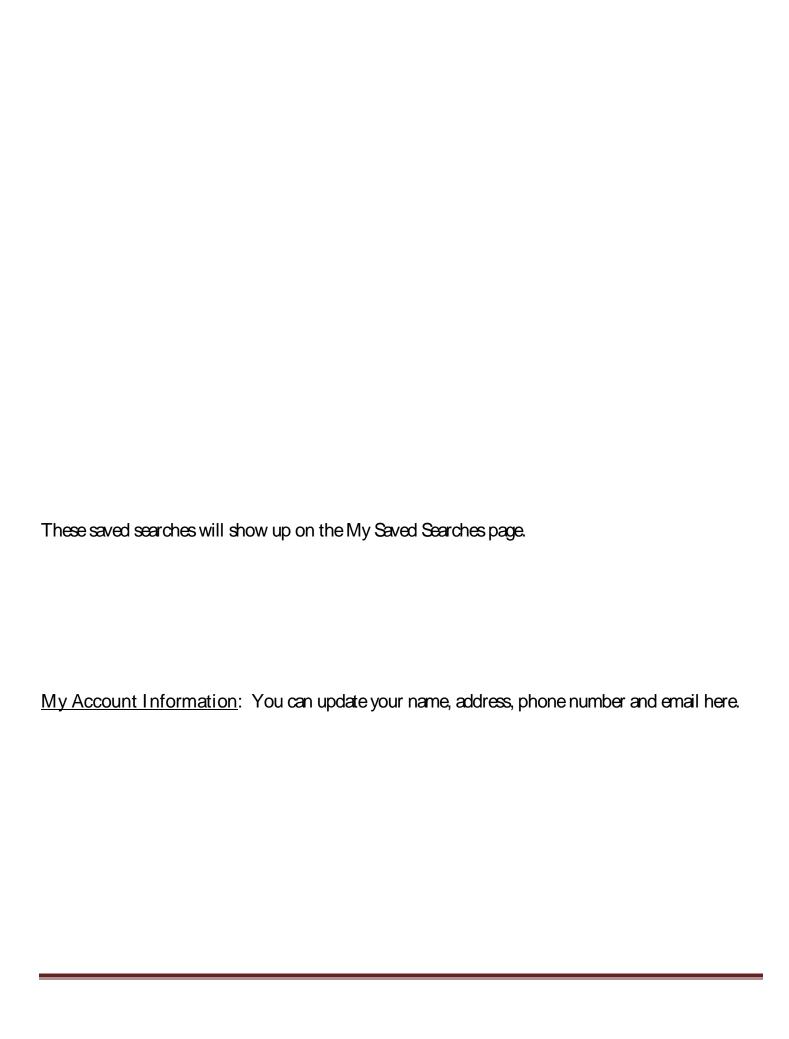
This document takes you through the PeopleSoft Applicant Tracking System basic process of applying for job openings at Pontland Public Schools

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#### 1. <u>Start</u>

In this section, you will have an opportunity to review Application Terms & Agreements. Please make sure to read through all of the Application Terms & Agreements literature. You must click the checkbox Click the NEXT button to move to next step.

#### 2. Resume

TAM offers multiple methods to include your resume and cover letter.

Attach a Resume from your computer.

Use Existing resume if you have previously applied for a job with PPS through TAM, your resume information will be saved. Please make sure to review your saved resume to ensure it is up-to-date. Cover Letter

### 3. Preferences

In this section, you will have the opportunity to indicate your job preferences. This will include when you are available to start work, willingness to travel, workdays, etc. You will also have the option to indicate desired work locations. To select from a list, click the magnifying glass next to the text box.

## 4. Questionnaire

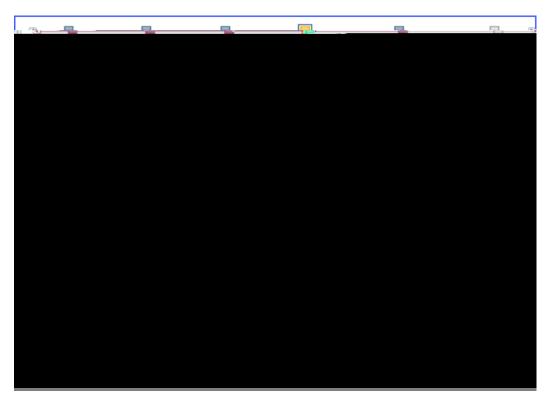
All jobs will contain a set of required questions. Please answer all questions truthfully and accurately. You will have the opportunity to review and change any answers prior to sending the application for PPS review; once the application has been submitted, you will no longer be able to change your answers.

5. Qualifications (This section only becomes visible if you are applying to a specific <u>job</u>)

In this section, you will have the opportunity to enter degree and student teaching information. Please dick on the magnifying glass to select appropriate information, and work in the top down order.



Student Teaching Information example below:



## 6. Education and Work Experience

education drop down menu. Select your degree and proceed to work experience. In this section you can add your work experience. Try to be as detailed and accurate when completing the work experience section. You must complete all sections that have asterisks next to them.

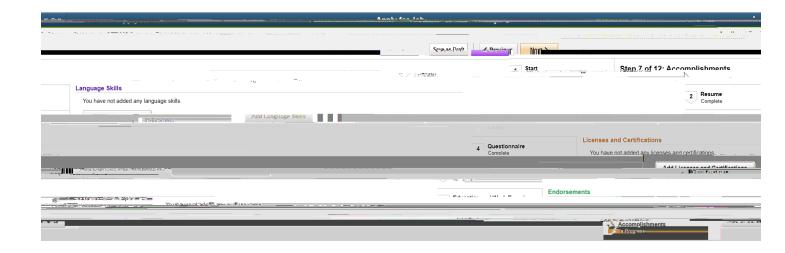
In the College Experience section you will notice a magnifying glass on the right side of the completion boxes. Please use the magnifying glass to open the drop down menus and go in order of top down. If you have multiple

section; all education and work experience, Click on Next.

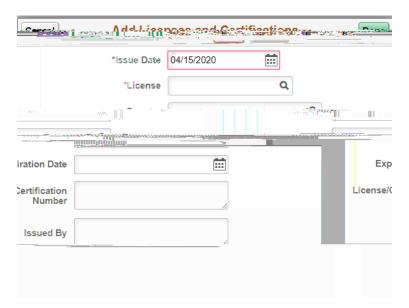


# 7. Accomplishments

In this section, you will be able to add licenses/ certifications, endorsements, and language skills by dicking on the add buttons. Once again anything that is noted with an Asterisk, you must enter in information. If there is a magnifying glass, please use it to locate the information that you need. If you have more than one



Example: Add Licenses and Certifications



Example: Add Endoresement



Example: Add Language Skills