

# 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](mailto: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](mailto: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](mailto:jobs@philasd.org) for any questions regarding your application.



## **Navigation**

1. Log in to the Employee Portal at <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](#).
2. Access Taleo on the Employee Portal by clicking on the **tile “Job Application- Internal Employee”**.



3. The **Internal Career Site** displays.

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Welcome You are signed in. 0

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

Keyword  Location

[View All Jobs](#) [Advanced Search](#)

Job Openings 1 - 25 of 220

▼ Posting Date

▼ Location

Worker Location

- ☐ Talent Administration (9401) (56)
- ☐ High School of the Future (1030) (23)
- ☐ West Philadelphia High School (1020) (11)
- ☐ McDaniel, Delaplaine School (2370) (10)
- ☐ Grants Compliance (9570) (6)

[Show more](#)

Save this Search

Sort by: Relevancy Descending

Requisition Title	Location	Posting Date	Actions
<a href="#">Teacher, Full Time</a>	McDaniel, Delaplaine School (2370)	Dec 4, 2020	<a href="#">Apply</a>
<a href="#">Teacher, Full Time</a>	McDaniel, Delaplaine School (2370)	Dec 4, 2020	<a href="#">Apply</a>
<a href="#">Food Services Assistant</a>	Barry, John Elementary School (1200)	Dec 3, 2020	<a href="#">Apply</a>

4. Use any one or combination of the search options list to locate a position.

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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>
<a href="#">Student Climate Staff, 5 Hours</a>	West Philadelphia High School (1020)	Oct 12, 2020	<a href="#">View/Edit Submission</a>

Previous 1 Next

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- 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.

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.

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.

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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 eSignature Drive Survey

**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

Comments about the file

**Attach**

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	resume.docx	12/10/20		Delete

**Save and Continue** **Save as Draft** **Quit**

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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

page, including name, address, phone number, and certifications, will be locked and not editable. The certification information will be blank. **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.

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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

Email Notifications

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

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
Certification Type 5	Certification Subject 6	Certification Status 5
Certification Type 6	Certification Subject 5	Certification Status 6
Certification Institution	Certification State	Verified Expiration Date
Certification Institution 2	Certification State 6	Verified Expiration Date 2
Certification Institution 3	Certification State 4	Verified Expiration Date 3
Certification Institution 4	Certification State 5	Verified Expiration Date 4
Certification Institution 6	Certification State 3	Verified Expiration Date 5
Certification Institution 5	Certification State 2	Verified Expiration Date 6

Personal Professional ID # (PPID) Issue Date - MM/YY

Job Posting Notification

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.

Save and Continue

Save as Draft

Quit

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**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.

### Job Posting Notification

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.

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.

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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 3 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

Education

Education

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

Education 1

Highest Level of Education

Institution

Program

Save and Continue

Save as Draft

Quit

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To change any of these items, please contact your HR administrator for further instructions.



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.

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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 4 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

### Employment History

**Work Experience**

List the work experiences below, starting with the most relevant one.

**Work Experience 1**

Employer	Job Function
Start Date	End Date
Supervisor's Name	Reason for Leaving
Supervisor's Phone	

To make changes to these items, please contact your HR Administrator for further instructions.

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

Personal Information Education Employment History **Job-Specific Questions General 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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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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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.

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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 | General 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](#)

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**.

The screenshot displays the 'My Jobpage' interface. At the top, there is a navigation bar with four tabs: 'Job Search', 'My Jobpage' (which is highlighted with a red box), 'Offers', and 'Tasks'. Below this is a secondary navigation bar with four links: '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, there are two buttons: 'View/Edit Submission' (highlighted with a red box) and 'Withdraw'.