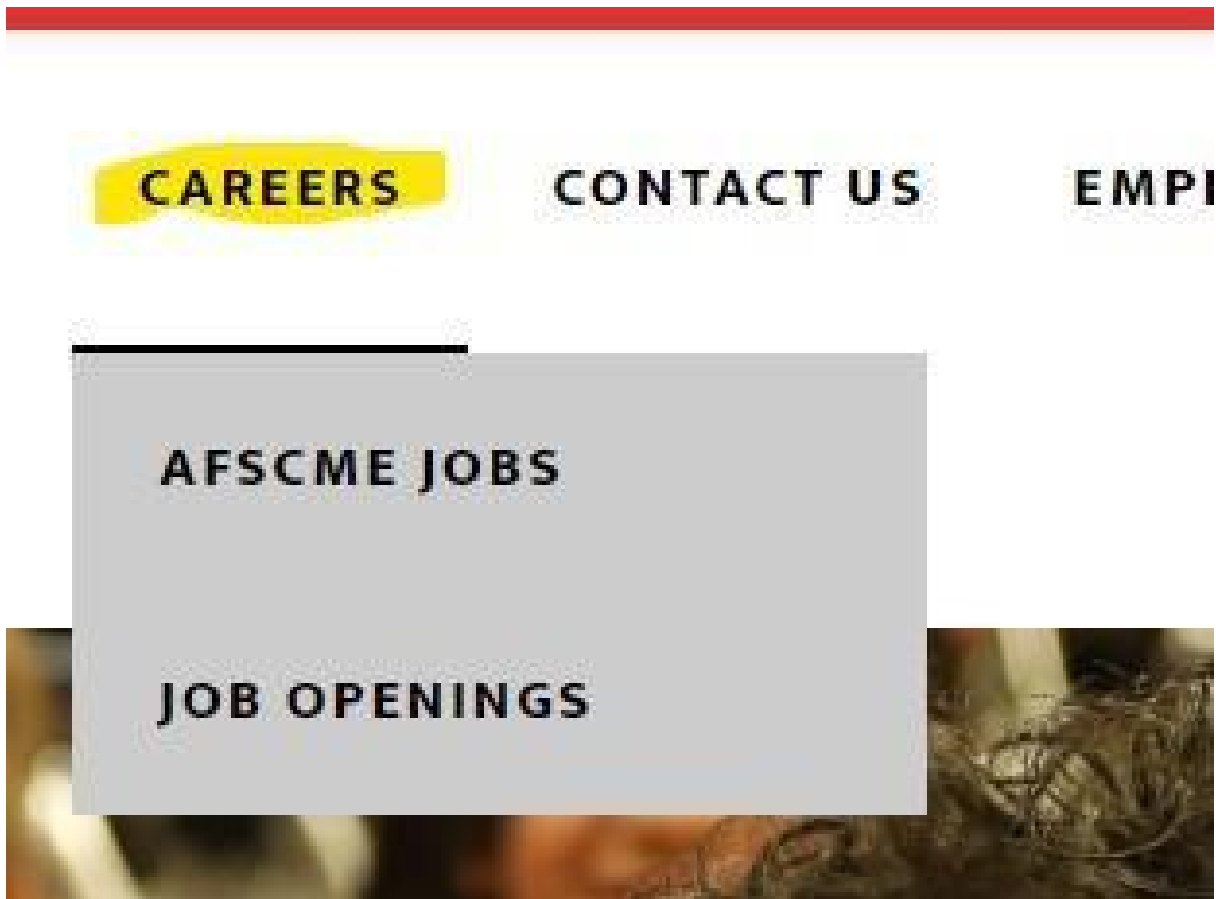


Applying for an internal posting

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" or "Job Openings" as they will both take you to the applicant portal:



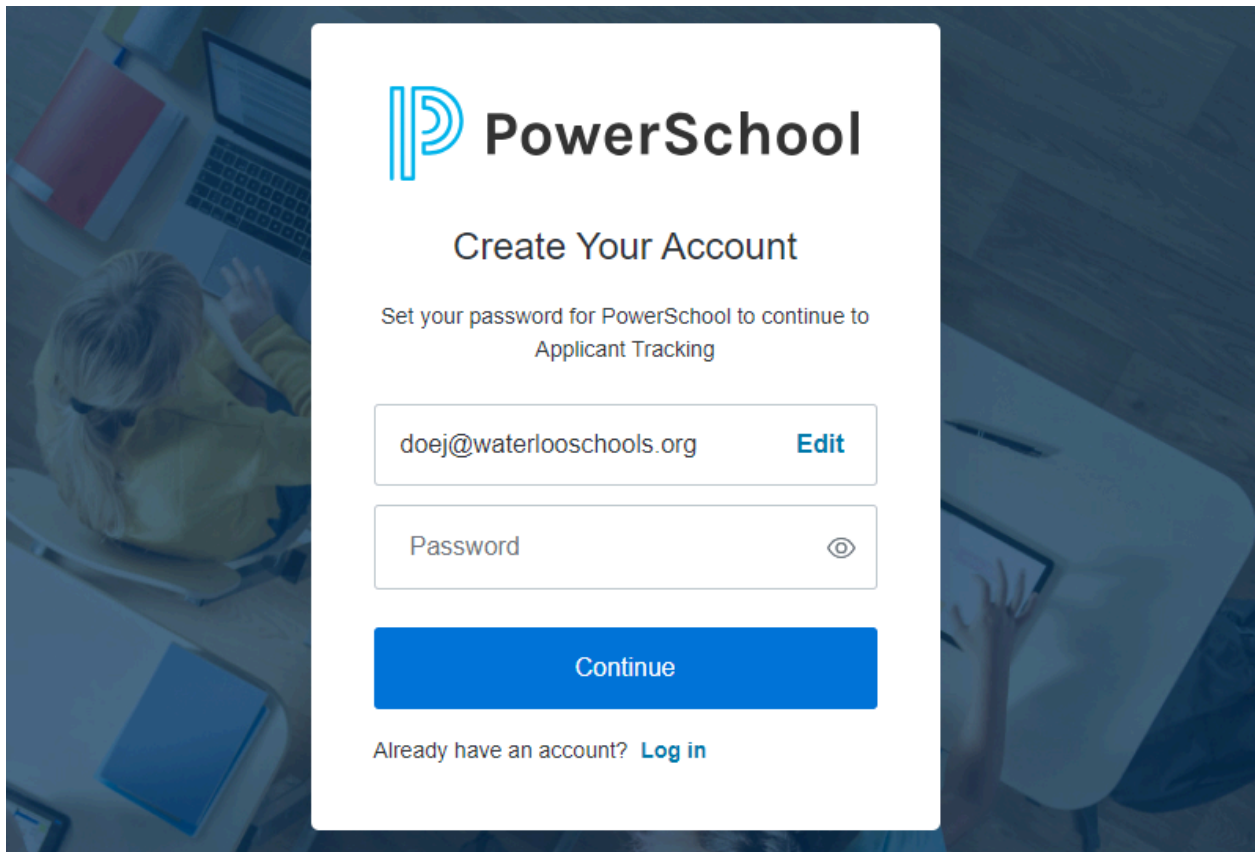
You will then see the applicant portal. The log in screen has changed slightly. It will now prompt you to sign in using your non-district account before being able to log in for internal employees. Click Sign In / Sign Up



It will take you to this screen:

The image shows the PowerSchool login screen. At the top is the PowerSchool logo, which consists of a stylized "P" and "S" followed by the word "PowerSchool". Below the logo is the text "Enter your email address to log in." followed by a text input field labeled "Email address". Below the input field is a blue button labeled "Continue". Below the button is the text "Don't have an account? Sign up". At the bottom of the screen is a pink box with a red octagonal icon containing a white hand symbol. The text inside the pink box reads: "If you are a returning applicant and have not completed the new sign in process, you must click **Sign up**. Refer to [New Applicant Login](#) for more information."

Notice in the bottom of the screen it says If you are a returning applicant and have not completed the new sign in process, you must click Sign Up.

A screenshot of the PowerSchool 'Create Your Account' page. The page has a white background with a blue border. At the top is the PowerSchool logo, which consists of a stylized 'P' in blue and grey followed by the word 'PowerSchool' in a bold, sans-serif font. Below the logo is the heading 'Create Your Account' in a bold, sans-serif font. Underneath the heading is the text 'Set your password for PowerSchool to continue to Applicant Tracking' in a smaller, regular font. There are two input fields: the first is for an email address, containing 'doej@waterlooschools.org', with an 'Edit' link to its right; the second is for a password, with a toggle icon to its right. Below these fields is a large blue button with the word 'Continue' in white. At the bottom of the form is a link that says 'Already have an account? Log in'.

You will enter the email address you used when you first applied using the new applicant portal website (it will be a non-district email). Enter the username, click Continue. It will then prompt you to enter your password (as shown in the photo above). If you do not remember the password, a 'Forgot password?' button should be available just above the 'Continue' button.

Once you complete the sign up process, it will prompt you to verify the account by accessing the email associated with your applicant account (again, this would be your non-district email).

Once you have verified your account, it will take you to the standard applicant portal page. From there, you can set up an internal account.

To set up an internal account, click “Internal” in the upper right-hand corner:

Username Password [Hire Home](#) [Internal](#) [Admin](#) | [Help](#)



[Job Listings](#) [FAQ](#)

You'll then be asked to start the process by confirming you are in fact 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:

I 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**
- **It can be the same as your district password, but currently it will not update when you are asked to change your password with the**

district. Keep this in mind if you have your browser fill in your passwords!

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:

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

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

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 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: '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).

Split Shift 2nd Custodian

Job Description

6 hour job
Irving - 5 hours
Technology Storage - 1 hour
M-F 3:30pm-9:30pm

Certification:

- High school diploma, GED or equivalent

Employment:

- Successful background check
- Complete physical, TB and drug screen
- Bending, twisting and lifting up to 50lbs
- 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

Apply Now

[Apply for this Position](#)

Internal applications will be accepted
Thursday, January 26, 2023 12:00 AM - Thursday, February 2, 2023 4:30 PM
(Central Standard Time)

Applications will be accepted beginning
Thursday, February 2, 2023 12:00 AM
(Central Standard Time)

[Print Job Posting](#)

[Download Job Posting](#)

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. These sections will fill in automatically on subsequent applications of the same type, saving you time. Be sure to update these sections if you change positions in the district!

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](#)

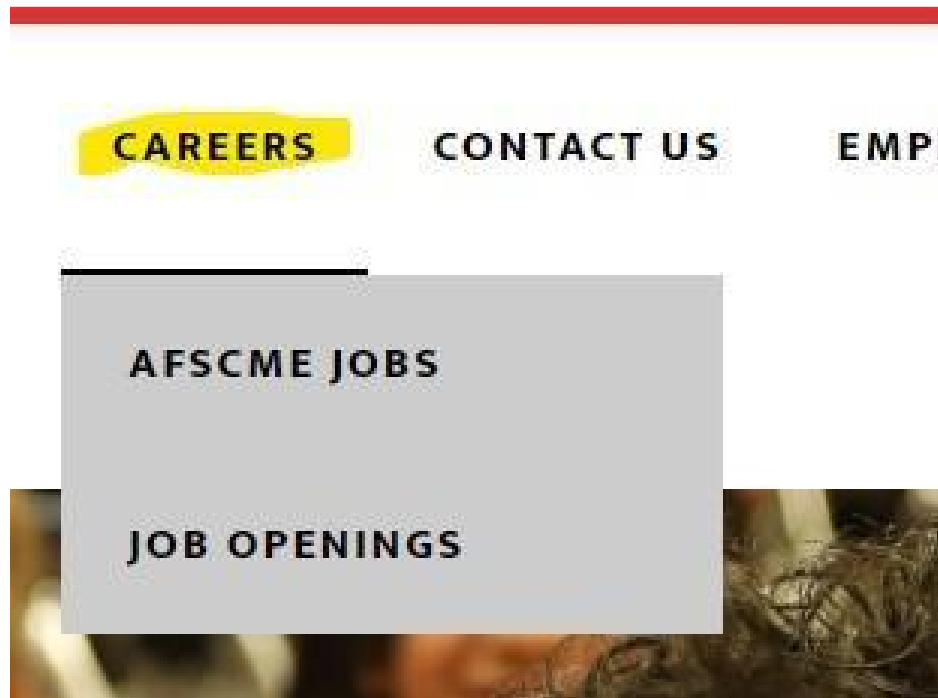
 [Print This Page](#)

 [Print Application](#)

- **First off, 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:

A screenshot of a login form on a green background. It features two input fields: "Username" with the text "doej@waterlooschools.org" and "Password" with masked characters "*****". To the right of the password field is a "Sign In" button, which is circled in red. In the top right corner, there are links: "Hire Home | Internal | Admin | Help".

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 type="checkbox"/>	Conf# <input 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 type="checkbox"/>	Conf# <input 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.

[Help](#)

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