



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.



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.

- 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

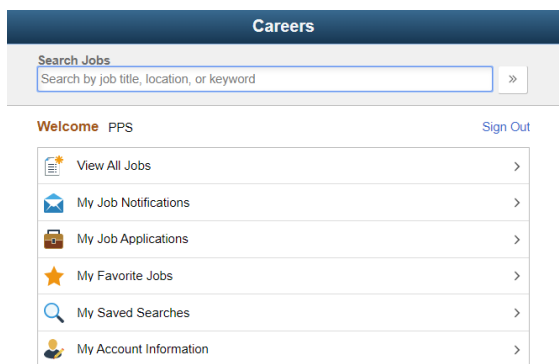


The following table lists the features available through Candidate Gateway.

EXTERNAL APPLICANT

- | |
|---|
| • <u>Search for job openings.</u> |
| • <u>Save search criteria and job agents.</u> |
| • <u>Save job openings.</u> |
| • <u>Apply for job openings.</u> |
| • <u>Submit applications.</u> |
| • <u>View notifications.</u> |
| • <u>View latest job postings.</u> |

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.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Applicant Pool - Summer Secretary - STEAM Summer Programs	20996	BESC	Submitted	04/15/2020 10:58AM	04/15/2020 10:58AM	Withdraw >

Attached File	Job ID	Resume Title	Date Created
RESUME.docx	20996	RESUME.docx	04/15/2020 10:56AM

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
COVER_LETTER.docx	20996	COVER_LETTER.docx	Cover Letters	04/15/2020 10:55AM
REFERENCES.docx	20996	Reference 1	Professional References	04/15/2020 10:56AM

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

Job ID 20996
Location BESC
Full/Part Time
Regular/Temporary Temporary

[Apply for Job](#)

[Add to Favorite Jobs](#)
[Email this Job](#)

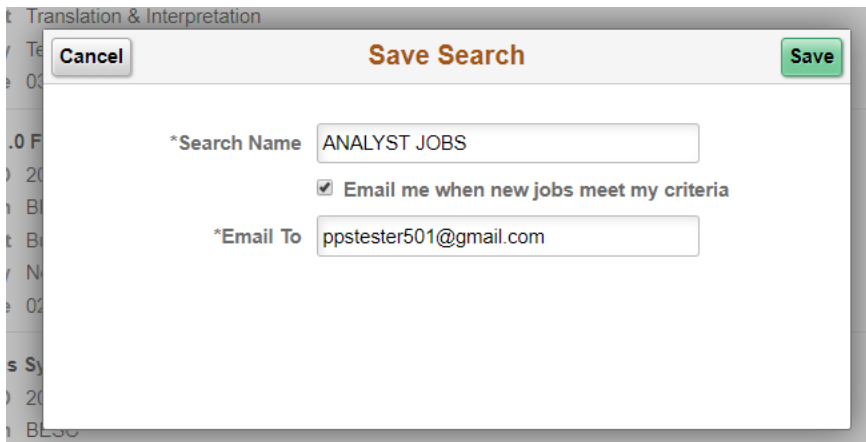
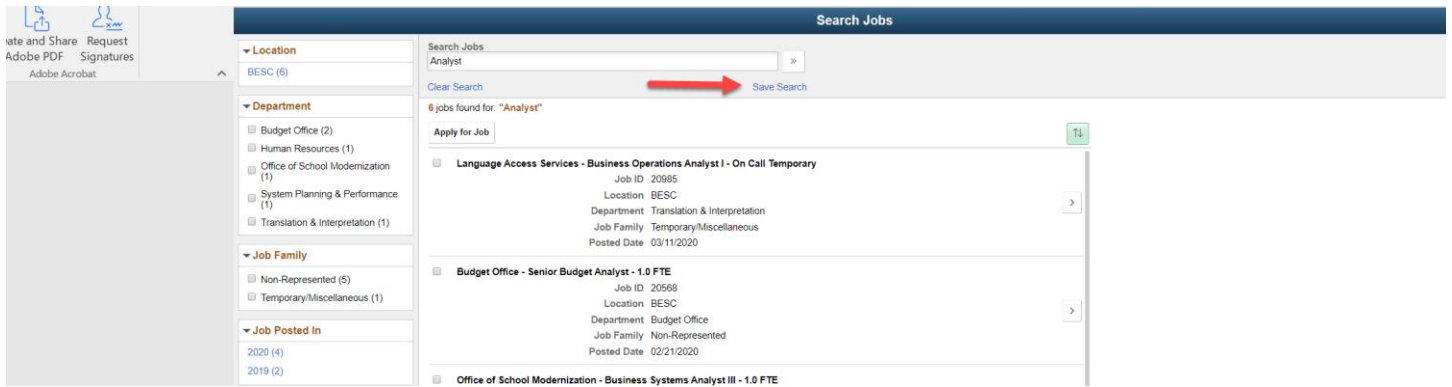
Position Details
THIS IS A TEMPORARY POSITION FOR THE STEAM SUMMER PROGRAMS
Summer Secretary

LOCATION, DATES, HOURS

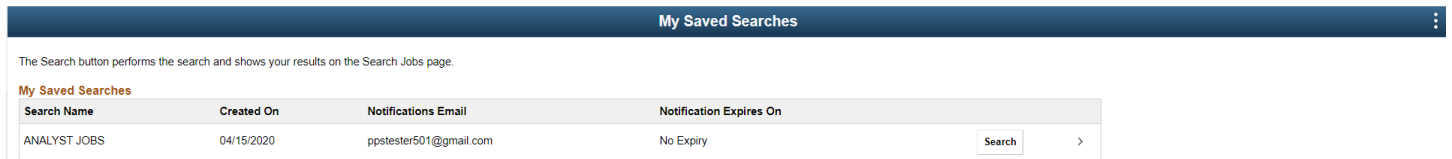
Favorite added: From here you can apply to job or remove favorite.

Job Title	Job ID	Location	Job Status	Job Family	Date Posted	Date Saved
<input type="checkbox"/> Applicant Pool - Summer Secretary - STEAM Summer Programs	20996	BESC	Open	Temporary/Miscellaneous	03/17/2020	04/15/2020

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.

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

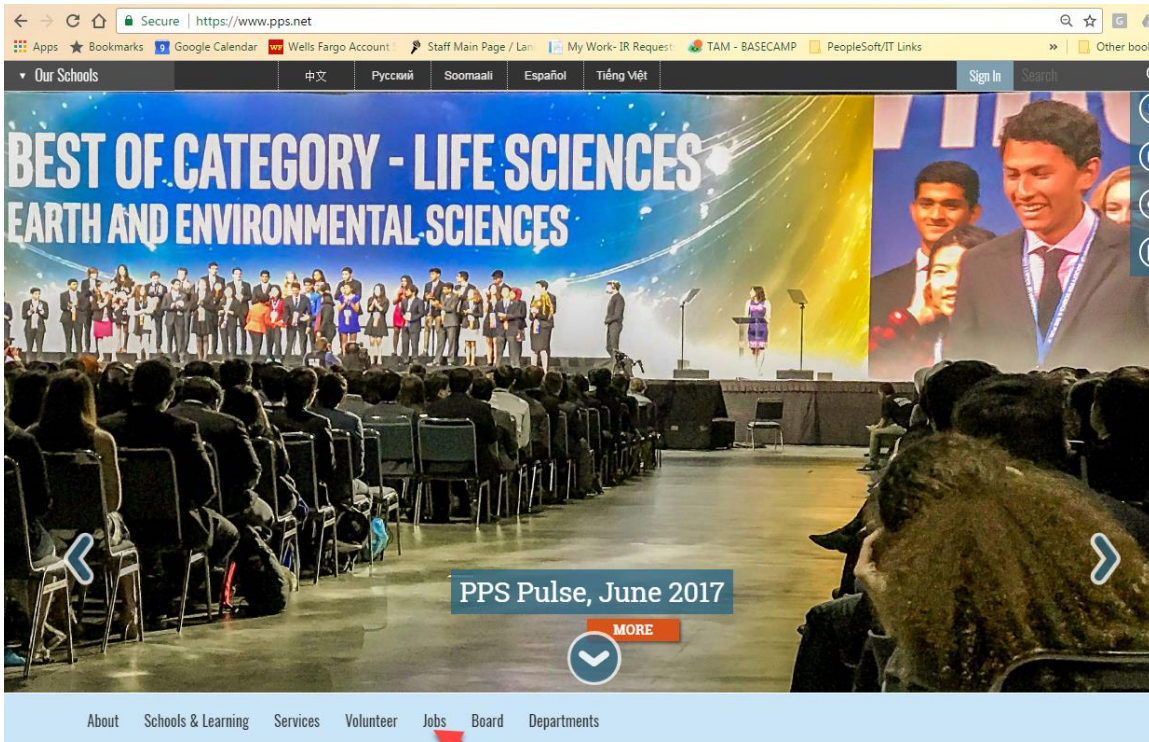
*State Oregon

*Postal 97227

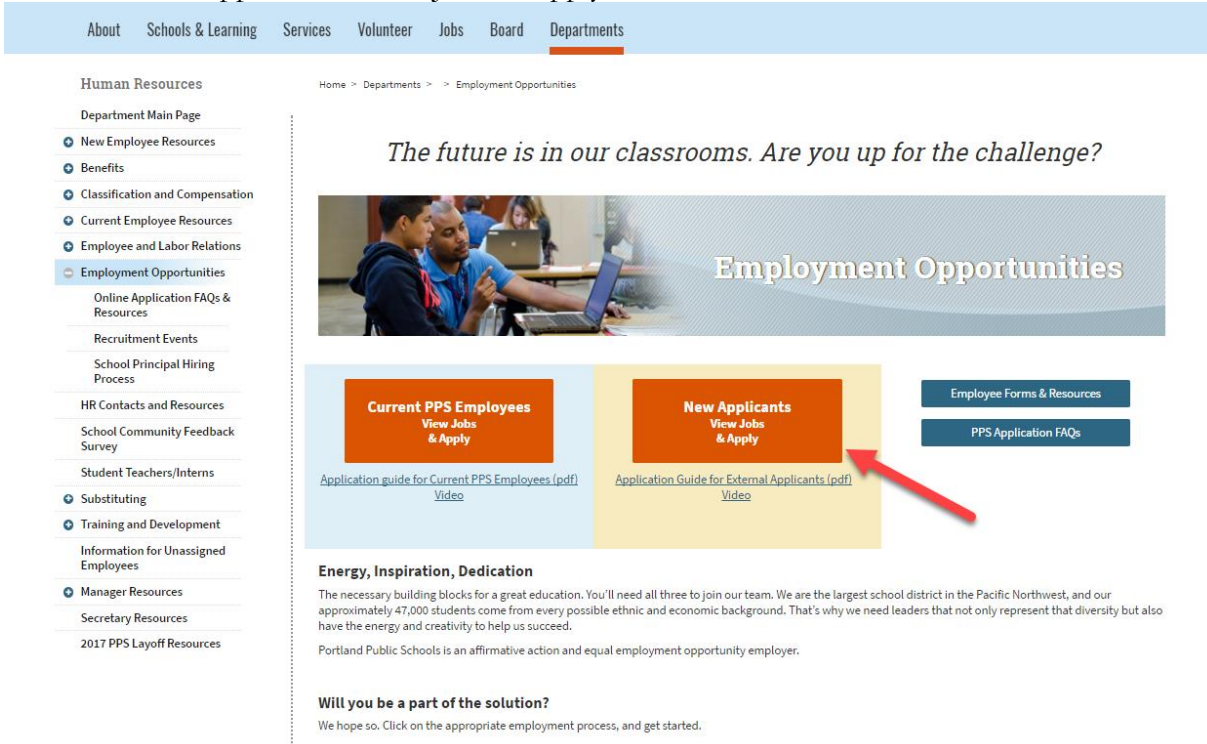
County Multnomah

How to Apply

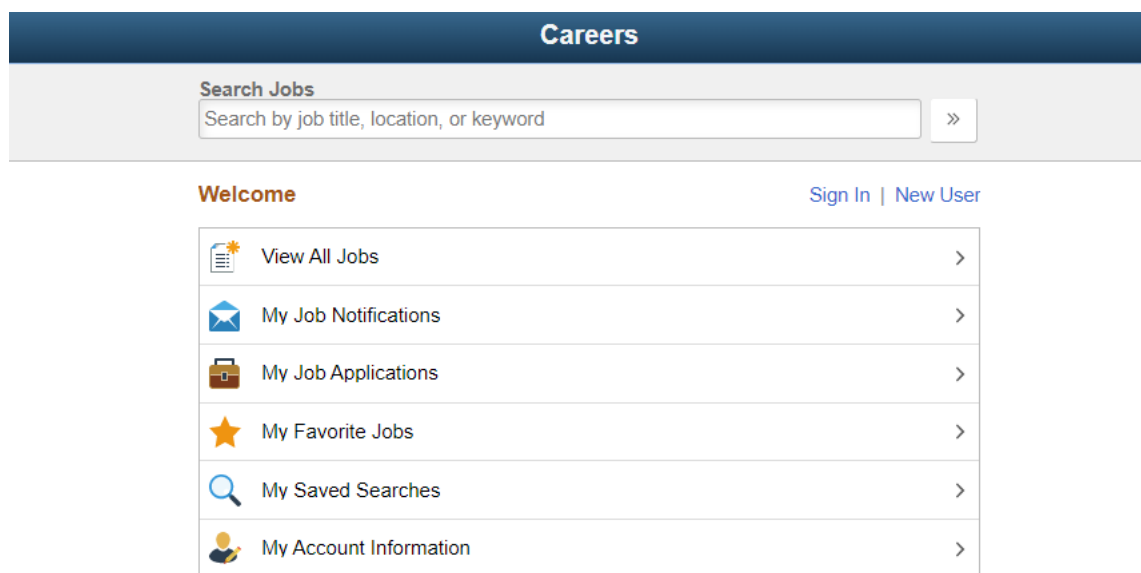
Start by going to, <http://www.pps.net/>. Click on “Jobs”.



Click on “New Applicants – View Jobs & Apply”









This brings you to the Careers Homepage



Careers

Search Jobs
Search by job title, location, or keyword >>

Welcome [Sign In](#) | [New User](#)

-  View All Jobs >
-  My Job Notifications >
-  My Job Applications >
-  My Favorite Jobs >
-  My Saved Searches >
-  My Account Information >

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”

Careers

Search Jobs

Search by job title, location, or keyword

Welcome [Sign In](#) | [New User](#)

- View All Jobs >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >

New User Registration

Already Registered? [Sign In Now](#)

Account Information

*User Name

Please select a password that:
1. Has a minimum of 6 total characters with at least 2 digits, 1 lowercase character, 1 uppercase character and 1 special character from the set (!@#\$%^&* _ = + \ | } { ; : , . / ? > < , ')
2. Does not match your user name.
3. Does not match any of your email addresses.

*Password

*Confirm Password

*Legal First Name

*Legal Last Name

*Email Address

*Phone

Address Information

*Country

*Address 1

Address 2

Address 3

*City *State

*Postal County

I agree to the Terms and Conditions [View Terms and Conditions](#)

Don't forget to mark the Terms and Agreements checkbox

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, simply 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 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

The screenshot shows the 'Search Jobs' interface. On the left, there are three filter sections: 'Location' with options BESC (16), Benson HS (16), and Portland Eve Scholars @ Benson (1); 'Department' with options Mult Pathways to Graduation (16), STEAM (8), Blanchard Educ. Services Ctr (4), College and Career Readiness (3), Lent (1), and No Value (1); and 'Job Family' with Temporary/Miscellaneous (32). The main search area has a search bar containing '*summer*' and a search button. Below the search bar, it says '33 jobs found for: "*summer*"'. There is an 'Apply for Job' button at the top left of the results. The results list two jobs: 'Summer Building Administrator - Summer Arts Academy (2 Openings)' and 'Summer Lead Teacher - Summer Arts Academy (2 Openings)'. Each job listing includes Job ID, Location, Department, Job Family, and Posted Date. A red arrow points to a right-pointing chevron button next to the first job listing.

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

Job Description

◀ Previous Job Applicant Pool - Summer Secretary - STEAM Summer Programs Next Job ▶

Job ID 20996

Location BESC

Full/Part Time

Regular/Temporary Temporary

Apply for Job

☆ [Add to Favorite Jobs](#)

✉ [Email this Job](#)

Position Details

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)

✕ Exit
Apply for Job

Applicant Pool - Summer Secretary - STEAM Summer Programs

1 Start In Progress	Step 1 of 12: Start <p>This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.</p> <p>Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.</p> <div style="background-color: #fff9c4; padding: 10px; text-align: center; margin-top: 10px;"> <p>View Terms and Conditions</p> <p><input checked="" type="checkbox"/> I agree to the Terms and Conditions</p> </div>
2 Resume In Progress	
3 Preferences In Progress	
4 Questionnaire In Progress	
5 Qualifications In Progress	
6 Education and Work Experience Not Started	
7 Accomplishments Not Started	
8 Referrals Not Started	
9 References Not Started	
10 Attachments Not Started	
11 Diversity Not Started	
12 Review and Submit Not Started	

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.

10. I would prefer a work location in or around

 my first choice

 my second choice

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.

Look Up my first choice



Recruiting Location =

Description begins with

Short Description begins with

Basic Lookup

Search Results

View 100 First  1-134 of 134  Last

Recruiting Location	Set ID	Description	Short Description
1	PPS1J BESC		BESC
2	PPS1J Benson HS		Benson HS
3	PPS1J Jefferson HS Campus		Jeff Camp

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.

*Date Acquired 01/22/2016 [calendar icon]

*College Experience [text input] [magnifying glass]

Major [text input] [magnifying glass]

Country [text input] [magnifying glass]

State [text input] [magnifying glass]

School [text input] [magnifying glass]

School Description [text input]

Major Description [text input]

Minor [text input] [magnifying glass]

Minor Description [text input]

Average Grade [text input]

GPA [text input]

Graduated

Year Acquired [text input]

Terminal Degree for Discipline

Educator [text input] [magnifying glass]

* Required Information

Save Save and Add Another Cancel

Student Teaching Information example below:

Resume Preferences Questionnaire **Qualifications** Education and Work Experience Accomplishments

Qualifications - Step 5 of 11

Applying for: Teacher - Intensive Skills - Gr 6-8

Student Teaching Information

You have not added any student teaching information to your application.

Add Student Teaching Information

Add Student Teaching Information

*Date Acquired 11/03/2016 [calendar icon]

*Student Teaching Information [text input] [magnifying glass]

*Country [text input] [magnifying glass]

State [text input] [magnifying glass]

*College [text input] [magnifying glass]

From Date [text input] [calendar icon]

To Date [text input] [calendar icon]

Was this a Title I School?

Immersion School?

District, School Name, Address [text input]

Subject & Grade Level [text input]

Supv/Cooperating Tchr Name [text input]

Notes [text input]

* Required Information

Save Save and Add Another Cancel

Step 1: Click on Add Student Teaching Information

Step 2: Complete all requested information in top down order by using magnifying glass when available.

Step 3: If you had more than one student teacher experience, click "Save & Add Another" button. Otherwise, click on Save.

Step 4: Click on Next

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.

The screenshot shows a web form titled "Education and Work Experience - Step 6 of 12" for an applicant applying for "Tchr-K8 Gr 5-8 Span/Span I 6-8". The form is divided into three main sections:

- Education History:** A section with a header "Education History" and a dropdown menu labeled "Highest Education Level" currently set to "A-Not Indicated".
- Work Experience:** A section with a header "Work Experience" and a message: "You have not added any work experience to your application. Please enter experience records beginning with most recent." Below this is an orange button labeled "Add Work Experience".
- College Experience/Degree:** A section with a header "College Experience/Degree" and a message: "You have not added any college experience/degree to your application." Below this is an orange button labeled "Add College Experience/Degree".

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.

Apply for Job

Applicant Pool - Summer Secretary - STEAM Summer Programs

Save as Draft < Previous Next >

- 1 Start Complete
- 2 Resume Complete
- 3 Preferences Complete
- 4 Questionnaire Complete
- 5 Qualifications Complete
- 6 Education and Work Experience Complete
- 7 Accomplishments In Progress

Step 7 of 12: Accomplishments

Language Skills
You have not added any language skills.

Licenses and Certifications
You have not added any licenses and certifications.

Endorsements
You have not added any endorsements.

Example: Add Licenses and Certifications

Add Licenses and Certifications

*Issue Date

*License

Country

State

Expiration Date

License/Certification Number

Issued By

Example: Add Endorsement

Add Endorsements

*Effective Date

*Endorsement Subject

Endorsement

Example: Add Language Skills

Cancel
Add Language Skills
Done

*Evaluation Date

*Language

Reading Proficiency

Speaking Proficiency

Writing Proficiency

Native Language No

Able To Translate No

Able To Teach No

8. Referrals

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

*Reference Type

*Reference Name

*Title

Employer

*Phone

Email Address

Country

Address 1

Address 2

Address 3

City

State

Postal

County

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 Preference documentation needs to be loaded here.

11. Diversity

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

The screenshot shows a web application window titled "Apply for Job" with a sub-header "Applicant Pool - Summer Secretary - STEAM Summer Programs". The interface includes a progress bar on the left with 12 steps: 1. Start (Complete), 2. Resume (Complete), 3. Preferences (Complete), 4. Questionnaire (Complete), 5. Qualifications (Complete), 6. Education and Work Experience (Complete), 7. Accomplishments (Complete), 8. Referrals (Complete), 9. References (Complete), 10. Attachments (Complete), 11. Diversity (In Progress), and 12. Review and Submit (Not Started). The main content area is titled "Step 11 of 12: Diversity" and contains the following text and form elements:

Step 11 of 12: Diversity
You are invited to provide the information requested regarding diversity.

Diversity
Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.
The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

Gender
What is your gender?
 Female
 Male
 I decline to answer

Ethnicity and Race Identification
Are you Hispanic or Latino? [Definition](#)
 Yes, I am Hispanic or Latino.
 No, I am not Hispanic or Latino.

What is your race? Select one or more. [Definition](#)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Pacific Islander
 White
 I decline to answer

➤ 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.

Apply for Job

Applicant Pool - Summer Secretary - STEAM Summer Programs

Save as Draft Previous Submit

- 1 Start Complete
- 2 Resume Complete
- 3 Preferences Complete
- 4 Questionnaire Complete
- 5 Qualifications Complete
- 6 Education and Work Experience Complete
- 7 Accomplishments Complete
- 8 Referrals Complete
- 9 References Complete
- 10 Attachments Complete
- 11 Diversity Complete
- 12 Review and Submit In Progress

Review your application and make any changes before submitting.

Step 12 of 12: Review and Submit

My Contact Information

Email: ppstester501@gmail.com Address: 501 N Dixon St, Portland, OR 97227
 Phone: 503/709-5162 Contact Method: Email [Modify](#)

- ▶ Resume Attachment
- ▶ Cover Letter Attachment
- ▶ Attachments
- ▶ Preferences
- ▶ Education History
- ▶ Work Experience
- ▶ College Experience/Degree
- ▶ Language Skills
- ▶ Licenses and Certifications
- ▶ Endorsements
- ▶ References
- ▶ Referrals
- ▶ Diversity

Application Confirmation

You have successfully submitted your job application

Jobs Applied For

<p>Job Title Applicant Pool - Summer Secretary - STEAM Summer Programs</p> <p>Job ID 20996</p> <p>Location BESC</p>	<p>Posting Date 03/17/2020</p> <p>Application Date 04/15/2020</p>
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[Careers](#)

[View Submitted Application](#)

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