Greenville County Schools <u>External</u> Applicant Instructions

Candidates interested in applying for jobs with Greenville County Schools must complete an online application. These instructions will help you with the steps to create your profile and apply for job openings.

I. Website Navigation

To begin the application process, visit the [Greenville County Schools website](#). Click on the *Jobs* tab. *Application Help* will link you to instructions to guide you through creating a profile and applying for jobs. Select the button for the type of position you would like to apply for such as *Teaching Positions*, *Classified Positions* or *Hourly Positions*.

You will be directed to a page with specific information for the type of position you selected. Each page will have a *Jobs* button similar to the ones shown below. Click on the *Jobs* button to launch Candidate Space and start the application process.

Administrative Jobs	Teaching/Certified Jobs
To see open Admin positions, in the Category section select "Admin Position Category" and click "Search Jobs"	To see open Teacher positions, in the Category section select "Teaching Position Category" and click "Search Jobs"

II. Candidate Space – Job Listings

Candidate Space will initially display all vacancies in the Job Listings as shown below. To quickly find jobs, use the search fields in the grey box on the right. For example, in the *Category* drop down list select *Classified Position Category* and click *Search Jobs* to see all Classified jobs. Use the same steps to see Admininstrative, Teaching, Hourly and Substitute job listings. If you know the specific *Job ID,* then enter the number in the *Job ID* field and click *Search Jobs*. You may double click on each job listing to view the Job ID#, job description and close date.

II. Candidate Space – Login

Login before applying for jobs. Select the *Login* box as shown below.

The first time you access Candidate Space select *Register* to create an account and build a profile. After you register, when you return to Candidate Space simply enter your email address and password to access your profile and apply for job openings.
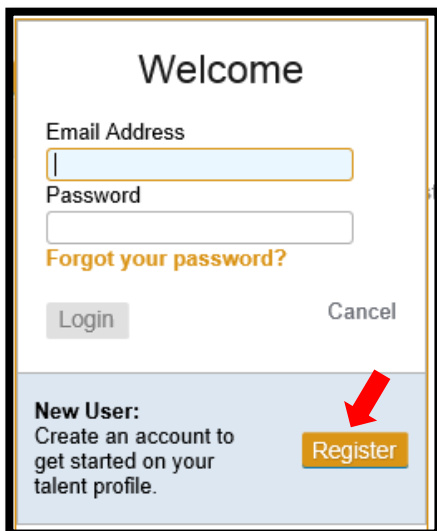
III. Candidate Space - Register

Complete *Step 1* by entering your *Basic Information*. Remember to record and keep your email address and password for future reference when returning to Candidate Space.

Complete *Step 2* by selecting *Fill in Content by Hand* and *Begin* to enter your profile information manually. Or select *Use Resume Content* to populate your profile information from your resume. If you select *Use Resume Content,* click on the folder in the *File* field to browse your computer, select your resume and click *Submit*.

IV. My Profile

The *My Profile* page shown below will display. If you see red circles with an exclamation mark, then information is missing and you need to edit the page to correct the information. Select the pencil icon to edit the *Contact Information, Work Preferences and Question* pages. Notice at the top of each page, directions are provided to assist you with completing the page.

IV. My Profile – Talent Profile

In the Talent Profile section, complete each section. Add your information by clicking on the *Education* tab and select *Add Education*.
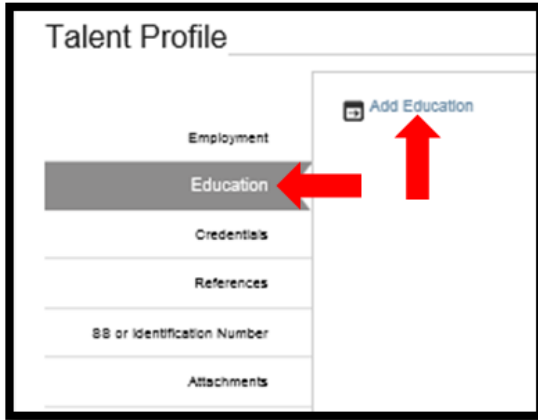
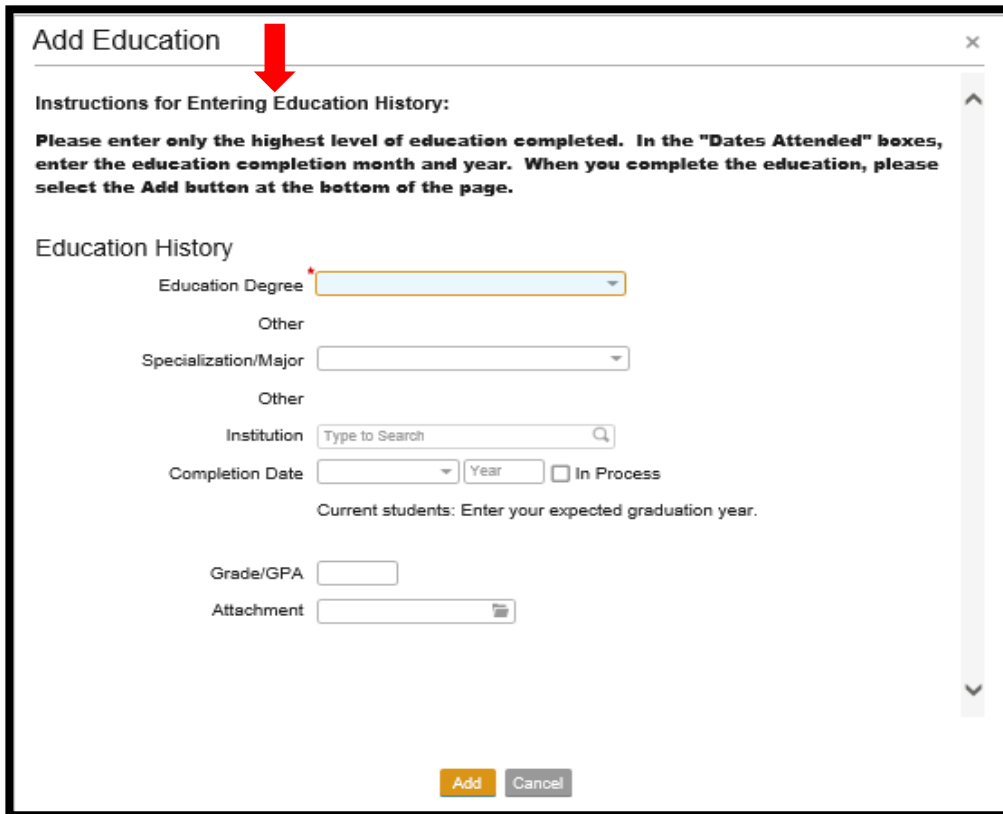When adding Talent Profile information, detailed instructions are provided at the top of each page. Review the instructions as you complete each section of the Talent Profile. Click the *Add* button at the bottom of the page when you are finished entering Education.

IV. My Profile – Talent Profile – Credentials

Complete the *Credentials* section when applying for a job that requires certification such as teachers, principals and nurses. Enter each area of licensure and endorsement separately in the *Credentials* Tab. Below is a sample South Carolina Educator License:

The example below shows how the Certificate, Areas of Licensure and Endorsements on the sample South Carolina Educator License should be entered.

IV. My Profile – Talent Profile – Credentials

For the Professional Certification, enter the license number in the credential number and the dates as shown below:

Enter the Areas of Licensure and Endorsements as shown below.

IV. My Profile – Talent Profile – References

All teacher applicants are required to provide confidential references including the reference name, relationship, phone number and email address from two of your most current supervisors.

Below are the guidelines for the required professional references:
- If you are a teacher, then your professional references will be your current principal <u>and</u> another administrator who has observed your work in a supervisory capacity.
- If you are a student teacher, then your professional references will be your cooperating/mentor teacher and university supervisor.
- If you are an Alternative Certification candidate, then your professional references will be your current/most recent supervisor and one other professional reference who has observed you in a work setting.

IV. My Profile – Talent Profile – SS or Identification Number

In this section, provide "US" in the Country of Citizenship and your Social Security Number in the Identification Number field.
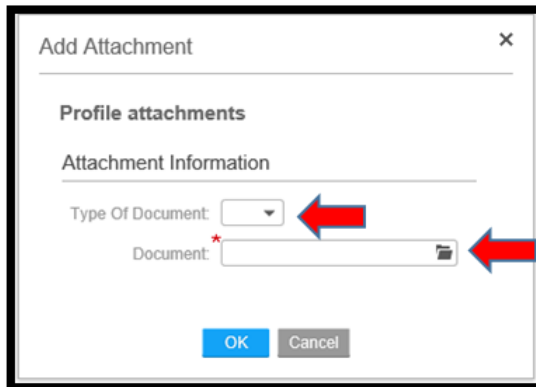
IV. My Profile – Talent Profile - Attachments

To add attachment(s), select the *Attachments* tab and click *Add Attachment*. A resume is required for all Administrative, Teaching, Classified and Substitute applications. Also, attach the documents necessary to validate certification(s) such as Educator License or Nurse License. If applying for jobs requiring WIN or WorkKeys, please attach the WIN/WorkKeys scores, college transcript or diploma. Optional attachments are a cover letter and letter(s) of recommendation.   Only WORD and PDF documents are supported.
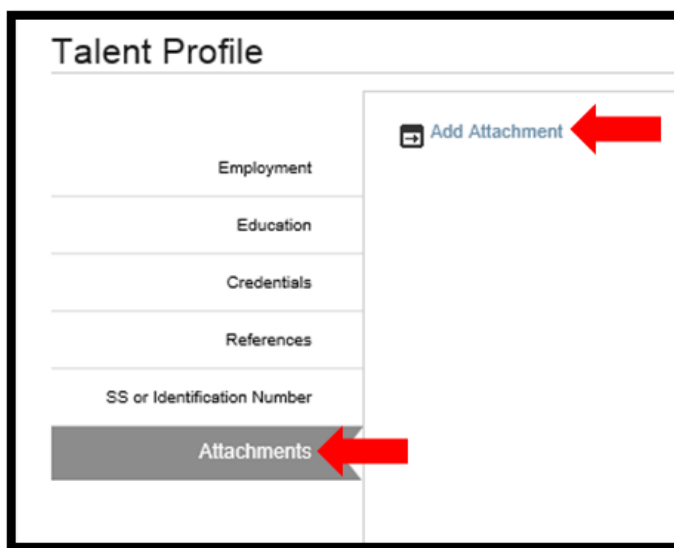
IV. My Profile – Talent Profile - Attachments

To attach a document, select the arrow in the *Type of Document* field and choose a document type from the list. Click the folder in the *Document* field to locate the document on your computer. Select *OK* to add the attachment.
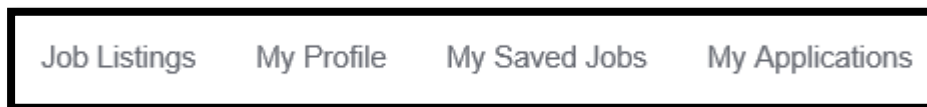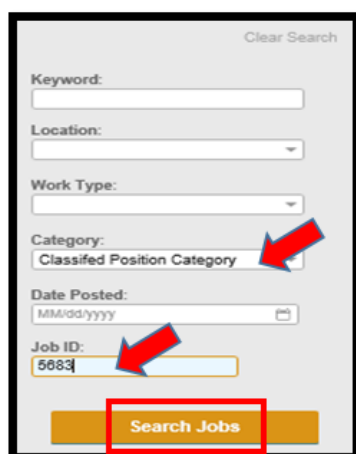

V. Job Listings - Applying

There are several links provided at the top of the page. The *Job Listings* link will display all open positions. The *My Profile* link will allow you to edit your Profile. The *My Saved Jobs* link will display any positions you saved from the *Job Listings* link. The *My Applications* link will display any previously submitted applications.


Click on *Job Listings* to look at job openings and submit an application. Use the search fields on the right to narrow the jobs listed. For example, in the *Category* drop down list select *Classified Position Category* and click *Search Jobs* to see all Classified jobs. Use the same steps to see Admin, Teacher, Hourly and Substitute job listings. If you know the specific *Job ID* that you would like to apply for, enter the number in the *Job ID* field and click *Search Jobs*.
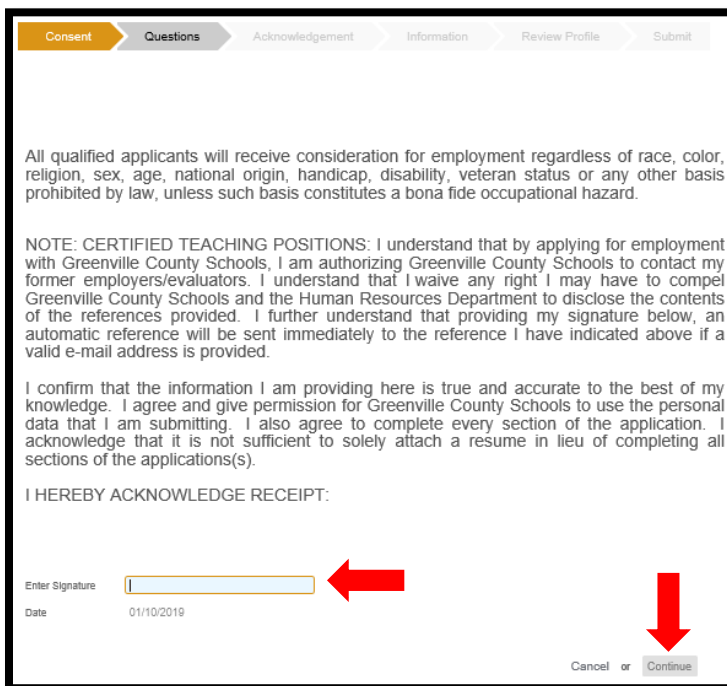
VI. Applying for a Job

To begin an application for a job posting, double click on the opening.
Click **Apply for this Job** to proceed with the application.
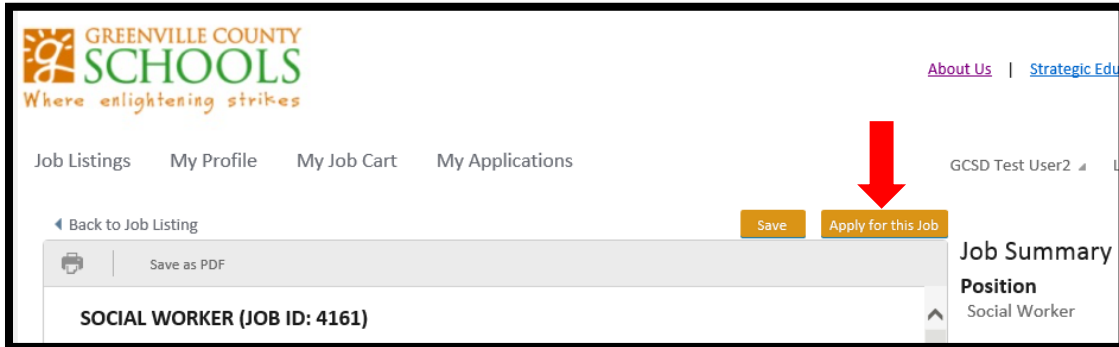
The application will guide you through a series of pages to complete before submitting your application on the final page.

You will progress through the application by providing the information requested and selecting **Continue** at the bottom of each page. On the **Consent** and **Acknowledgement** tabs acknowledge receipt of information by typing your signature. On the **Questions** tab, you must answer all questions to proceed to the next step. The **Review Profile** tab allows you to review and change your profile information.

VI. Applying for a Job

From the *Submit* tab, answer the questions and select *Submit*. Once your application has been submitted successfully, you will receive a message similar to the example below:

Summary for Application Submit   ✕

GCSD Test User, your application has been received. Thank You!

Thank you for your interest in Greenville County Schools and for submitting an online employment application. A member of our recruiting team will review your application. If we need further information, we will contact you. Thank you again for applying!

Please check your email for an automated message from the Human Resources Department indicating your application was received as well as any additional email(s) that may require your attention and action.