

**School District No. 5 (Southeast Kootenay)**

**Job Posting Web**

**Review of the Personal Profile ..... Pages 2-4**

**Lets Get started... Adding Attachments .....Page 5**

**Completing the online application..... Page 7**

**Applying for Jobs.....Page 8**

**The Dashboard.....Page 11**

**Questions and Answers.....Page 13**

# SD5 Online Application Process

## Your Guide to Building a Personal Profile

Building a personal profile can be fun and easy. It is here that you provide the details of your history along with any attachments etc. that you will want us to consider when you are applying for jobs.

**QUICK REMINDER** it is the applicant's responsibility to provide details of their qualifications when applying for postings therefore your profile should contain all the pertinent information for the job you are applying to.

**If you are applying for a position outside of your bargaining unit (eg. CUPE and applying for a Teaching Position), you will need to create a separate profile with your details.**

### 1. A review of your screen:

After you login to your SRB Web Portal you will need to click on the My Info icon, then Job Postings, and then the applicable posting type (eg: Teacher Postings, Support Staff Postings, Excluded Staff postings)

Choose the best one that suits you and you will then see the following screen:

Job Posting: Online Application

When applying for positions, it is the responsibility of the applicant to supply details of their qualifications for the position.

**ATTACHMENTS**

- Cover Letter (1/1/14-10/)
- Viera Reference
- BardiReference
- Alberston Reference
- Professional References Heather Hockley
- Resume Heather Hockley

1. Attach any supporting documentation: such as resume, certificates, letters of reference.
  - \* 1a) When uploading a cover letter please use the following format: Cover Letter + Job Posting Number (eg: Cover Letter T1415-006).
2. Complete the online application form.
3. Save any changes/additions by clicking the Save button at the bottom of the form.
4. Click on the "Current Postings" button to view postings.
5. By applying, internal references checks may be conducted.

Current Postings

To avoid data loss, please ensure you save your application every 15 minutes while completing the information below.

I declare that, to the best of my knowledge, the information provided is complete and accurate.

---

**Part A - Personal Information**

Name: [REDACTED]

Employee Number: [REDACTED]

Preferred Number to be contacted: [REDACTED]

Email Address: [REDACTED]

Continuing: [REDACTED]

Recall: [REDACTED]

Phone Number 1: [REDACTED]

Phone Number 2: [REDACTED]

**Part B - District Teaching Experience**

Position	Assignment Type	Start Date	End Date	Subject Taught/Grade	Location	FTE
Hr Co-Ordinator	Permanent	01-Nov-2014	Until Further Notice		Board Office ( Cranbrook )	1.0000
Exec Asst - Instr. & Hr (18)	Permanent	18-Sep-2013	31-Oct-2014		Board Office ( Cranbrook )	1.0000
Exec Asst - Instr. & Hr (18)	Probationary	17-Jun-2013	17-Sep-2013		Board Office (Cranbrook)	35.0000

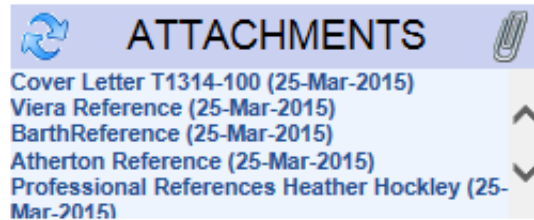
**Part C - Other Teaching Experience not in SD5**

Please list in chronological order, with the most recent first.

Position	Start Date	End Date	Employer Name	Location	FTE	Subjects and Levels

This screen is made up of several parts:

1. Attachments is where your documents are stored:



2. General Information on the process:

This also includes the declaration box. Note this box will need to be checked before you can proceed to see the list of postings that are available.

**Job Posting: Online Application**

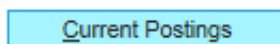
When applying for positions, it is the responsibility of the applicant to supply details of their qualifications for the position.

1. Attach any supporting documentation; such as resume, certificates, letters of reference.
  - 1a) When uploading a cover letter please use the following format: Cover Letter + Job Posting Number (eg: Cover Letter T1415-006 ).
2. Complete the online application form.
3. Save any changes/additions by clicking the Save button at the bottom of the form.
4. Click on the "Current Postings" button to view postings.
5. By applying, internal references checks may be conducted.

**To avoid data loss, please ensure you save your application every 15 minutes while completing the information below.**

I declare that, to the best of my knowledge, the information provided is complete and accurate.

3. The current postings tab:



## 4. The On Line Application Form:

### Part A - Personal Information

Name: [REDACTED] Continuing: [REDACTED]  
 Employee Number: [REDACTED] Recall: [REDACTED]  
 Preferred Number to be contacted: [REDACTED] Phone Number 1: ( [REDACTED] ) [REDACTED]  
 Email Address: [REDACTED] Phone Number 2: [REDACTED]

### Part B - District Teaching Experience

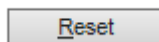
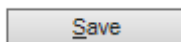
Position	Assignment Type	Start Date	End Date	Subject Taught/Grade	Location	FTE
Hr Co-Ordinator	Permanent	01-Nov-2014	Until Further Notice		Board Office ( Cranbrook )	1.0000
Exec Asst - Instr. & Hr (18)	Permanent	18-Sep-2013	31-Oct-2014		Board Office ( Cranbrook )	1.0000
Exec Asst - Instr. & Hr (18)	Probationary	17-Jun-2013	17-Sep-2013		Board Office (Cranbrook)	35.0000

### Part C - Other Teaching Experience not in SD5 Please list in chronological order, with the most recent first.

Position	Start Date	End Date	Employer Name	Location	FTE	Subjects and Levels

## 5. The Save / Reset Buttons

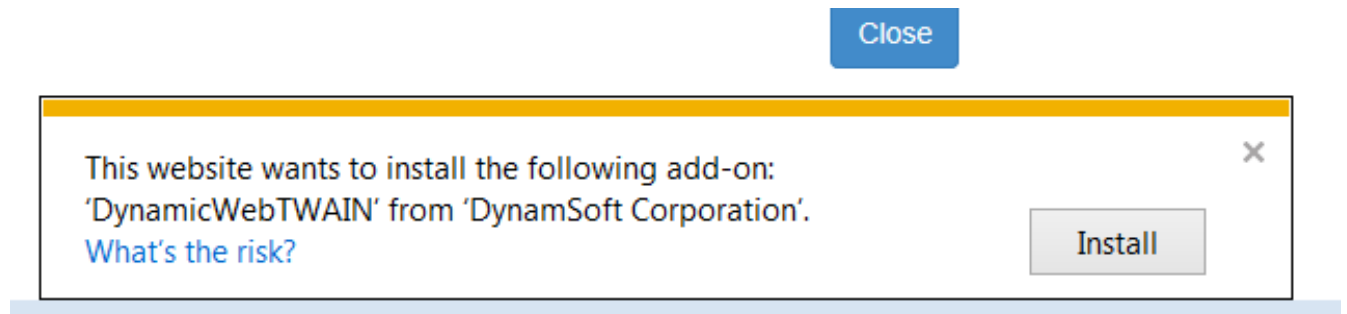
These are found at the bottom of the page. It is very important that you save your information regularly to avoid disappointment and frustration if something should happen while completing the application.



## Let's get started.....

### 2. Attachments

The first time you go to add attachments to your profile you may see the following message:



You must install the add-on in order to continue adding attachments to your profile.

It is up to you to customize your own profile and attachments can be an important part of your profile. Some ideas of items you may want to attach to your personal profile:

1. Resume
2. Certificates, transcripts, current first aide, etc.
3. Letters of References
4. Cover Letter – Note when uploading a cover letter make sure you use the following format  
“Cover letter (posting #)  
For example: Cover letter T1415-001

**HOT TIP** - Keep in mind that an employee's attachment list can grow to be quite long and therefore it is very important that you use the correct format when uploading a cover letter as this is what the Director of Instruction will be using to find the correct cover letter.

When uploading a document it must already be on the computer you are working from and should be in a pdf format. When you click the paperclip beside the word ATTACHMENTS you will see the screen on the next page – entitled Document Upload Utility Job Postings.

Uploading a document is fairly easy. Click the Browse button, put in a description and then click Upload File. As you upload documents the list under existing files will grow showing you everything you have uploaded. If you are using the Chrome internet browser your screen may look different and instead of Browse you may see "Choose File"

### Document Upload Utility Job Postings

Upload Document
Scan Document

**File input**

Browse...

Upload File

**Description**

Reference

**Existing Files**

Type	File Name	Date Created	Task ID
	<a href="#">Barth reference.pdf</a>	2015-03-25	11973
	<a href="#">Atherton reference.pdf</a>	2015-03-25	11973
	<a href="#">references.pdf</a>	2015-03-25	11973
	<a href="#">resume.pdf</a>	2015-03-25	11973

Close

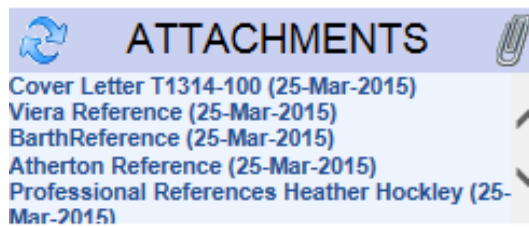
If you need to delete a document once it has been uploaded you can scroll to the left and select the delete

**Description**

**Existing Files**

Description	EmployeeNo	Form Code	Form Init Code	Delete
test	13572	JPW	B1	

Once you close out of this section you can review your documents by clicking on the list of attachments to view the particular document you have uploaded simply click on the desired item and it will open in a viewing pain. You can also choose to print any of your attachments



### **3. Completing the online application:**

**HOT TIP** – When adding additional information to this section be sure to keep your information clean and simple this is the first part of your application that will be reviewed by the Director of Instruction when determining a successful applicant for the position.

**Part A** - Some of the information you find on this screen is pulled directly from your demographics screen in the Human Resources set up. You do have the ability to put in your preferred contact phone number. This will help us to get in touch with you when you have applied for a specific job.

**Part B** - You will also notice that any assignments that you have held while employed by the school district will show up in this section. You also have a free form text box where you can take the opportunity to expand on your work experience.

**Part C** – Other Teaching Experience not is SD5. This section allows you to enter additional information about other jobs you may have held outside the district that you feel is beneficial as part of your application

**Part D** – Qualifications here you are able to provide some information about your schooling and certificates etc. that you feel is important – also note that section E will allow you to enter additional information if you run out of room.

**Part E** – Certificate/Workshops allows you to enter some free form text to elaborate on the certificates that you have or any workshops etc. that you have not listed in Part D. Also in Part E you will find a second free form text box called Highlights of Teaching Experience. This box can be used to provide any additional information you would like us to know about you.

**Part F** – References. You should enter a minimum of 3 references

**Finally** – always remember to hit SAVE

## 4. Applying for Jobs

Before viewing the postings you must check the box to say your information is complete and accurate and then click on current postings.

To avoid data loss, please ensure you save your application every 15 minutes while completing the information below.

I declare that, to the best of my knowledge, the information provided is complete and accurate.

[Current Postings](#)

Once in the posting screen you will see a couple of drop down menu's to help narrow down your search. The first is the School Year and the second is the Posting Round. All new postings will show up in Teacher/CUPE Round 1. If a posting needs to be reposted it will show under Round 2 and so on. You will also notice on the bottom of the screen radial buttons that you can use to sort the postings by location, position or no summary.

**Job Posting: Search For Postings**

Select the desired School Year and Posting Round and then identify how you want the available postings listed. Press the Start Search button to view the postings

School Year

2014/15 SCHOOL YEAR

Posting Round

Teacher Round 1

Summarize Postings

Location  Position  No Summary

Start Search



By Clicking Start Search you will see the search results. Note that anything blue and underlined is a hyperlink to another part of the job posting. In this example there is one job posting for Fernie Secondary and one for Rocky Mountain Elementary. To view a posting simply click on the blue hyperlink.

## Job Posting: Posting Search Results

School Year: 2014/15 SCHOOL YEAR Teacher Round 1

These are the summarized current postings that matched your search criteria.  
Click on one of the links below to view the individual postings.  
Click the Check Out button to complete the application process.

School	Number of Postings
<a href="#">Fernie Secondary</a>	1
<a href="#">Rocky Mountain Elementary</a>	1

Proceed To [CheckOut](#)

After reviewing the postings if you choose to apply for a particular posting place check mark in the Apply box and then click Add to shopping cart

### Job Posting: Apply For Postings

School Year: 2014/15 SCHOOL YEAR Teacher Round 1

Click on the Posting Number in [blue](#) to view more information about a posting.



Click on the "Apply" box to select a posting you wish to apply for. You can withdraw from a posting by removing the checkmark in the Apply box.

Click the "Add to Shopping Cart" button to save your selections.

Postings For Fernie Secondary							
Apply	Status	Posting Number	Description	Closing Date	Position	Location	FTE
<input type="checkbox"/>	Open	<a href="#">T14/15-004</a>	Math Teacher	10-Apr-2015 12:00	Teacher - General (3)	Fernie Secondary	0.4290

[Add To Shopping Cart](#) [Reset](#)

When you have applied for all the jobs you would like click on Proceed to Checkout

**Postings Applied For Today**

Apply	Status	Posting Number	Closing Date	Position	Location	FTE
<input checked="" type="checkbox"/>	Open	T14/15-002	10-Apr-2015 12:00	Teacher - General (3)	Rocky Mountain Elementary	0.4000
<input checked="" type="checkbox"/>	Open	T14/15-004	10-Apr-2015 12:00	Teacher - General (3)	Fernie Secondary	0.4290

**Postings Applied For Previously**

Apply	Status	Posting Number	Closing Date	Position	Location	FTE
-------	--------	----------------	--------------	----------	----------	-----

On the next screen you will be asked to rate your postings in order of your preference:

**Postings Applied For Today**

Status	Posting Number	Ranking	Position	Location	Assignment Type	Hours	Closing Date
Open	T14/15-002	2	Teacher - General (3)	Rocky Mountain Elementary	Permanent	0.4000	10-Apr-2015 12:00
Open	T14/15-004	1	Teacher - General (3)	Fernie Secondary	Temporary	0.4290	10-Apr-2015 12:00

**Postings Applied For Previously**

Status	Posting Number	Ranking	Position	Location	Assignment Type	Hours	Closing Date
--------	----------------	---------	----------	----------	-----------------	-------	--------------

**Postings Withdrawn Today**

Status	Posting Number	Position	Location	Assignment Type	Hours	Closing Date
--------	----------------	----------	----------	-----------------	-------	--------------

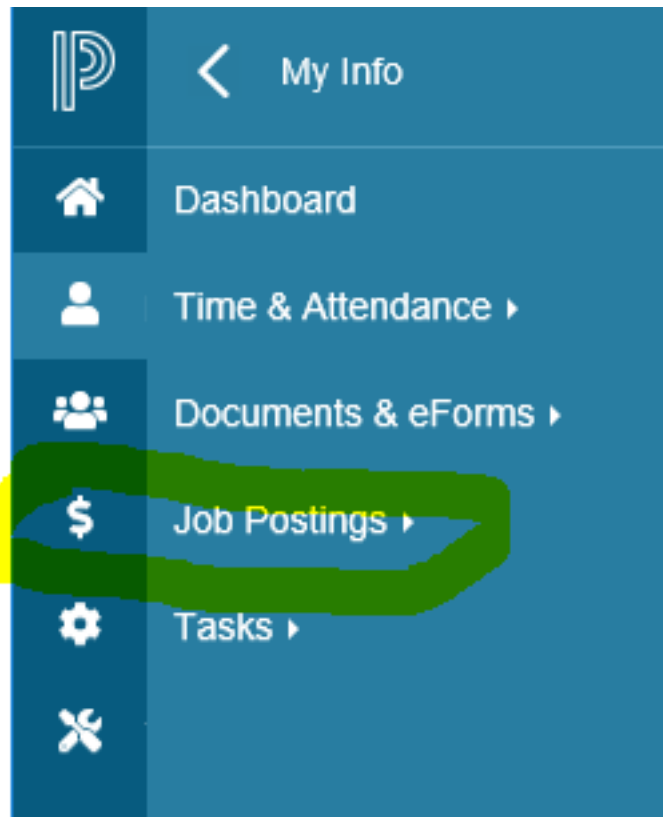
**QUICK NOTE – All jobs are arranged into rounds when you see the section postings applied for previously it will only contain those jobs that are in the round in which you are working. A round is the number of times a job has been posted for example: all jobs will be posted to Round 1 first, if there are no suitable applicants the job will be reposted to round 2 and so on. To see all jobs you have applied for in one quick and easy place visit your Dashboard on the SRB Web Portal.**

After you have made your preferences click SUBMIT to complete your application. A confirmation email will be sent to your school district email address.

Closing Date	Pos
<input type="button" value="Submit"/>	

## 5. YOUR DASHBOARD

A dashboard has been designed for you to review what jobs are available and which jobs you have applied for.



On your dashboard you will see a couple of options;

Open Postings will show you all postings that are currently posted and available for you to apply for. Closed Postings is a summary of all past postings that are no longer open for applications.

Open Positions							Closed Postings							
Posting No	Posting Description	Posting Type	Round Start Date	End Date	Hours/Flt	Closing Date								
							<b>Teachers</b>							
							<b>Board Office ( Cranbrook )</b>							
T228-14-15	Dist Elem Counsellor Gr K-6	Temporary	21-Apr-2015	26-Jun-2015	0.60	08-Apr-2015								
							<b>Elkford Secondary</b>							
T229-14-15	Stud Srv Teacher Gr 7-12	Temporary	28-Apr-2015	26-Jun-2015	0.29	20-Apr-2015								
							<b>Fernie Secondary</b>							
T1415-004	Math Teacher	Temporary	T1	01-May-2015	30-Jun-2015	0.43	27-Mar-2015							
							<b>Highlands Elementary</b>							

And finally there is a link of the postings that you have applied for. When you click on this link you will be provided with a PDF report showing all the jobs that you have applied to.

Open Positions						Closed Postings					
Posting No	Posting Description	Posting Type	Round Start Date	End Date	Hours/Fte	Closing Date					
<b>Teachers</b>											
<b>Board Office ( Cranbrook )</b>											
T228-14-15	Dist Elem Counsellor Gr K-6	Temporary	21-Apr-2015	26-Jun-2015	0.60	08-Apr-2015					
<b>Elkford Secondary</b>											
T229-14-15	Stud Srv Teacher Gr 7-12	Temporary	28-Apr-2015	26-Jun-2015	0.29	20-Apr-2015					
<b>Fernie Secondary</b>											
T1415-004	Math Teacher	Temporary	T1 01-May-2015	30-Jun-2015	0.43	27-Mar-2015					
<b>Highlands Elementary</b>											

POSTINGS I HAVE APPLIED TO

Date: 28-Apr-2015 13:14

S.E. Kootenay School District  
Other Postings Applied For

Page: 1

Employee	Posting No	Posting Description	Filled	Closing Date	Applied	Rank
[REDACTED]	T1415-003	Student Services Teacher	N	13-Apr-2015	26-Mar-2015	1
[REDACTED]	T1415-004	Math Teacher	Y	27-Mar-2015	26-Mar-2015	1
[REDACTED]	T1415-002	Library/Info Tech Teac	N	13-Apr-2015	26-Mar-2015	2

## **6. JOB POSTING WEB – Answers to your questions**

**What does this mean to you?** This means less work for employees when it comes to searching and applying for work within our district. A Teacher or a TTOC can now go online and build a profile to apply for work. Everything will be quick and easy and in one place. It also means a quicker turn around on the Post and Fill process and in many cases awarding jobs sooner than previously done.

**What do I do first?** We know that it takes time to build a profile so in the beginning we will only be looking at the attachment part of your profile to apply for work. This means having an electronic copy of your resume on your computer and using the Attachment widget upload your resume, reference, certificates etc. (Basically you can upload any documents that you would usually email when applying for work – just without the email)

### **LEARN MORE ABOUT YOUR PROFILE**

**What is a personal profile?** A personal profile is a form that essentially has the same information as your resume. Some of the information on your personal profile will automatically update from the HR department this would include personal information as well as past jobs you have had with the district. A good profile should contain jobs that you have worked both in the district as well as those that you have worked elsewhere. A good profile paints a complete picture about your education, work experience, courses etc. It should also include at least 3 up to date references.

**Where do I go to build my personal profile?** When you log onto your SRB Web Portal you will see an option entitled Job Postings. It is here that you will build a profile and then apply for those jobs that you are interested in.

**How long will it take me to complete my profile?** A good profile is a work in progress and you may find yourself constantly changing and adding information as you progress through your career much in the same way one would update their resume

**How do I know what to do in order to build a good profile?** A step by step guide is attached to this email. This guide is designed to assist you in the process. Remember you may not be able to create your profile in 5 minutes. The more information you will want to add the longer it may take.

**Why does a profile seem to be so repetitive?** When we move through this process we find the profile is a quick snapshot of what qualifies an individual for a specific job. After August 1, 2015 we will be relying on the profile to provide us with a quick glance of your experiences and qualifications. It may seem to be repetitive but just keep in mind that the profile should be as complete as possible so that we do not need to refer to your resume for every job.

**If I am applying for multiple jobs do I need to have more than 1 profile?** No in fact each employee will only have one profile. As soon as you make a change to a profile that change will be made immediately and will be seen with all postings you have applied for both past and present.

### **LEARN MORE ABOUT APPLYING FOR POSTINGS**

**Where do I find information about Job Postings?** When you log onto your SRB Web Portal you will see an option entitled Job Postings. It is here that you will see all new job postings and at the same time apply for work.

**Will postings continue to be displayed on the School District 5 Web Site?** All postings will be found on the SRB Web Portal. Only those jobs that are being offered to external applicants will continue to be posted on the SD5 website.

**How do I see which jobs are posted?** Also new to your SRB Web Portal you should see a dashboard option called Job Postings. Here you can see at a quick glance all the jobs that have been posted and their closing dates.

**How do I apply for jobs today if I don't have a profile?** To keep it simple we are requesting that everyone upload their current resume, references and pertinent information to their profile by using the attachment button. Starting in May and until August 8, 2015 we will only look at your attachments when considering your application for postings.

**How should I customize my application for an individual posting?** While we all usually have only 1 resume a good way to customize an application for a specific needs is through a cover letter. We would recommend a cover letter for each job. Your cover letter should be attached to your profile using the Attachment Widget in the top right hand corner of your profile page. When you are attaching an application please use the required format: Cover Letter (posting number).

**What is a round?** A round is the number of times a job has been posted. For example all job postings will go to ROUND 1 when they are first posted. If for some reason there are no applicants or if for some reason the job needs to be reposted it will go in ROUND 2

**How do I see which jobs are posted?** Also new to your SRB Web Portal you should see a dashboard option called Job Postings. Here you can see at a quick glance all the jobs that have been posted and their closing dates.

**What is the deadline of a job?** All jobs will now close at Noon MST

**What happens if I want to apply as a late applicant to a job?** The JPW will not allow you to apply for jobs that have passed their deadline. Once a job posting reaches its deadline the job will no longer be available for you to see.

**What if I have forgotten which postings I have applied for?** There is a link on your new Dashboard that you will be able to run at any time that shows you which postings you have applied for.

**How do I withdraw from a posting?** There is no way for an employee to withdraw from a posting that they have already applied for. This measure was put in place to safe guard any potential errors from happening. Please be sure that you only apply for postings that you are interested in.

The Human Resources Department is here to help you at any time. Feel free to contact us should you have any questions that are not answered in this hand out.

**Amanda Skene, HR Coordinator 250-417-2074,**

**Jill MacDonald, HR Executive Assistant 250-417-2066**