

Greenville County Schools External 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**.

The screenshot displays the Greenville County Schools website's navigation menu. The 'Jobs' tab is highlighted with a red arrow. Below the navigation menu, a green bar contains 'ALL OPEN POSITIONS' and 'Application Help', with a red arrow pointing to 'Application Help'. The main content area is divided into six categories, each with a photo, a title, a description, and a button:

- Teaching/Certified**: Elementary, middle, high and K-12 area certified teachers. Button: Teaching/Certified Positions
- Classified**: Aide, Bookkeeper, Clerk, Extended Day Worker, Nurse, and Secretary. Button: Classified positions
- Administrative**: Principals, Directors, AA/AP Pool, District Administrative and Professional Staff. Button: Administrative Positions
- Hourly**: Bus Drivers, Bus Aides, Custodial, Food Service, Maintenance and Warehouse. Button: Hourly positions
- Athletics**: Coaches, Athletic Directors. Button: Athletic positions
- Substitutes**: District Substitute Teachers and Substitute Nurses. Button: Substitute 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
To see open Admin positions, in the Category section select "Admin Position Category" and click "Search Jobs"

Teaching/Certified 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 Administrative, 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.

The screenshot displays the Greenville County Schools Job Listings page. The header includes the school district logo and navigation links. The main content area shows a list of job listings with columns for job title, location, category, and posted date. On the right side, there is a search filter box with fields for Keyword, Location, Work Type, Category, Date Posted, and Job ID. Red arrows point to the 'Classified Position Category' dropdown, the '5667' in the Job ID field, and the 'Search Jobs' button.

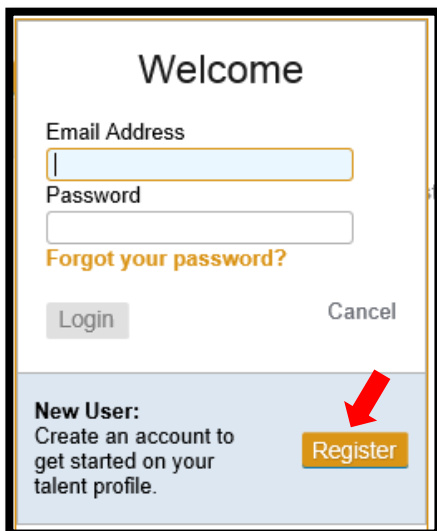
Job Title	Location	Category	Posted
Teacher Middle School Science (2019-2020)	Sterling Elementary	Teaching Position Category	01/14/2019
8th Grade ELA	Berea Middle	Teaching Position Category	01/11/2019
Teach LD R	Crestview Elementary	Teaching Position Category	01/11/2019
Teach MS - Science 19-20 school year	Beck Middle	Teaching Position Category	01/11/2019
Service Center Representative - 30 hrs/wk	US:SC:Greenville	Classified Position Category	01/11/2019
Aide TMD Neurological	Alexander Elementary	Classified Position Category	01/11/2019
School Clerk-Bilingual (Spanish)	Berea Elementary	Classified Position Category	01/10/2019
Teacher Grade 5 (2019-20 School Year)	AJ Whittenberg Elementary	Teaching Position Category	01/10/2019
Aide TMD Neurological	Alexander Elementary	Classified Position Category	01/10/2019
Teach MS	Lakeview Middle	Teaching Position Category	01/10/2019

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.

Step 1: Basic Information

Email Address:

First Name:

Last Name:

Password:

Confirm Password:

Don't have an email address? [Create one here](#)

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**.

Step 2: Create Profile

You can choose to create your profile from the following.

Enter Manually:

Fill in content by hand

You will be able to attach documents to your profile, such as: a resume, cover letters, etc.

Upload Resume

Use Resume Content

Use Microsoft Word, PDF, text, or HTML files. This content will then get populated to your profile.

File:

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.

GREENVILLE COUNTY SCHOOLS
Where enlightening strikes

[About Us](#) | [Strategic Education Plan](#) |

Job Listings My Profile My Job Cart My Applications

GCSID Test Language ?

My Profile

Profile Creation Instructions:

Please complete the Contact Information, Questions and in Talent Profile the Employment, Education, Credentials, Identification Number and Attachment sections. To update Contact Information, Work Preferences and Questions sections select the pencil at the right. Follow the specific instructions provided at the top of each section. Failure to complete the required sections of your profile will delay the review of future application(s). When your profile is complete, select Job Listings at the top to review open positions. To submit an application, select the position and follow the steps.

Contact Information

GCSID Test

Contact Method
Contact Time
Home
Work
Mobile
Email gcsdtestuser4@gmail.com

Work Preferences

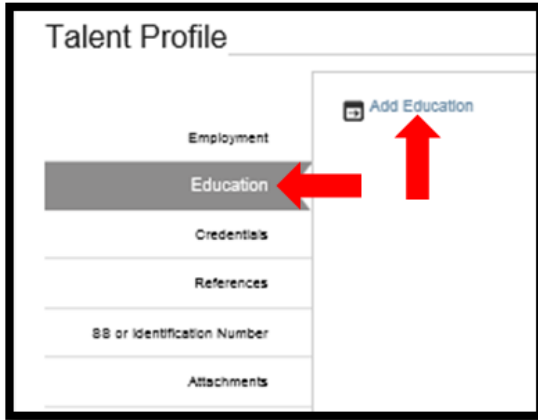
Employment Type
Relocate Not Applicable
Travel Percent Not Applicable
Salary Expectation?
When Can You Start?

Preferred Job Locations
Preferred Job Categories

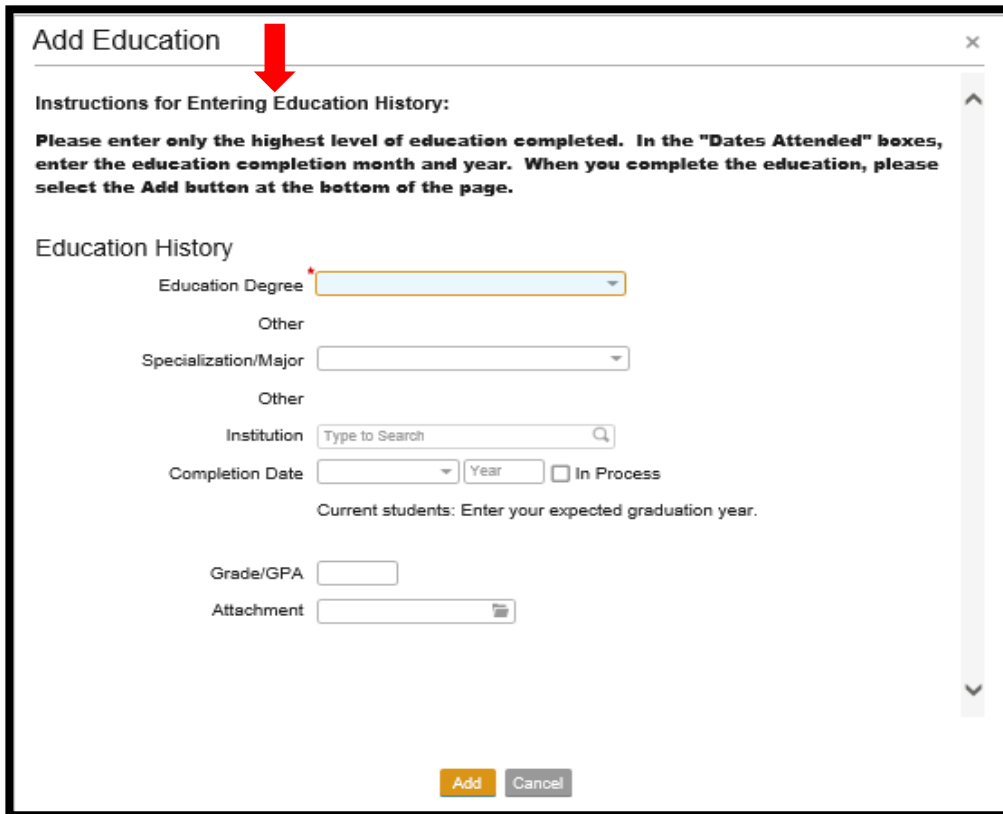
Questions

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.

A screenshot of the 'Add Education' form. At the top, the title 'Add Education' is followed by a close button (X). Below the title, there are instructions: 'Instructions for Entering Education History: Please enter only the highest level of education completed. In the "Dates Attended" boxes, enter the education completion month and year. When you complete the education, please select the Add button at the bottom of the page.' Below the instructions is the 'Education History' section with the following fields: 'Education Degree' (dropdown menu), 'Other' (text input), 'Specialization/Major' (dropdown menu), 'Other' (text input), 'Institution' (search box with 'Type to Search' placeholder and a magnifying glass icon), 'Completion Date' (dropdown menu), 'Year' (text input), and an 'In Process' checkbox. A note below these fields says 'Current students: Enter your expected graduation year.' At the bottom, there are 'Grade/GPA' and 'Attachment' (with a file upload icon) text input fields. At the very bottom, there are two buttons: 'Add' (orange) and 'Cancel' (grey).

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:

South Carolina State Board of Education Educator License		
Sally Jones 777 Happy Lane Greer, SC 29651		
License Number	Social Security Number	Validity Period
TTTTT	***-**-TTTT	07/01/2013 – 06/30/2018
Professional Certificate	Class	Experience
	Bachelors	8
Areas of Licensure	Endorsements	
04 – English	Gifted and Talented	
1E – Middle Level Language Arts		

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

Employment	<p>Add Credential</p> <p>Professional Certification Credential Date: July 1, 2013</p> <p>English Credential Date: July 1, 2013</p> <p>Middle School Language Arts Credential Date: July 1, 2013</p> <p>Gifted/Talented Endorsement Credential Date: July 1, 2013</p>
Education	
Skills	
Credentials	
Achievements	
References	

IV. My Profile – Talent Profile – Credentials

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

The screenshot shows a 'Credentials' form with the following fields and values:

- Credential: Professional Certification (dropdown)
- Other: (empty)
- Credential Source: (empty dropdown)
- Other: (empty)
- Credential Number: 777777 (text input)
- Original Credential Date: 07/01/2013 (calendar icon)
- Most Recent Renewal: 07/01/2013 (calendar icon)
- Expiration: 06/30/2018 (calendar icon)

Two callout boxes with orange borders and blue arrows point to the date fields:

- The first callout points to the 'Original Credential Date' field and contains the text: "Enter the first date in the Validity Period".
- The second callout points to the 'Most Recent Renewal' and 'Expiration' fields and contains the text: "Enter the first date in the Validity Period in the Most Recent Renewal and the last date in Validity Period in the Expiration."

Enter the Areas of Licensure and Endorsements as shown below.

The screenshot shows a 'Credentials' form with the following fields and values:

- Credential: English (dropdown)
- Other: (empty)
- Credential Source: (empty dropdown)
- Other: (empty)
- Credential Number: (empty text input)
- Original Credential Date: 07/01/2013 (calendar icon)
- Most Recent Renewal: 07/01/2013 (calendar icon)
- Expiration: 06/30/2018 (calendar icon)

The 'Expiration' field is highlighted with a yellow border.

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:

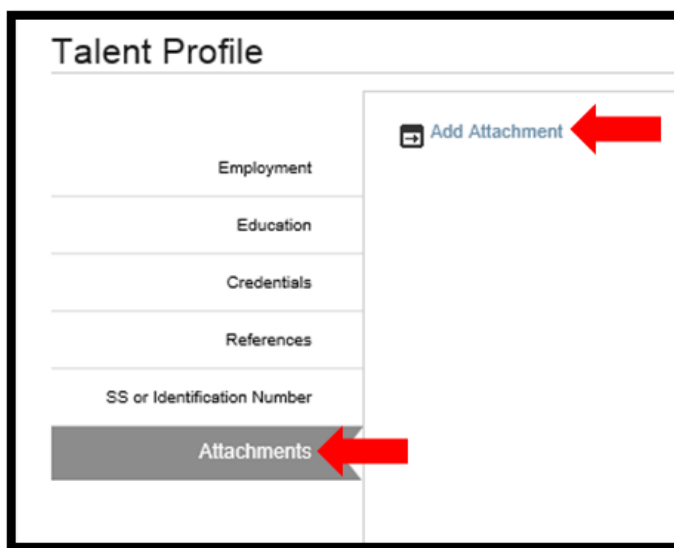
- If you are a teacher, then your professional references will be your current principal and another administrator who has observed your work in a supervisory capacity.
- If you are a student teacher, then your professional references will be your cooperating/mentor teacher and university supervisor.
- 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.

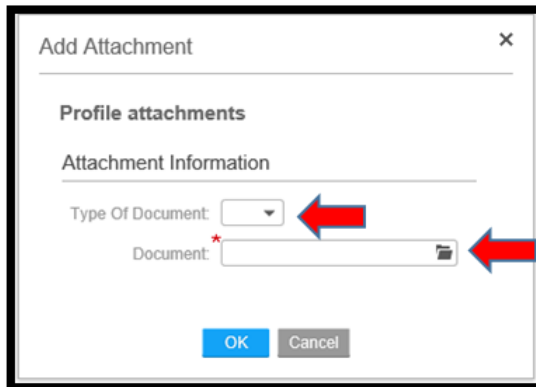
IV. My Profile – Talent Profile - Attachments

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.



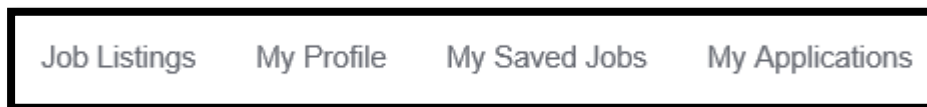
IV. My Profile – Talent Profile - Attachments

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.

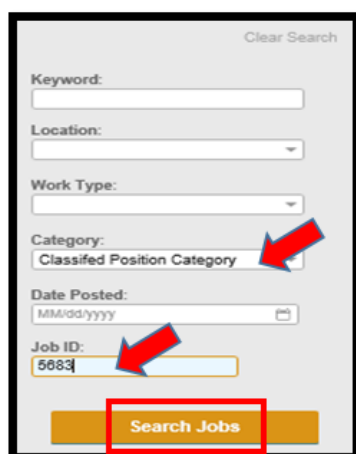


V. Job Listings - Applying

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.

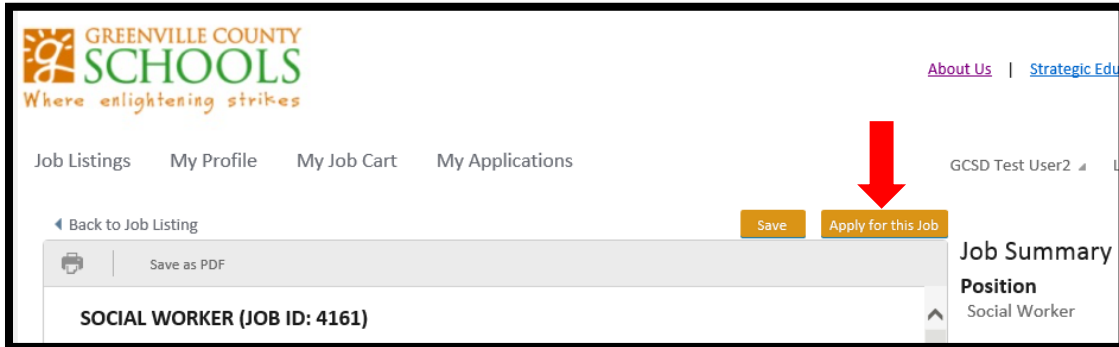


Click on **Job Listings** to look at job openings and submit an application. Use the search fields on the right to narrow the jobs listed. For example, in the **Category** drop down list select **Classified Position Category** and click **Search Jobs** to see all Classified jobs. Use the same steps to 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

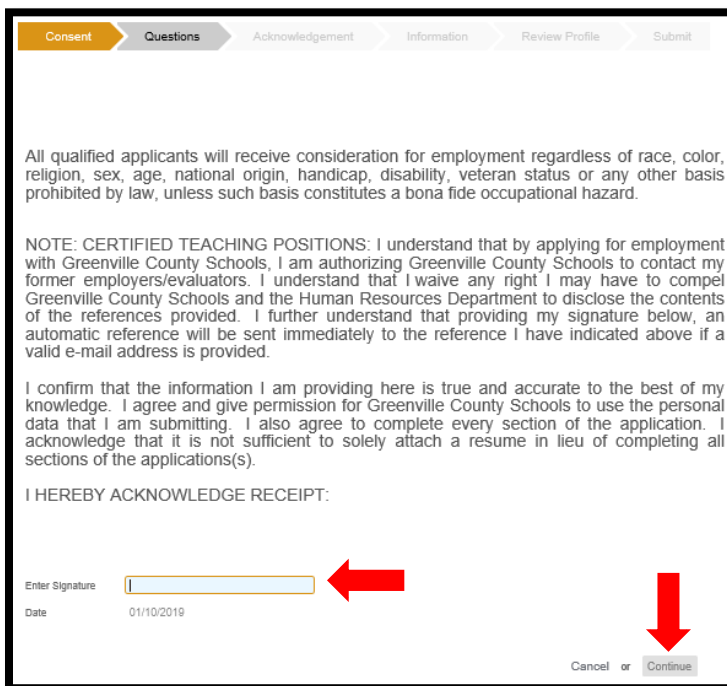
To begin an application for a job posting, double click on the opening. Click **Apply for this Job** to proceed with the application.



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.

A screenshot of the "Consent" page in the application process. The page has a navigation bar at the top with "Consent" (highlighted in orange), "Questions", "Acknowledgement", "Information", "Review Profile", and "Submit". The main content area contains a disclaimer: "All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin, handicap, disability, veteran status or any other basis prohibited by law, unless such basis constitutes a bona fide occupational hazard." Below this is a "NOTE: CERTIFIED TEACHING POSITIONS" section. A confirmation statement follows: "I confirm that the information I am providing here is true and accurate to the best of my knowledge. I agree and give permission for Greenville County Schools to use the personal data that I am submitting. I also agree to complete every section of the application. I acknowledge that it is not sufficient to solely attach a resume in lieu of completing all sections of the applications(s)." Below the confirmation is the text "I HEREBY ACKNOWLEDGE RECEIPT:". At the bottom, there is a form with "Enter Signature" and a text input field, and "Date" with the value "01/10/2019". A red arrow points to the signature input field. At the bottom right, there are "Cancel" and "Continue" buttons, with a red arrow pointing to the "Continue" button.

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:



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.