Philadelphia ERP Project
Apply to a Job in Taleo as an Internal Employee

Guidelines

If you would like to apply to a job at the School District of Philadelphia while you are currently an employee, you do so using the new career site in the Employee Portal. Review the following guidelines for information on how your current employee data is used as part of the application process:

● Most information fields in your internal application are either blank or completed based on information from your employee profile in Advantage, the District’s current HR system. Fields are locked and you will not be able to directly input or change many fields on the application.
  ○ If you need to update your personal information (Name, Address, Phone Number), please complete the Change of Address form on our website.
  ○ Currently, no education information will show in your application. Please make sure you upload your resume when applying to jobs so the hiring manager understands your education history.
  ○ Currently, no employment history will show in your application. Please make sure you upload your resume when applying to jobs so the hiring manager understands your employment history.
  ○ Currently, no certification information will show up in your application. The district is working to ensure certification information listed in the District’s current HR system will show up by April 2021. If you think you need to update your certification information, please email the Certification team at compliance@philasd.org with your name, employee ID, your PPID, and a copy of your additional certification(s).
  ○ If you have any questions about the information showing in your application, please contact staffing@philasd.org

● If you have requested any information change, the appropriate team will update your information and notify you when complete. The information will automatically change in your application the next business day following the change.

● You can continue applying to jobs while waiting for this information to change.

● Your internal application will only include your SDP email address. Recruiters and hiring managers will only correspond with you via your SDP email address. Please check your email frequently at https://zimbra.philasd.org for correspondence regarding applications.

● Please contact jobs@philasd.org for any questions regarding your application.
**Navigation**

1. Log in to the Employee Portal at [https://sso.philasd.org/cas/login](https://sso.philasd.org/cas/login). If you have never registered for an Employee Portal before, register for an Employee Portal and Email Account by [clicking here](https://sso.philasd.org/cas/login).

2. Access Taleo on the Employee Portal by clicking on the tile “Job Application- Internal Employee”.

3. The **Internal Career Site** displays.
4. Use any one or combination of the search options list to locate a position.

- Keywords - Enter a few words about the position like security, teacher, accountant.
- Location - Enter a name of a school or department.

Search options down the left side. Multiple checks allowed per option.

- 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
Apply for a Position

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

   ![Job Search Results](image1)

   **Requisition Title**: Student Climate Staff, 5 Hours
   **Location**: West Philadelphia High School (1020)
   **Posting Date**: Oct 12, 2020
   **Actions**: Apply

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

   ![Application Form](image2)

   **Office of Talent Support Services**
   **215-486-0000**
   **Porto: D Suite 222**

   **Job Description**
   **Student Climate Staff, 5 Hours**
   **Description**: The School District of Philadelphia is the comprehensive provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. The 130,000 students assigned 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 to 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 assists in the preparation and serving of food during lunch periods. Essential Functions: 1. Assists security and instructional personnel on monitoring students' activities and their petting. 2. Helps maintain order in the dining areas during lunch periods and the school play areas during recess. 3. Ensures that students clean their respective seating 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.
3. **File Attachments**: Complete each section of the application. The first section is **File Attachments**. Upload your most recent resume, following the instructions on the screen.

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.

5. **Personal Information**: Complete this section then click **Save and Continue** to continue in the application. As an internal employee, most of the fields in your personal information
Your resume serves as a record of your certification history, and you will not need to complete this section.

- If you need to update your personal information (Name, Address, Phone Number), please contact who will update the information for you.

**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**: As an internal employee, the fields in your Education page will be locked and not editable, and will be blank. **Your resume serves as a record of your education history, and you will not need to complete this section.** Click **Save and Continue** to continue in the application.

![Job Posting Notification](image)

- Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

- Send an email notification whenever a new position matching this profile is posted.
7. **Employment History:** As an internal employee, the fields in your Employment History page will be locked and not editable, and will be blank. *Your resume serves as a record of your employment history, and you will not need to complete this section.* Click Save and Continue to continue in the application.

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.
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.
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.
11. **Review and Submit:** 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 email confirming your application submission.

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

![Review and Submit Screen](image)

**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
12. 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**.