable Format

Apply Online Add to My Job Cart SHARE

Job Description

**Student Climate Staff, 5 Hours - (50000106)**

Description

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. The 130,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

Job Summary

Provides assistance to staff during lunch and recreation periods. Assists in monitoring students' behavior in and around the school building and assist in the preparation and serving of food during mealtimes.

Essential Functions

- ☐ Assists security and instructional personnel on monitoring students' activities and in patrolling.
- ☐ Helps to maintain order in the dining areas during lunch periods and the school play areas during recess.
- ☐ Ensures that students clean their respective eating areas prior to leaving the cafeteria, removes residual debris in between lunch periods as needed, and may assist in delivering lunches to students.

**NOTE:** Click **Add to My Job Cart** to apply later.

## Uploading Documents

3. **File Attachments:** The first section is **File Attachments**. Upload your most recent resume, following the instructions on the screen.
  - Please upload any additional required documents as outlined in the job description for your specific position.

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My Account Options

My Job Cart (0 items) | Sign Out

Job Search My Jobpage

Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106)

Step 1 out of 8

File Attachments Personal Information Education Employment History Job-Specific Questions General Questions e-Signature Direct Save

Save and Continue Save as Draft Quit

**File Attachments**

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

File attachment types include:  
You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

File Types include:

- .doc, .docx (Word)
- .txt (standard text file)
- .rtf (rich text format)
- .pdf (Adobe Portable Document Format)
- .htm or .html (hypertext markup language documents)
- .wpd (Word Perfect)

Select the file to attach

Choose File No file chosen

**Tips**

You cannot attach a file that exceeds the allocated limit of 1024 kilobytes. You can attach a maximum of 10 files, one at a time.

The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

**Attaching files**

To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

**Deleting files**

To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

4. After you complete the resume upload, or at any point in your application, click one of the blue buttons at the bottom:
- **Save and Continue** sends you to the next section of your application and allows you to continue completing your application.
  - **Save as Draft** allows you to save your work at any point, if you need to log out and return to the application at a later time.
  - **Quit** exits you from the specific job application. You can come back to the submission at any time.



## Updating Personal Information

5. **Personal Information:** Complete this section then click **Save and Continue** to continue in the application.
- **Required fields have a red asterisk (\*) next to them. You must enter information into these fields in order to continue in the application.**
  - Certification is required for instructional roles, so if you are applying to an instructional role, please provide all relevant certifications required for the position you are applying to (even if you do not yet possess those certifications). Please put N/A in the certification fields if you are not applying to an instructional role.
    - i. **NOTE:** failure to provide certification information for a role that requires it may result in rejection for that role.

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My Account Options

My Job Cart (0 items) | Sign Out

Job Search

My Jobpage

Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106)

Step 2 out of 8 | Print

Personal Information

Education

Employment History

Job-Specific Questions General Questions

eSignature

Diversity Survey

Review Sub

Save and Continue

Save as Draft

Quit

Personal Information

Personal Information

Please review the information below. If you would like to make any changes or update information please log into your employee portal.

First Name

Middle Name

Last Name

Street Address (line 1)

Address (line 2)

City

Zip/Postal Code

State

Primary Number

Home Phone

Cellular Number

Home Phone Number

Work Phone Number

Email Address

Employee Number

Candidate Certifications

|                      |                         |                        |
|----------------------|-------------------------|------------------------|
| Certification Type   | Certification Subject   | Certification Status   |
| Certification Type 2 | Certification Subject 2 | Certification Status 2 |
| Certification Type 3 | Certification Subject 3 | Certification Status 3 |
| Certification Type 4 | Certification Subject 4 | Certification Status 4 |

Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

**NOTE:** If you want to be notified directly of jobs that you might be interested in, select the job notification box at the bottom of the personal information page.

6. **Education:** Please provide your highest level of education. If applicable, please include all higher education degrees. Click **Save and Continue** to continue in the application.
  - In this section you can also list any anticipated degrees in progress with the expected graduation date.
7. **Employment History:** Please provide your last three places of employment, including your current employer (if applicable). You can include any additional relevant employment. **Please enter N/A if you have no previous employment history.** Click **Save and Continue** to continue in the application.
  - If selected for this position, this information may be used to verify previous employment.
8. **Questions:** You will need to answer each question in the Questions section, which are specific to the job to which you are applying. Click **Save and Continue** to continue in the application.

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My Account Options My Job Cart (0 Items) | Sign Out

Job Search My Jobpage

Applying for: **Student Climate Staff, 5 Hours (Job Number: 50000106)** Step 5 out of 8 | Print

Progress: Personal Information Education Employment History **Job-Specific Questions** eSignature Diversity Survey Review and Submit

Save and Continue Save as Draft Quit

**Job-Specific Questions General Questions**

**Questionnaire**

Your answers to these questions will not necessarily impact your ability to move forward in the selection process for this job.

\*1. Are you a current employee of the School District of Philadelphia?

☒ Yes  
☐ No

\*2. Do you have a high school diploma and/or GED from an accredited institution?

☒ Yes  
☐ No

9. **eSignature:** Review the eSignature field carefully and, when ready, enter your full name into the **eSignature** box. Click **Save and Continue** to continue in the application.

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My Account Options

My Job Cart (0 items) | Sign Out

Job Search

My Jobpage

Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106)

Step 6 out of 8 | Print

Personal Information

Education

Employment History

Job-Specific Questions  
General Questions

eSignature

Diversity Survey

Review and Submit

Save and Continue

Save as Draft

Quit

### eSignature

**eSignature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

**Terms of Conditions:**

All applicants who are offered employment with School District of Philadelphia will be subject to a federal background investigation (including, but not limited to a pre-employment drug test, employment and education background verification check, criminal history) and may be required to meet eligibility requirements for access to classified materials.

I certify that I satisfy the following:

- To ensure SDP mutual employee safety standards, I am able to read and comprehend English at an eighth-grade level.
- I am currently not under investigation for or previously convicted of a felony.
- I am able to provide official transcripts (not copies) of any diploma or degree conferred or copies of official transcripts if the degree was conferred over 5 years ago, upon request.

I have read, understand and agree to all of the above-stated conditions of employment.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

john doe

Save and Continue

Save as Draft

Quit

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215-400-4000

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10. **Diversity Survey:** Complete the diversity survey questions by selecting from the drop-down menu the answer to each question that best represents your identity. Click **Save and Continue** to continue in the application.

- You only select the answers to these questions the first time you apply to a job; the information is saved for subsequent applications.

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My Account Options

My Job Cart (0 Items) | Sign Out

Job Search

My Jobpage

Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106)

Step 7 out of 8 | Print

Personal Information

Education

Employment History

Job-Specific Questions - General Questions

eSignature

Diversity Survey

Review and Submit

Save and Continue

Save as Draft

Quit

**Diversity Survey**

Diversity

Please provide the information requested in the fields below regarding diversity.

\* 1. Ethnicity

[I do not wish to provide this information]

\* 2. Race

[I do not wish to provide this information]

\* 3. Gender

[I do not wish to provide this information]

\* 4. Vietnam Era Veterans and Other Veterans

[I do not wish to provide this information]

\* 5. Special Disabled Veterans

[I do not wish to provide this information]

\* 6. Individuals with Disabilities

Do you consider yourself an individual with a disability?

[I do not wish to provide this information]

Save and Continue

Save as Draft

Quit

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## **Submit Application**

Review all of your information in your application and, when you are ready to submit your

application, click the **Submit** button. ***You have only submitted your application once you click the Submit button and see the Thank you page below.*** You also receive an automatically generated email confirming your application submission.

If you need to edit any section, click the **Edit** button to return to that section and make edits.

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My Account Options My Job Cart (0 items) | Sign Out

Job Search My Jobpage

Applying for: **Student Climate Staff, 5 Hours (Job Number: 50000106)** Step 8 out of 8 | Print

Personal Information Education Employment History Job-Specific Questions eSignature Diversity Survey **Review and Submit**

**Submit** Save as Draft Quit

**Review and Submit**

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

**File Attachments** **Edit**

| Relevant Files | Resume | File Name   | Date     | Comments |
|----------------|--------|-------------|----------|----------|
| Yes            | No     | resume.docx | 12/10/20 |          |

**NOTE:** This is a partial screen print of the Review and Submit screen.

## **Thank You**

### **Process completed**

Thank you for your job application. If your profile meets the requirements, a member of our team will contact you.

We invite you to view the available job openings and to further explore the functionalities of your account.

[View My Submissions](#)



## **Editing/Updating Application**

If at any time you wish to view or edit an application, click on the **My Jobpage** on the top of your screen, identify the job, and click **View/Edit Submission**.

The screenshot displays the 'My Jobpage' interface. At the top, there are four main navigation buttons: 'Job Search', 'My Jobpage' (highlighted with a red box), 'Offers', and 'Tasks'. Below these is a secondary navigation bar with links for 'My Submissions', 'My Job Cart', 'My Saved Searches', and 'My Referrals'. The main content area is titled 'My Submissions (1 job submissions found)'. It includes a description: 'This page displays all relevant details related to your draft and completed submissions.' and a 'Submissions per page:' dropdown menu set to '25'. A blue header bar indicates 'Completed Submissions'. Below this, a job listing is shown for 'Student Climate Staff, 5 Hours' at 'West Philadelphia High School (1020)'. The job details include 'Job Number: 50000106', 'Job Status: Active (Accepting Job Submissions)', and 'Submission Status: Completed – Updated: Dec 10, 2020'. At the bottom of the listing, the 'View/Edit Submission' button is highlighted with a red box, along with a 'Withdraw' link.