Application Reference Guide

External (Non-Employee) Applicants

This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.

4/15/2020

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This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Portland Public Schools.

- After you have read this *reference guide* and are ready to apply for positions, you can begin the application process by going to *http://www.pps.net/* click on Jobs.
- In order to complete an online application, you will need the following information:
  - Personal information including address and contact phone numbers.
  - Education history including attendance dates, school locations and G.P.A. information.
  - Employment history including work dates, duties, addresses, contact names and phone numbers.
  - Professional references including contact information.
  - Licensure and certification details (if applicable)
  - Working Email
    - You must have a working e-mail address to apply for positions. You will be notified via email when your application is received as well as when a job opening to which you have applied for has been closed. If you do not currently have an e-mail address, please create one before applying. There are several free e-mail providers such as Yahoo, Hotmail, and Gmail.
- As you begin the application process, you may find it useful to keep these instructions handy.

Helpful Tips:

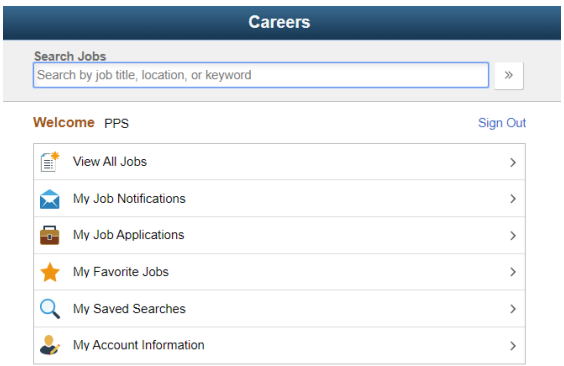
1. First-time applicants will need to register with a user name and password.
2. Once you have registered a username/password; if you forget either your username or password, click on Forgot username/password. Your username/password will then be e-mailed to the e-mail address you registered with.
3. Do NOT use the BACK button in your browser. You will lose the data you have entered. Use the "Return to Previous Page" or "Return to Application" button.
4. The system will time-out after 20 minutes of inactivity. If this happens and you have not saved for later, your information will be lost. To ensure this doesn't happen, periodically click on the "save for later" button in the application.
5. Be sure your application is complete prior to submitting it to a job posting. Submitted applications cannot be edited.
6. Your data will not be saved to the database until you have submitted **at least 1** application.
7. To view a listing of Frequently Asked Questions, visit the Human Resources Employment Opportunities page and click on the 'Online Application FAQ & Resources' button.
8. When completing the online application, you have the ability to attach a resume and other files that are relevant to the position for which you are applying.

9. When searching for jobs on the Careers Home page, you may use the Job Filters section or Search option to search by location, department, keyword, or by selecting different Job Function. To view all job listings, leave all categories blank and click on the "Search" button.
10. If you see a job opening you wish to apply for, select the posting title and click on "Apply".
11. If you saved a search and no longer wish to receive automatic emails that match the search criteria, login to your profile and navigate to Saved Searches and delete your saved search.
12. All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. These questions are related to job function and may differ from year to year. Questions previously answered will be retained on future job applications for your review. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

Employment Online Application Process

The following table lists the features available through Candidate Gateway. EXTERNAL APPLICANT
• Search for job openings.
• Save search criteria and job agents.
• Save job openings.
• Apply for job openings.
• Submit applications.
• View notifications.
• View latest job postings.

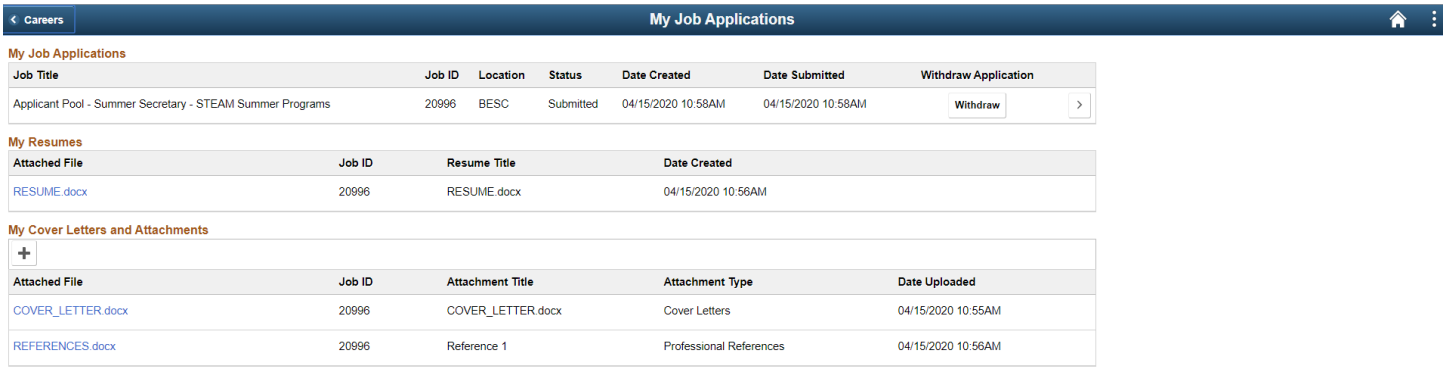
On your Careers Home Page you will see the following:



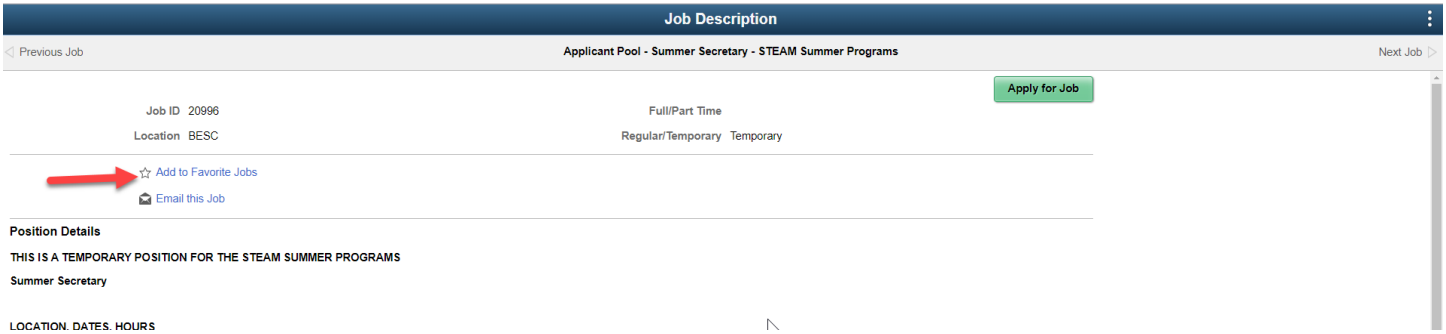
View All Jobs: Click the right arrow to view all open jobs

My Job Notifications: Communications from Human Resources regarding requests for additional information, interview notifications, and job offers are located here.

My Job Applications: Your applications, resumes, cover letters and other attachments are housed here. If you choose to withdraw your application from a job posting, you would do so from this screen. Attachments added here will be visible to the Recruiter/Hiring Manager on all job applications submitted.

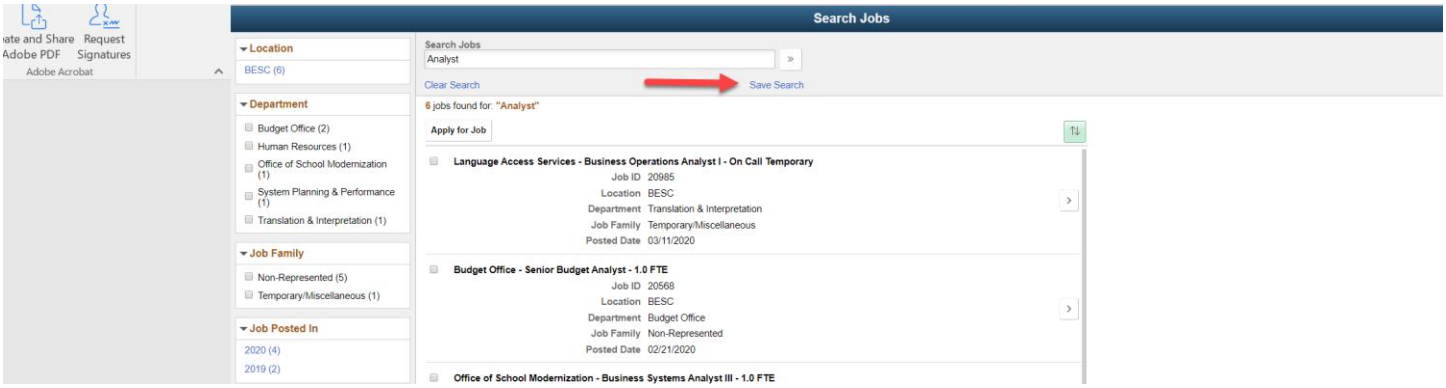


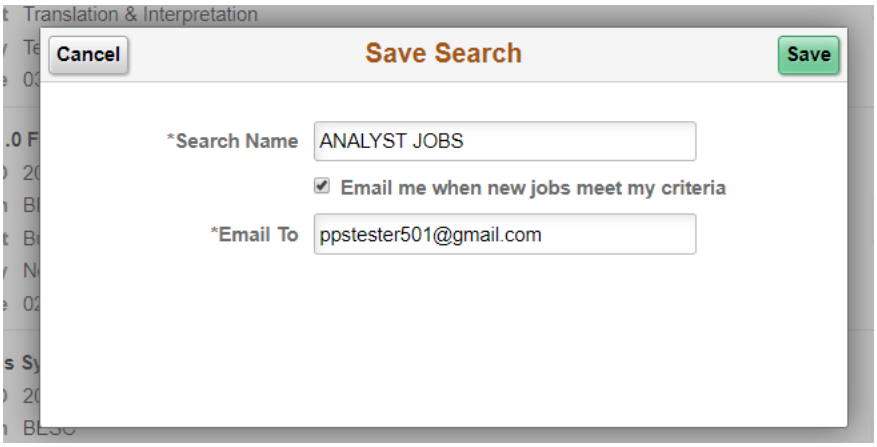
My Favorite Jobs: Applicants can Add to Favorite Jobs by selecting the link on the Job Description page.



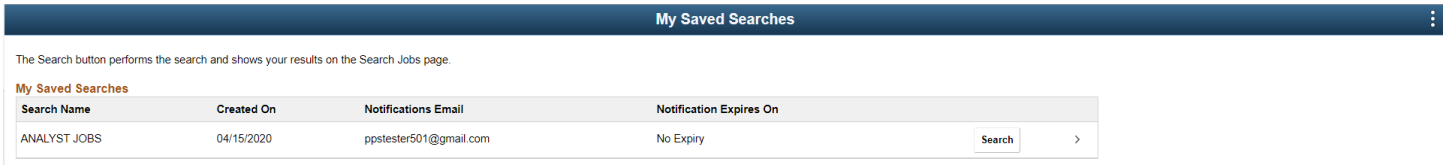
Favorite added: From here you can apply to job or remove favorite.

My Saved Searches: On the PPS Job Search page you are able to save a search that you will perform multiple times. Enter in keyword in search bar, and click Save Search.

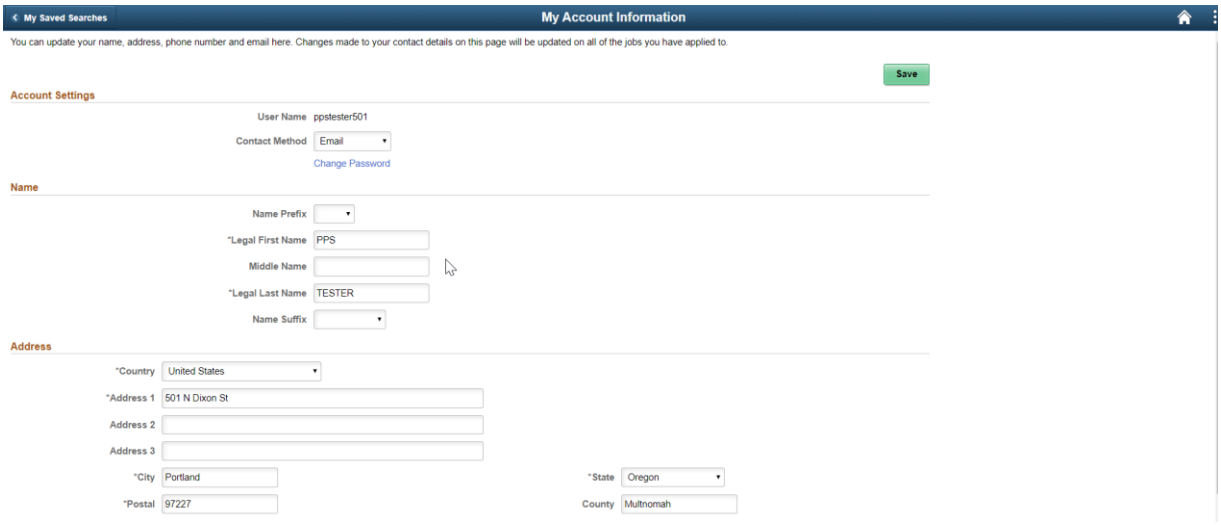




These saved searches will show up on the My Saved Searches page.

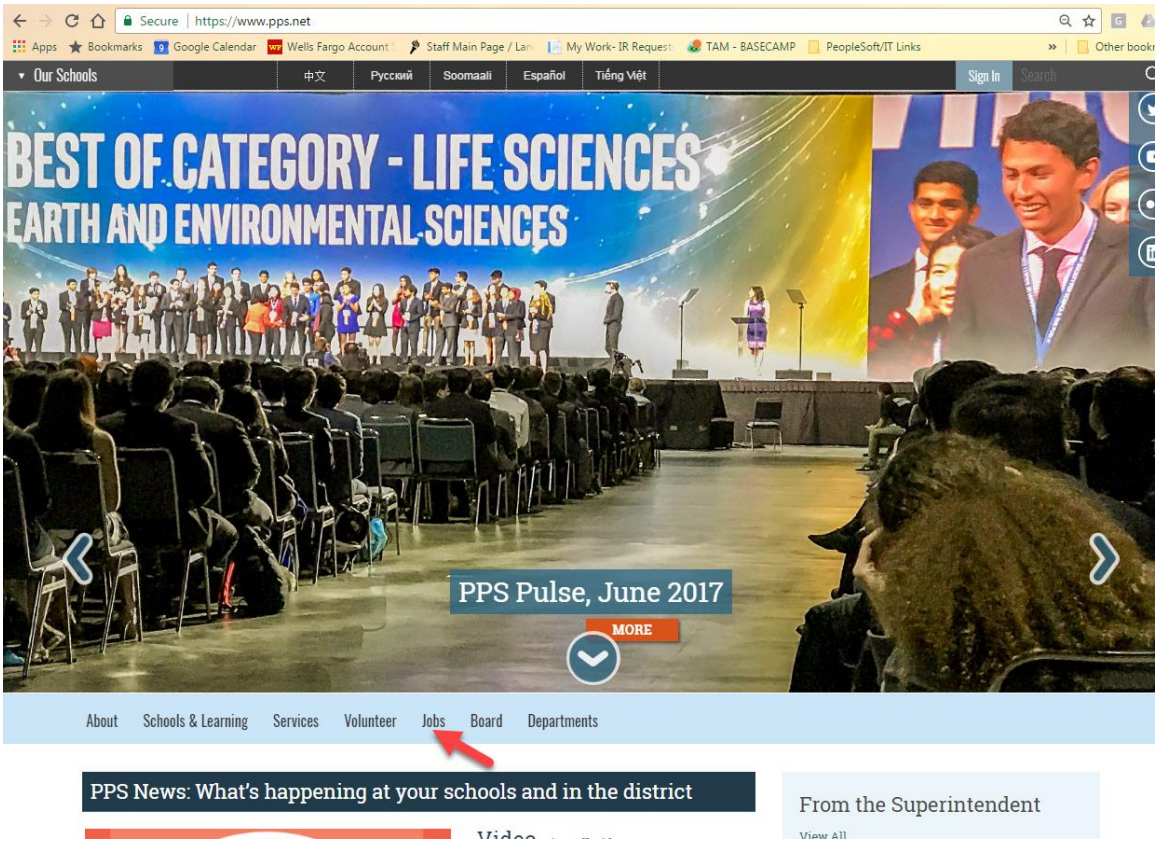


My Account Information: You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

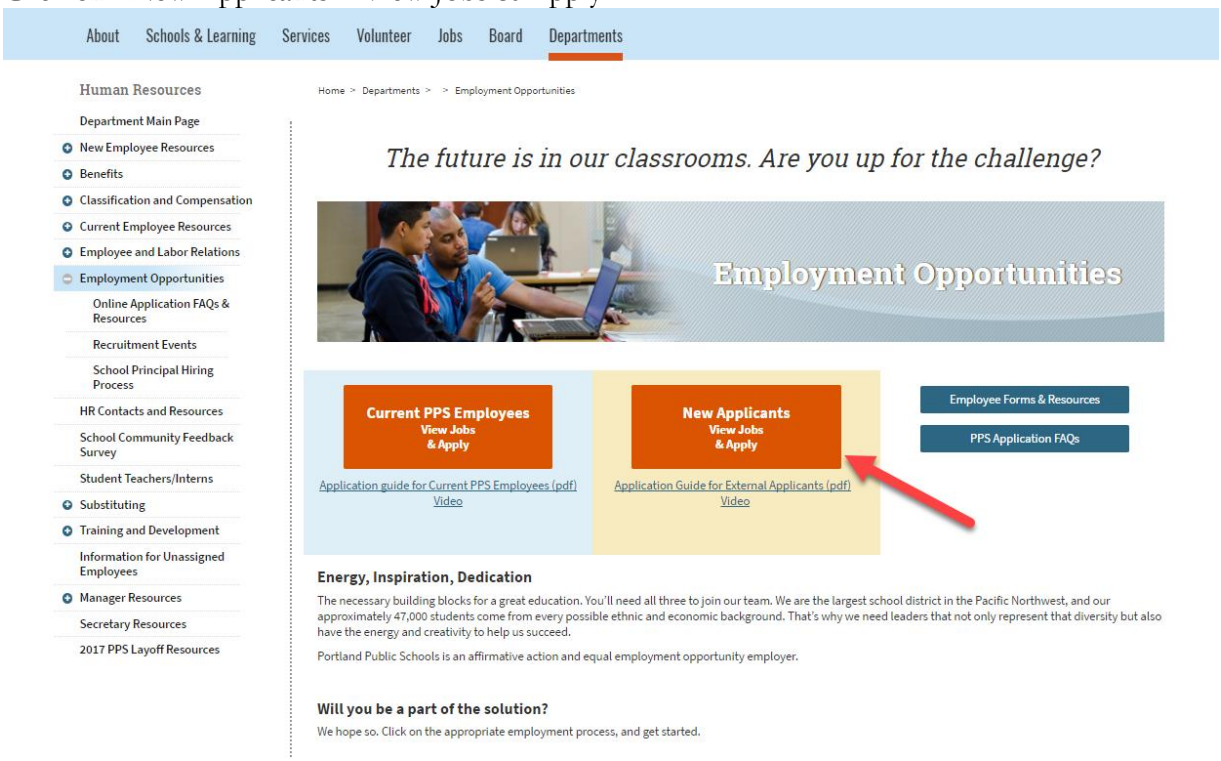

My Saved Searches
My Account Information
You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.
Save
Account Settings
User Name ppstester501
Contact Method Email
Change Password
Name
Name Prefix
*Legal First Name PPS
Middle Name
*Legal Last Name TESTER
Name Suffix
Address
*Country United States
*Address 1 501 N Dixon St
Address 2
Address 3
*City Portland
*State Oregon
*Postal 97227
County Multnomah

How to Apply

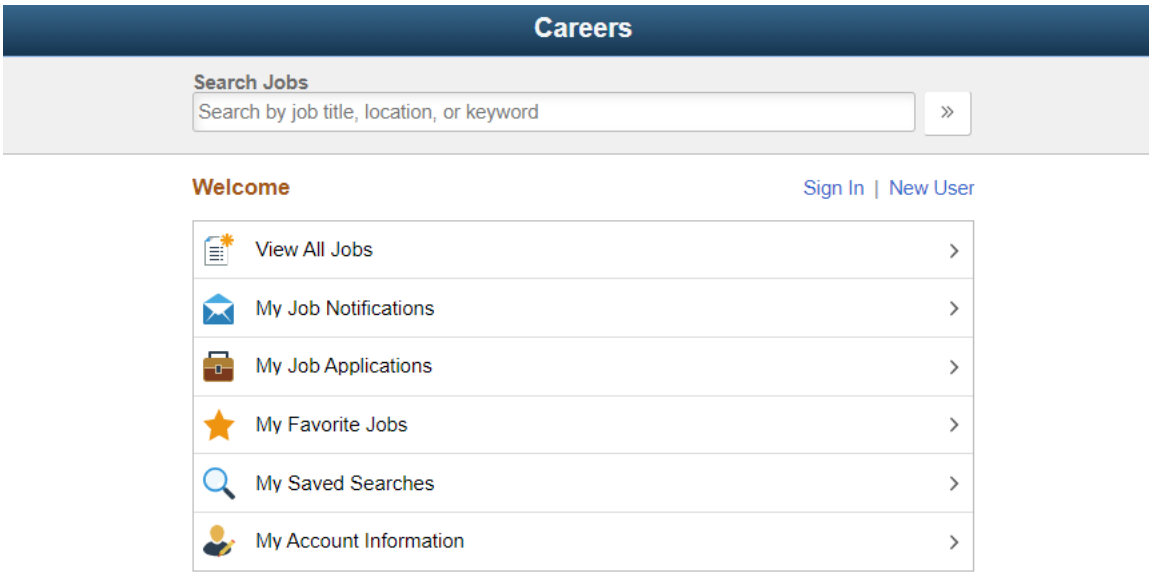
Start by going to, http://www.pps.net/. Click on "Jobs".



Click on "New Applicants – View Jobs & Apply"



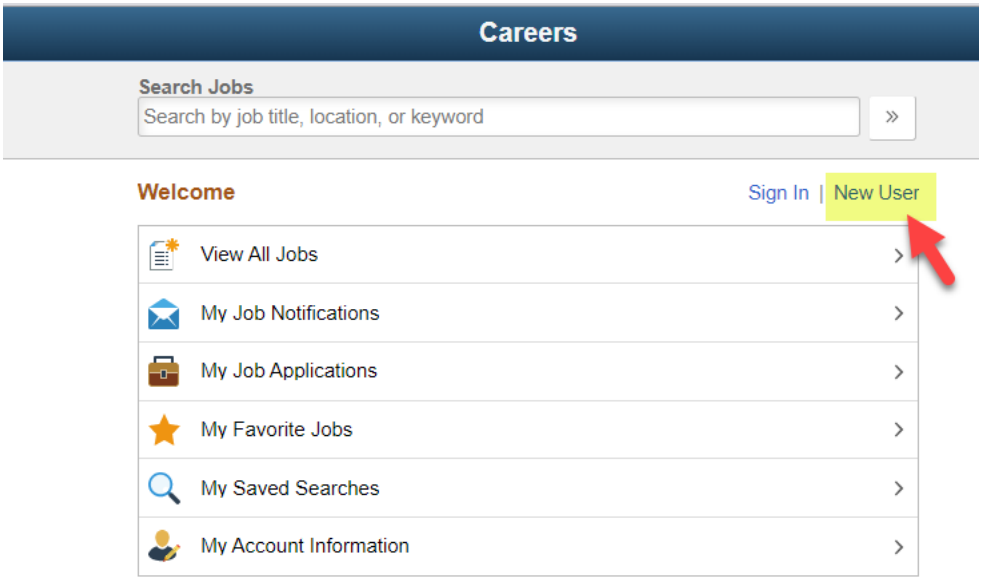
This brings you to the Careers Homepage

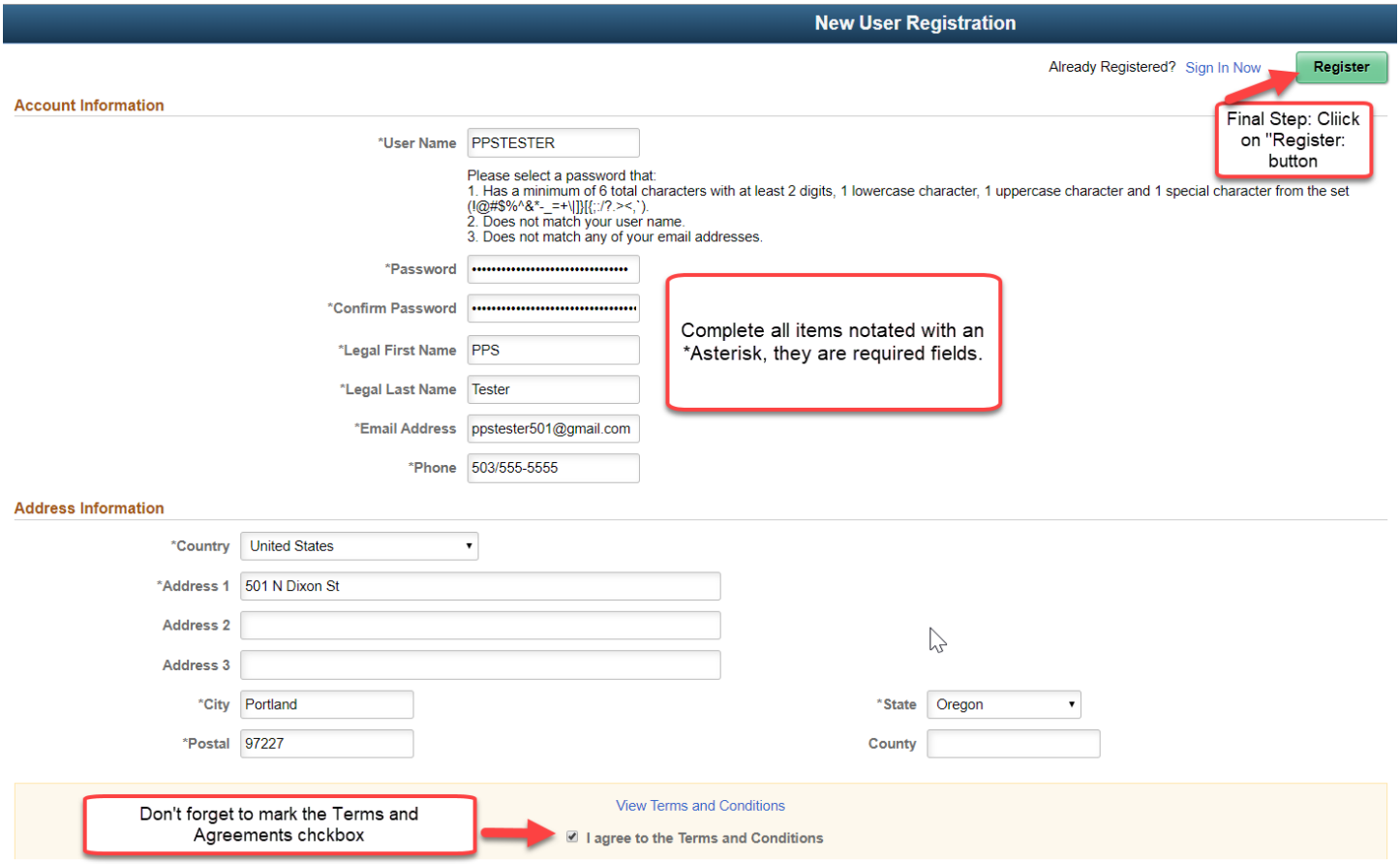


Please carefully review the following information regarding our online application process.

- To be considered for a position, applicants must submit a completed application through Oracle Candidate Gateway.
- You are allowed to complete the application in several steps. You do not have to complete all steps in a single session. You can complete them at different times, even on different days. SAVE APPLICATION AS DRAFT and return by signing in and viewing Submitted and Draft Applications under the My Job Applications tab.
- The application consists of multiple steps and will take you at least 30-60 minutes to complete. After your first submitted application, most data will be retained for future job applications.
- Your application will be considered "in draft" until you complete it.
- All fields marked with a asterik(*) are required.

First-time applicants are required to create a NEW USER profile and register a user name and password by clicking on "New User"





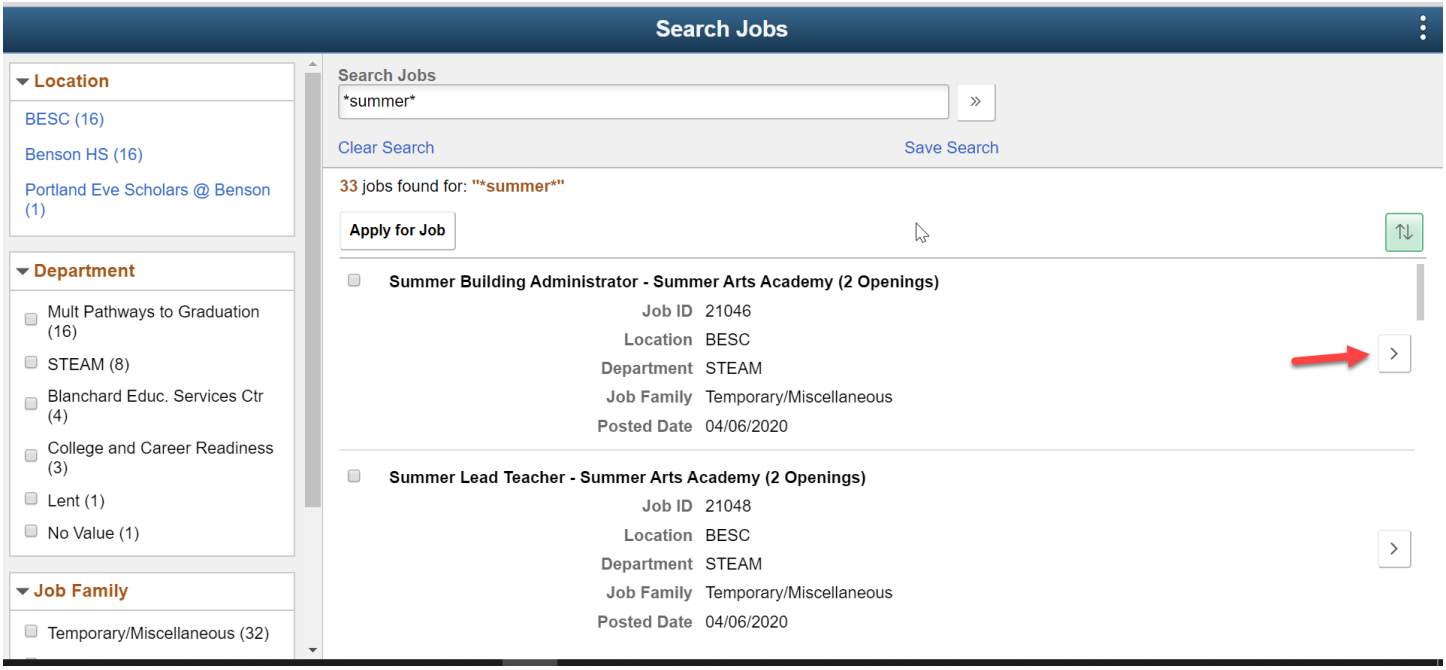
Returning applicants click on "Sign In Now". Login by entering your User Name and Password. Click Login.

Once you have logged in, you will be able to manage different facets of applying for a job.

There are two ways to apply for jobs in TAM.

1. **Applying to a single job –** once you have found a job you're interested in, simple click on the job and you will begin the application process.
2. **Selecting multiple jobs –** this is the recommended path when applying to multiple jobs. To apply to multiple jobs, check the checkboxes next to each job and then select Apply for Job at the top of the page.
   - Please be aware, if you should choose to withdraw your application from just one of the jobs from a multiple jobs application submission; the system will automatically withdraw you from all jobs connected to the multiple job application. Unfortunately, there is no way to avoid this.

Search Jobs



Filter by: On the left side, select a filter to narrow down available job openings (i.e. Location, Department, Job Family, and Jobs Posted In)

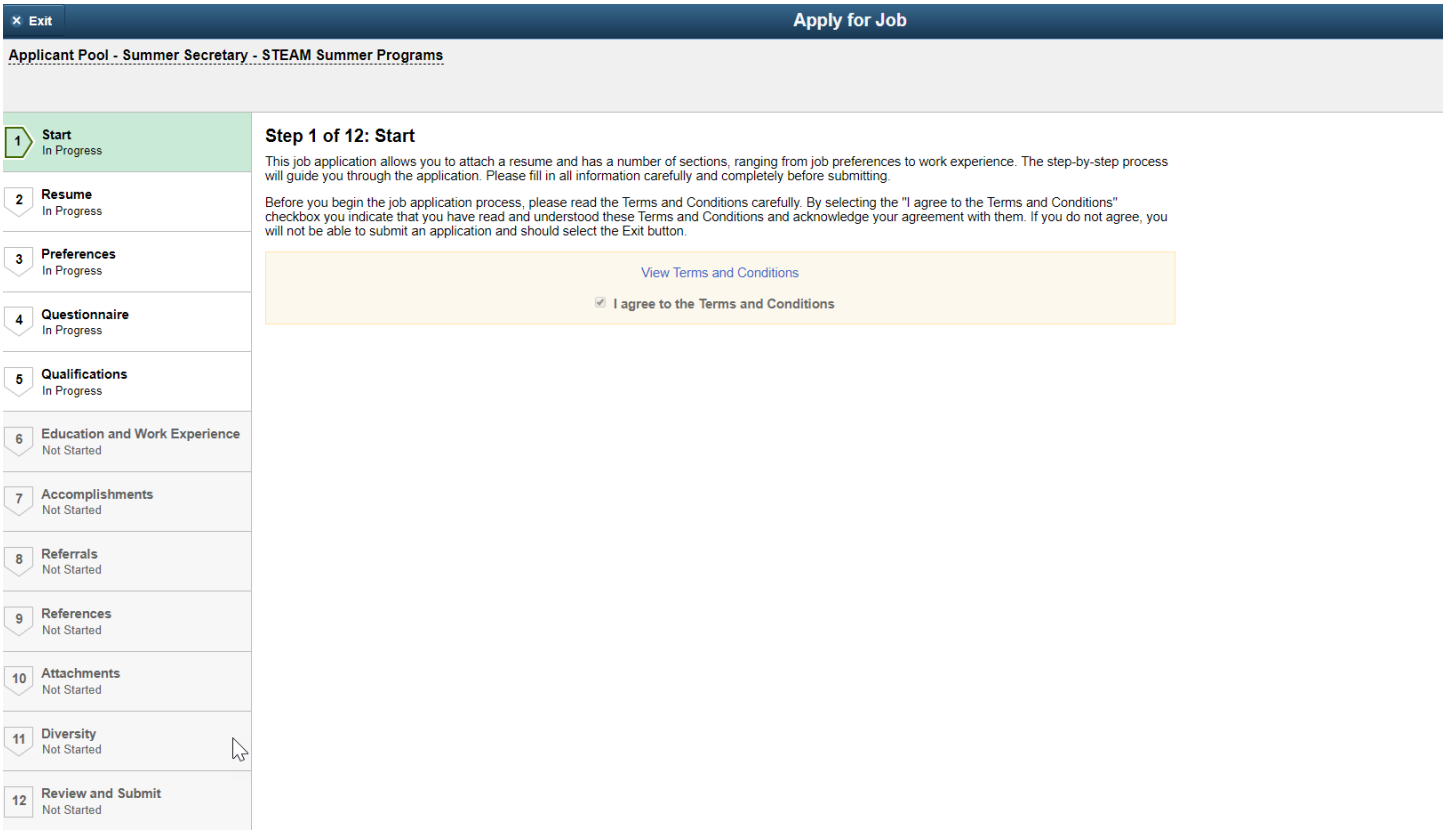
Search Jobs/Search by job title, location or keyword: the keyword search will find all open jobs that contain the word in the job title or description. Tip – asterisks (*) are used as valid cards. Searching for "*Summer*" will provide all results that contain Summer.

View Job Description: To drill into more details about the job opening, click on › to view more detailed information

From the Job Description page: Apply for Job, Add to Favorites or Email this job to a friend

APPLY FOR JOB

My Application – Steps to Completion (1-12)



1. Start

In this section, you will have an opportunity to review Application Terms & Agreements. Please make sure to read through all of the Application Terms & Agreements literature. You must click the checkbox indicating you've read the page in full before continuing with the application. Click the NEXT button to move to next step.

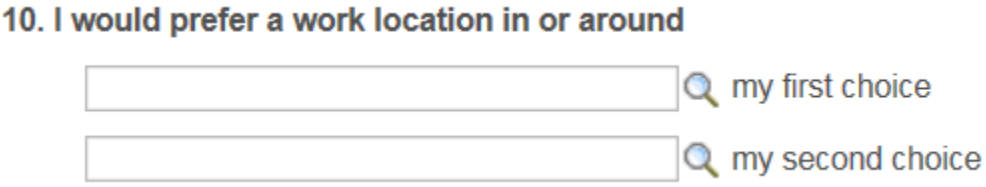
2. Resume

TAM offers multiple methods to include your resume and cover letter.

- **Attach a Resume** from your computer.
- **Use Existing resume** – if you have previously applied for a job with PPS through TAM, your resume information will be saved. Please make sure to review your saved resume to ensure it is up-to-date.
- **Cover Letter** – you'll have the option to attach a cover letter from your computer.

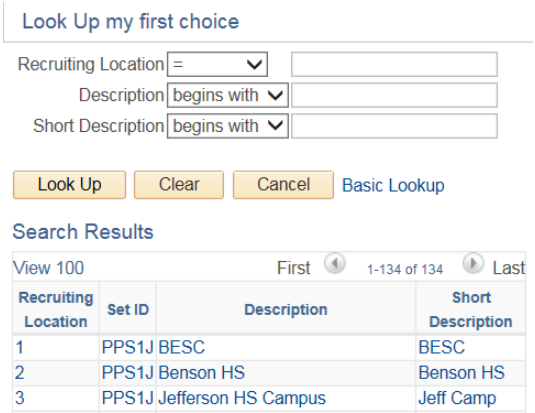
3. Preferences

In this section, you will have the opportunity to indicate your job preferences. This will include when you are available to start work, willingness to travel, workdays, etc. You will also have the option to indicate desired work locations. To select from a list, click the magnifying glass next to the text box.



After clicking the magnifying glass, a new search window will appear. Here, you'll be able to browse through the entire list or use the search function at the top. Click on the desired school once it has been found.

Hint: if you know the name of the school you are looking for, enter it in the Description search field and click Look Up.

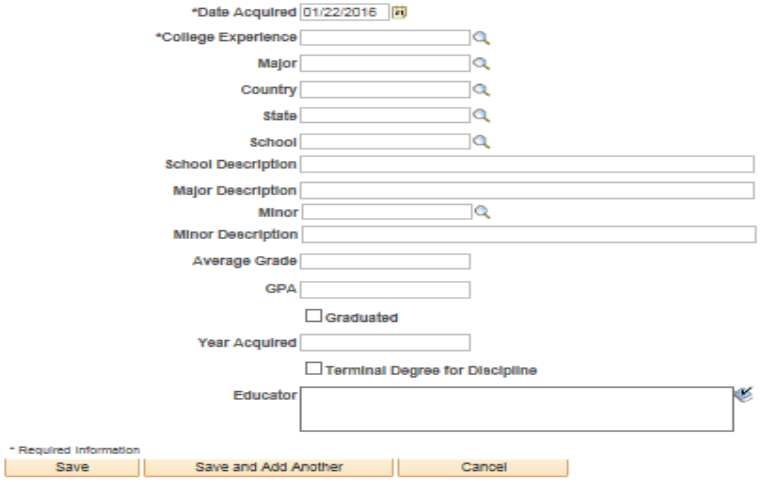


4. Questionnaire

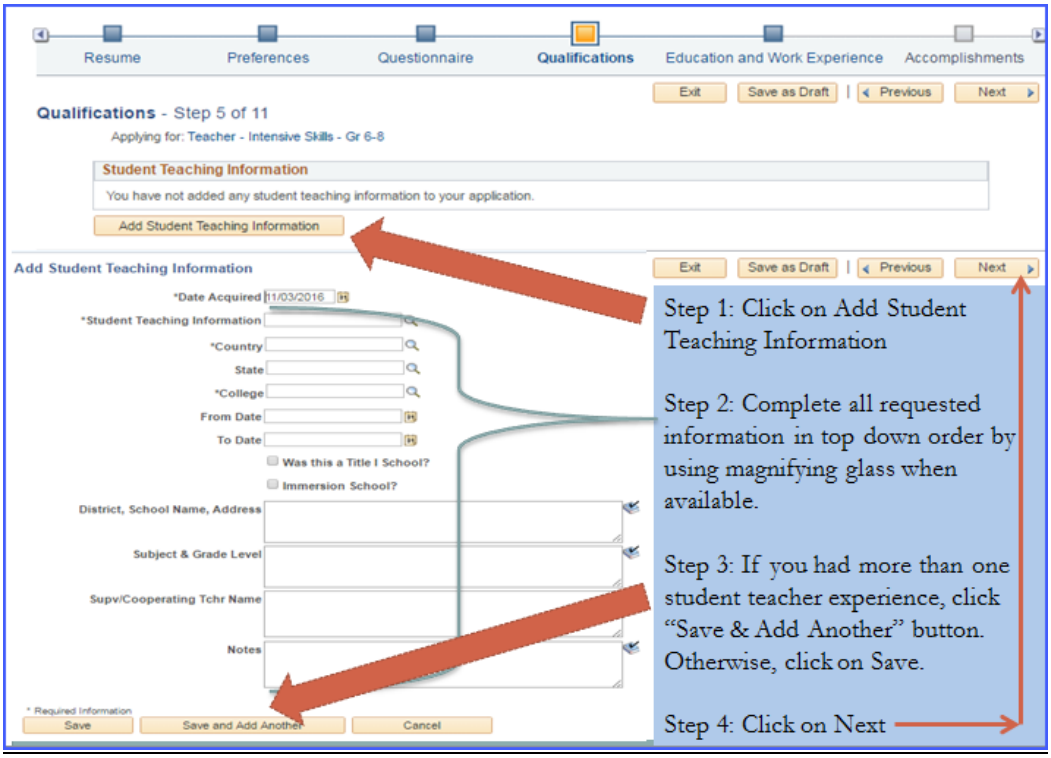
All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

5. Qualifications (This section only becomes visible if you are applying to a specific job)

In this section, you will have the opportunity to enter degree and student teaching information. Please click on the magnifying glass to select appropriate information, and work in the top down order.



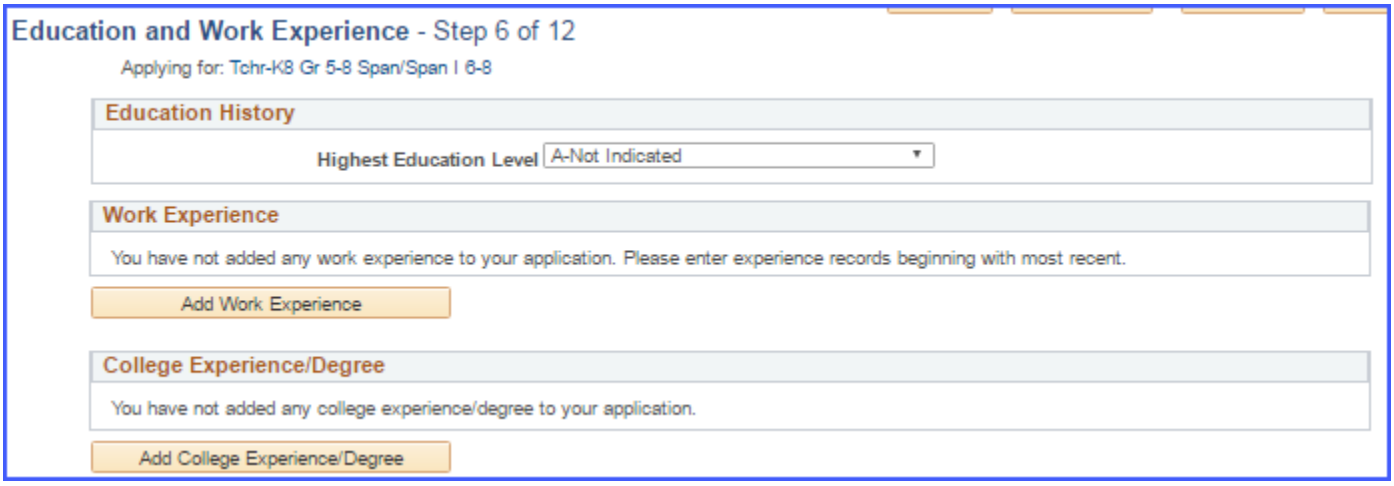
Student Teaching Information example below:



6. Education and Work Experience

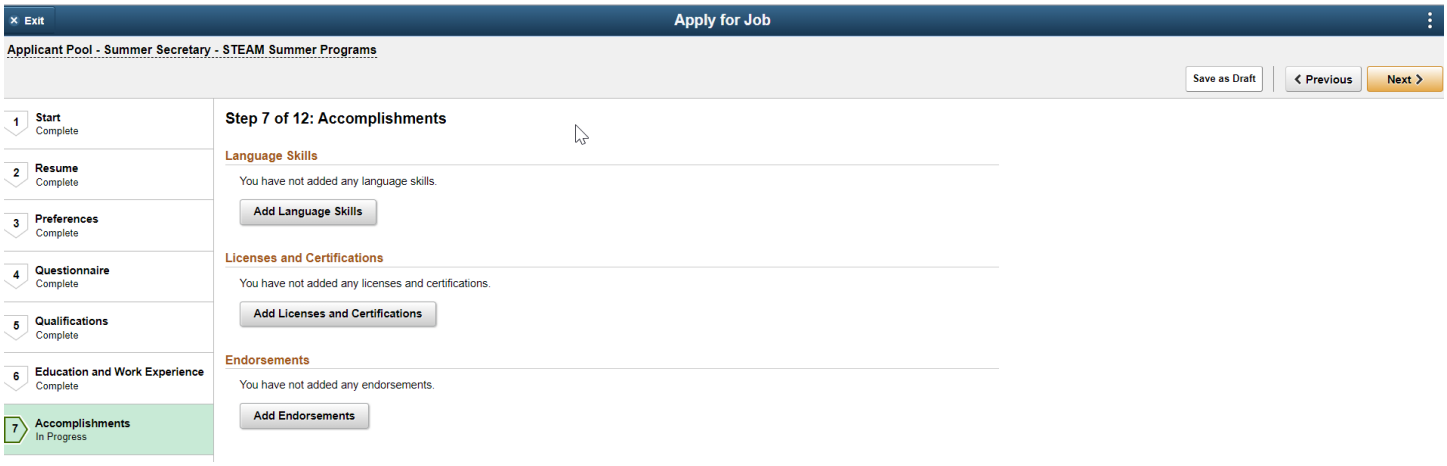
In this section, you'll be able to indicate your highest level of education by clicking on the highest level of education drop down menu. Select your degree and proceed to work experience. In this section you can add your work experience. Try to be as detailed and accurate when completing the work experience section. You must complete all sections that have asterisks next to them.

In the College Experience section you will notice a magnifying glass on the right side of the completion boxes. Please use the magnifying glass to open the drop down menus and go in order of top down. If you have multiple college experience degrees, please make sure to click on "Save and add another". Once you have completed this section; all education and work experience, Click on Next.

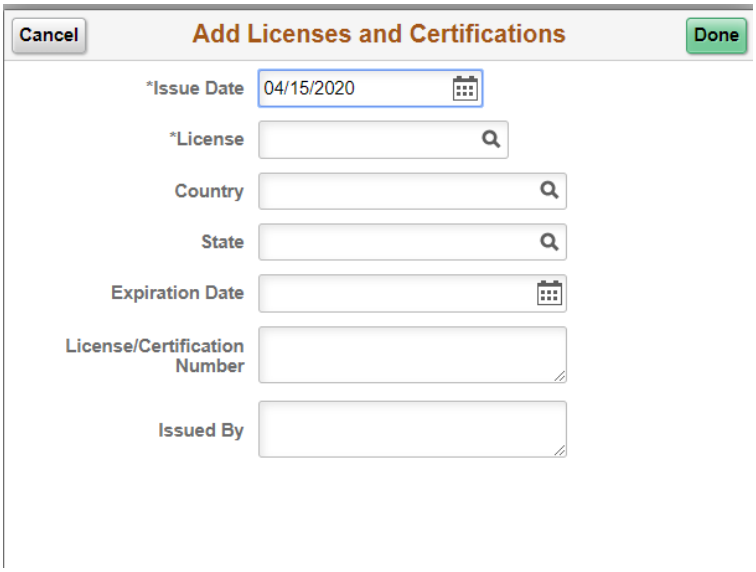


7. Accomplishments

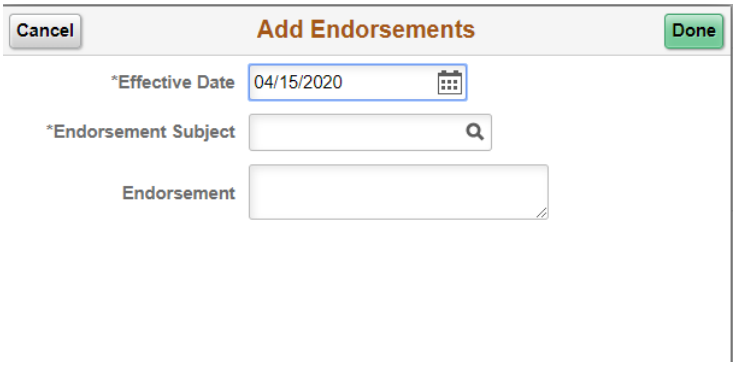
In this section, you will be able to add licenses/certifications, endorsements, and language skills by clicking on the add buttons. Once again anything that is noted with an Asterisk, you must enter in information. If there is a magnifying glass, please use it to locate the information that you need. If you have more than one license or certification, click on the "Save and Add Another" button, and repeat the process.



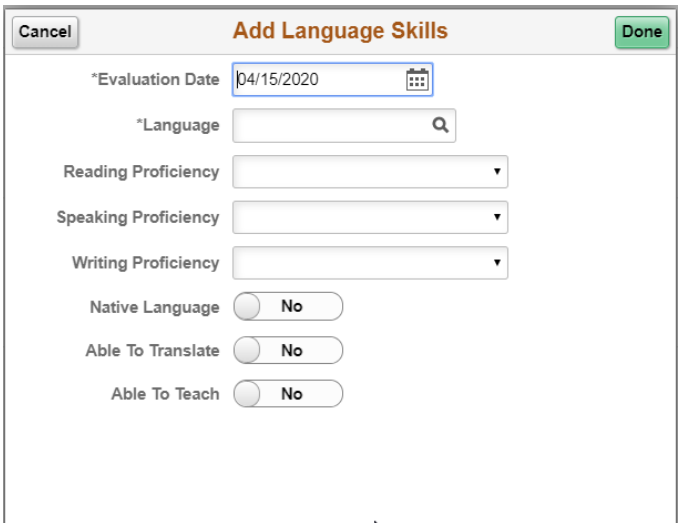
Example: Add Licenses and Certifications



Example: Add Endoresement



Example: Add Language Skills



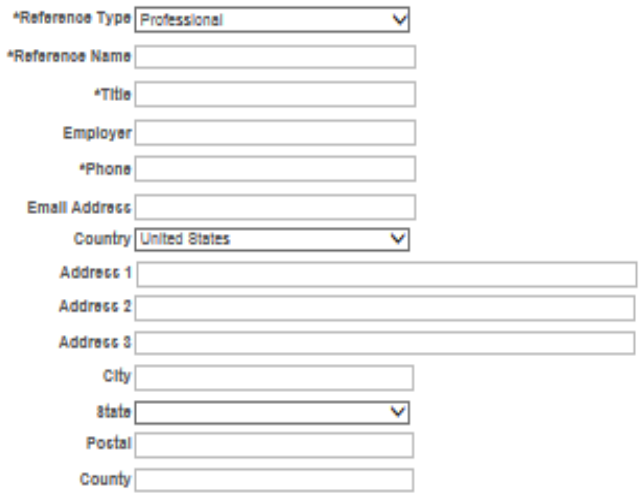
8. Referrals

In this section, you will be able to identify how you learned about the job(s) you are applying for. Please be a specific as possible.

**Also note on this page, you will be asked if you were a former PPS Employee. Please indicate Yes or No.

9. References

There are two types of references to choose from: Personal or Professional. PPS requires a minimum of three (3) professional or personal references. Select Reference Type: Professional or Personal. Provide information about your references. To enter additional references, click the "Save and Add Another" button and repeat the process.



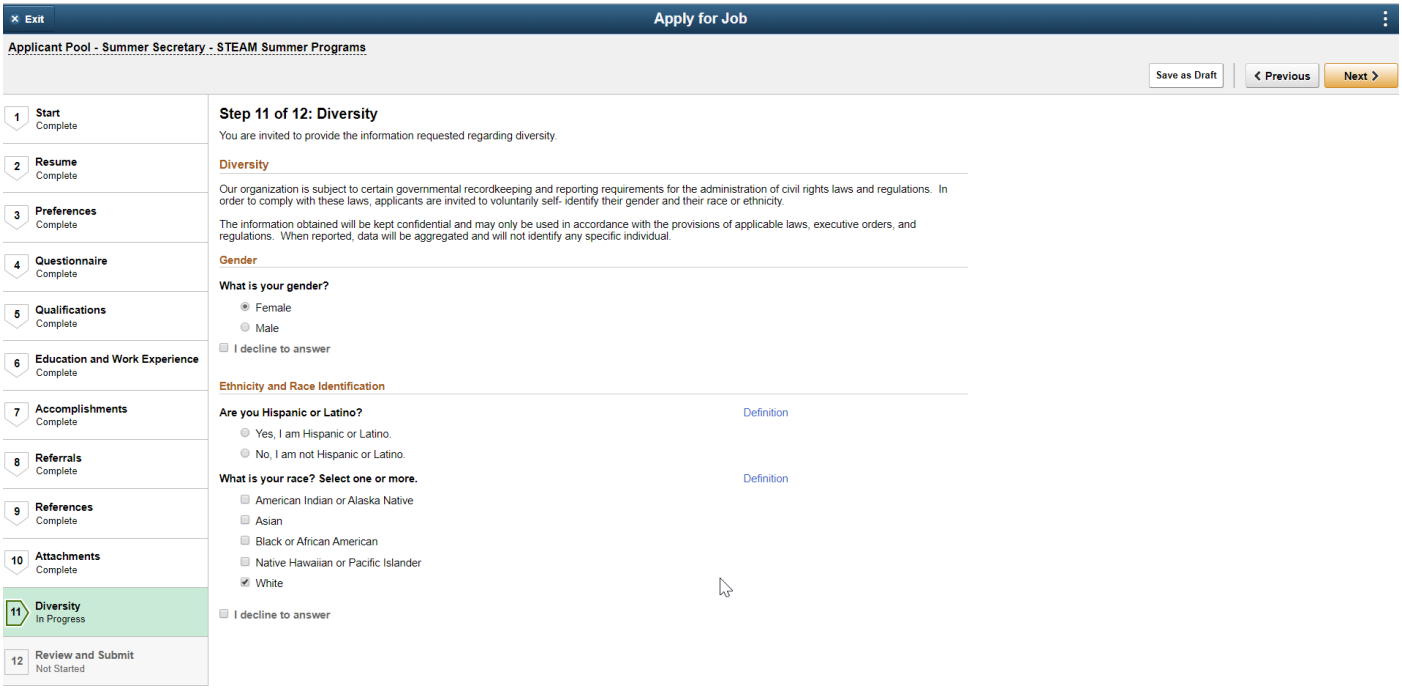
10. Attachments

In this section, you will be able to include additional documentation. Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations. Click on Add Attachment, Select your attachment type from the drop down menu, Click Upload Attachment, Click Save. If you have additional attachments, repeat the process.

- NOTE: All Veterans Preferenace documentation needs to be loaded here.

11. Diversity

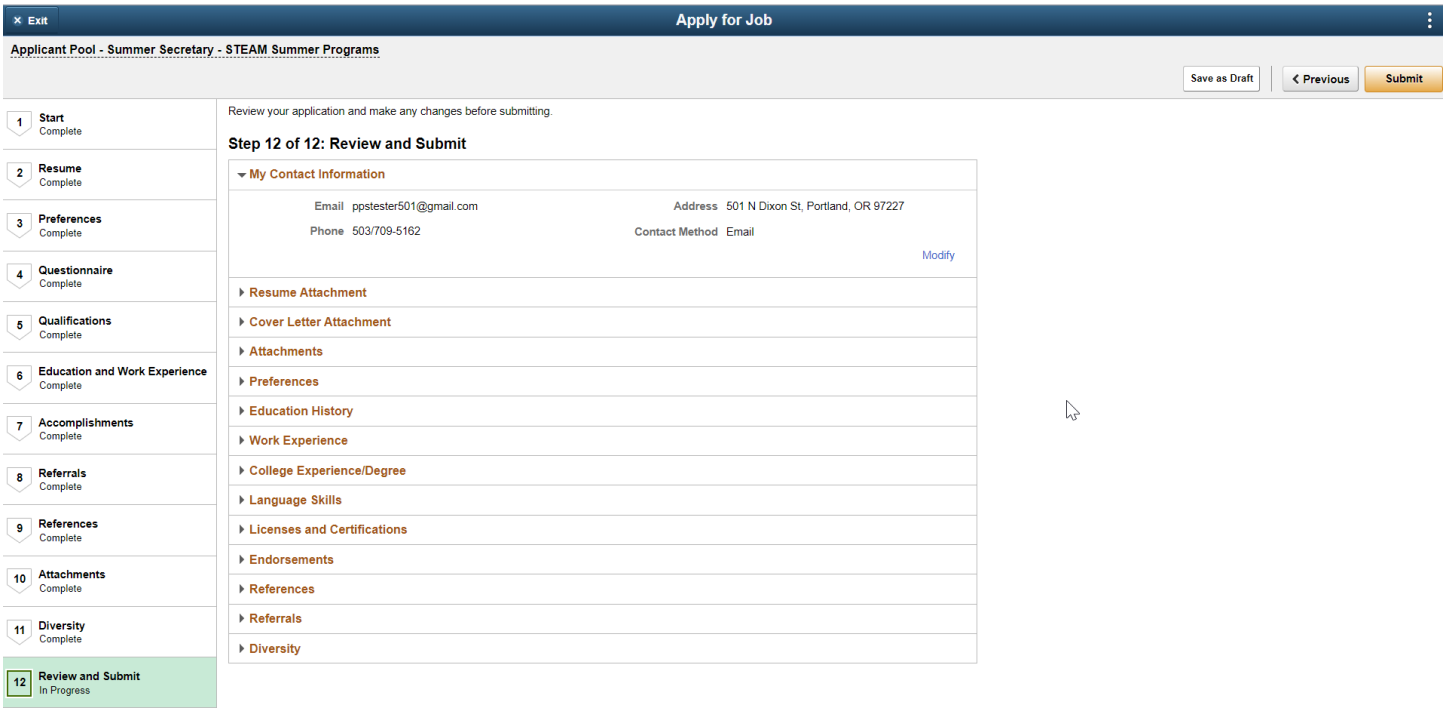
In this section you are invited to provide the information requested regarding diversity.

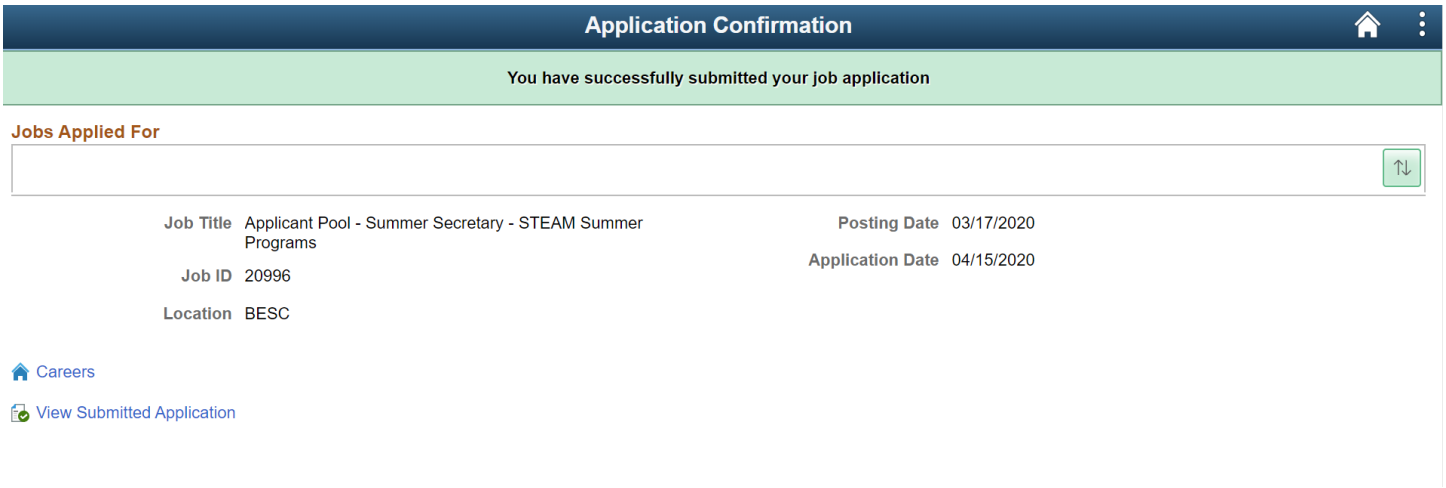


Review/Submit

The last step in the process is to Review and Submit. In this section, you have the opportunity to review your application and make any last minute changes. If you wish to edit any information, click on the pencil icon. The specified section will open, make your edits, save your edits, click "Ok". You have the ability to go to the top menu bar and click on the "Review and Submit" section. Do your final review and click on "Submit"

- NOTE: once you click Submit Application, you will no longer be able to make edits.
- NOTE: Application confirmation will appear after your submission.





Thank you for taking the time to learn about our online application process. We hope you found this reference guide helpful. You are now ready to apply for a job at Portland Public Schools District. We are excited to review your application submission, Good Luck!

Check your e-mail for confirmation of submission too!

If you have additional questions, please contact us at hronline@pps.net