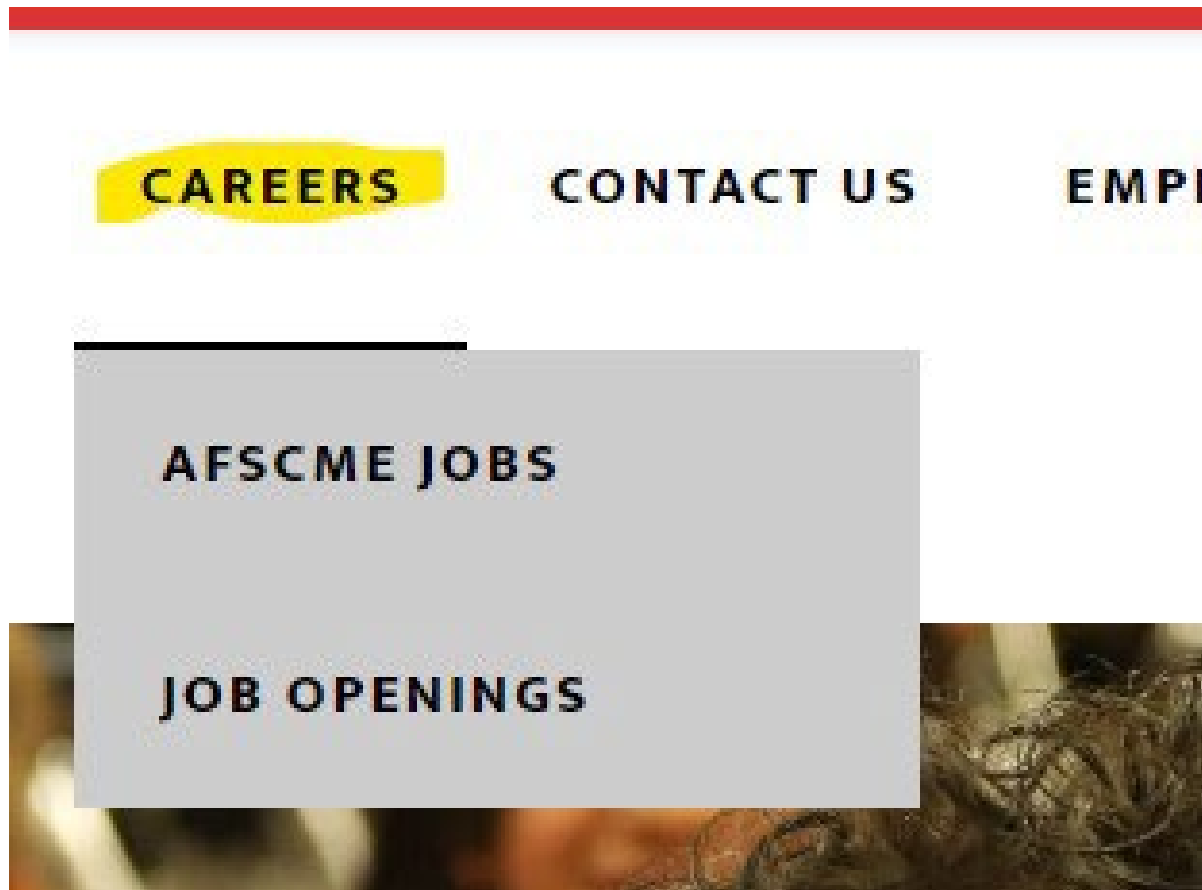


Applying for an internal AFSCME posting

With our new applicant portal, we're now able to manage our internal postings so that they will only be visible to current employees. Follow the process below to set up an account and apply as an internal applicant. There may be some variation in appearance depending on the device you are using.

To set up yourself as an internal applicant, go to <https://www.waterlooschools.org/> and click on "Careers"

The AFSCME jobs section will be retired as it's incorporated in the applicant portal.



You will then see the applicant portal. To set up an internal account, click “Internal” in the upper right-hand corner:



You'll then be asked to start the process by confirming you are an employee. Click the “Yes, I am an employee.” button:

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

The system confirms employment by having you enter your district email address, like below. Once your email is in the text box, click “Continue” and make sure there aren’t any typos in your email:

am a current employee of Waterloo Community School District

Please confirm that you are a current employee by entering your district email address below:

doej@waterlooschools.org

Cancel

Continue

You'll then set up your profile. You need to answer any questions with a red asterisk (*) next to it. See the example below where only the required questions are answered:

Profile Information

Fields marked with an asterisk (*) are required

First Name *	<input type="text" value="John"/>
Last Name *	<input type="text" value="Doe"/>
Username *	<input type="text" value="doej@waterlooschools.org"/>
Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Security Question *	<input type="text" value="Who was your childhood hero"/> ▼
Security Answer *	<input type="text" value="Superman"/>

Note:

- **Your username will need to be your district email address**
- **Your password will need letters, numbers, and one special character. If your chosen password lacks any of these elements, the system will give you an error message to add it in**

Once you've made an internal profile, you'll be logged in. It will display your first name, and will show a list of job openings. If you are looking for a particular internal posting, put the title of the job in the search bar to pull up matching postings:

Welcome John

(If you are not John Doe, click here)

Our District no longer takes paper applications or attachments for the following positions: Administrator, Teacher, Administrative Support, Clerical/Secretarial/Paraeducator, or Coach. To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

Need help? [Click here for applicant chat support](#) or call the following number for support 1-877-974-7437

Menu

[Sign Up for Job Alerts](#)

[View Job Listings](#)

[I forgot my Username or Password](#)

Job Listings

Search

custodian

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location 	
Substitute Custodian	01/01/2023	Substitute	ADMINISTRATION	Apply
Split Shift 2nd Custodian	01/26/2023	Maintenance	IRVING	Apply
Custodian	02/23/2023	Maintenance	WEST HIGH CUSTODIANS	Apply
West High Head Custodian	02/09/2023	Maintenance	WEST HIGH CUSTODIANS	Apply

Once you've found the job you want to apply for, click "Apply" to the right of the job you want. This will show you the full job description, and after reviewing that, click "Apply for this position:

The screenshot shows a web application interface with a top navigation bar containing links: Job Listings, Profile, Application Status, Interviews, References, Documents, Job Offers, and FAQ. A 'Sign Out' link is in the top right corner. The main content area is titled 'Split Shift 2nd Custodian'. Under 'Job Description', it lists: '6 hour job', 'Irving - 5 hours', 'Technology Storage - 1 hour', and 'M-F 3:30pm-9:30pm'. The 'Certification:' section lists 'High school diploma, GED or equivalent'. The 'Employment:' section lists several requirements: 'Successful background check', 'Complete physical, TB and drug screen', 'Bending, twisting and lifting up to 50lbs', and 'Ability to work effectively, cooperatively, and respectfully with staff, students, etc. regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability'. On the right, a green box titled 'Apply Now' contains a yellow button 'Apply for this Position'. Below this, it states: 'Internal applications will be accepted Thursday, January 26, 2023 12:00 AM - Thursday, February 2, 2023 4:30 PM (Central Standard Time)' and 'Applications will be accepted beginning Thursday, February 2, 2023 12:00 AM (Central Standard Time)'. At the bottom right, there are links for 'Print Job Posting' (with a printer icon) and 'Download Job Posting' (with a PDF icon).

This should take you to the internal application, which the first time through will ask again for your name and contact information.

Then it will ask all the questions from the internal application: your current assignment details, if you've spoken to the manager of the new position, etc. You will proceed through by clicking "Save and Continue" in the bottom right of each page. These sections will fill in automatically on subsequent submissions to save you time, but if you change positions be sure to update the information!

Note: Once again, any questions with a * will need to be answered in order to proceed.

After the last section, you'll see a page confirming that you have applied. I want to point out this section here:

Please print this page for your records.

Application Confirmation #	<u>2410</u>
Name	<u>John Doe</u>
Username	<u>doej@waterlooschools.org</u>
Job Title	<u>Split Shift 2nd Custodian</u>
Job Posting ID	<u>98</u>

You may check the [status of your application and interviews](#) at any time by entering your user name and password on [Waterloo Community School District careers homepage](#).


Note: References selected for this application were automatically sent a survey.


Helpful Links

[Job Listings](#)

[Application Status](#)

[Sign Out](#)

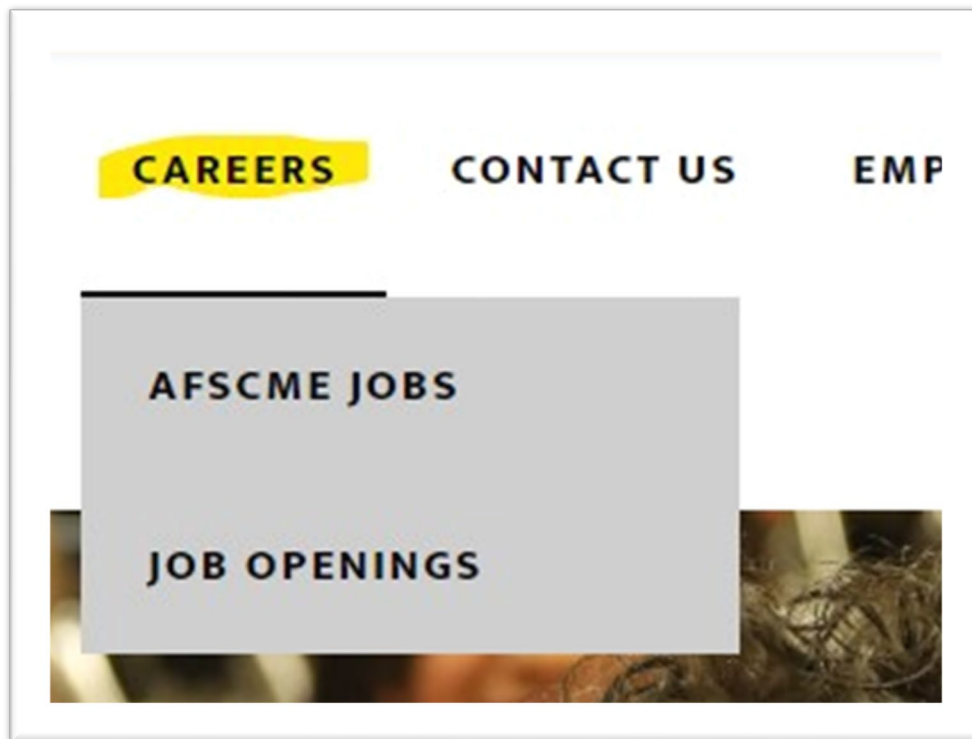
 [Print This Page](#)

 [Print Application](#)

- **One, you'll want to print or save a copy of this information for your records**
- **Additionally, you will be able to check the status of your application by returning to the careers homepage**

Checking your application status:

If you leave the applicant portal and later want to check on your application, go to the district website and click on “Careers”



Since you already have an account, instead of clicking “Internal” you will enter your username and password in the areas on the top-left, then click the “Sign In” button:



Once logged in, scroll down and instead of staying on the “Job Listings” tab, you’ll click on “Application Status”

- **You'll see the current status of your application for any positions you've applied for**
- **You'll also have the option to withdraw your application if you changed your mind**

[Job Listings](#)
[Profile](#)
[Application Status](#)
[Interviews](#)
[References](#)
[Documents](#)
[Job Offers](#)
[FAQ](#)

[Sign Out](#)

Current Applications for John Doe

Job Title	Status	Applied <input checked="" type="checkbox"/>	Conf# <input checked="" type="checkbox"/>	Comments
Split Shift 2nd Custodian	Application Received	03/02/2023	2410	<div>PDF</div> <div>withdraw</div>

Applications for Closed or Filled Jobs

Job Title	Status	Applied <input checked="" type="checkbox"/>	Conf# <input checked="" type="checkbox"/>	Comments
None				

The Application Status tab will show you your current applications as well as applications for jobs which have been closed or been filled by another applicant. You may only apply for a specific posting one time.

If you have any required assessments or tasks from HR, those will be listed under the "Required Assessments" heading. Please complete these as soon as possible; the District may choose to not consider applicants who have not completed their assessment.

If you are no longer interested in this position, you may click 'withdraw' to be removed from consideration.

If you have any questions about this process, give us a call at Human Resources!