

# Philadelphia ERP Project

## Apply to a Job in Taleo as an Internal Employee

### Guidelines

If you would like to apply to a job at the School District of Philadelphia while you are currently an employee, you do so using the new career site in the Employee Portal. Review the following guidelines for information on how your current employee data is used as part of the application process:

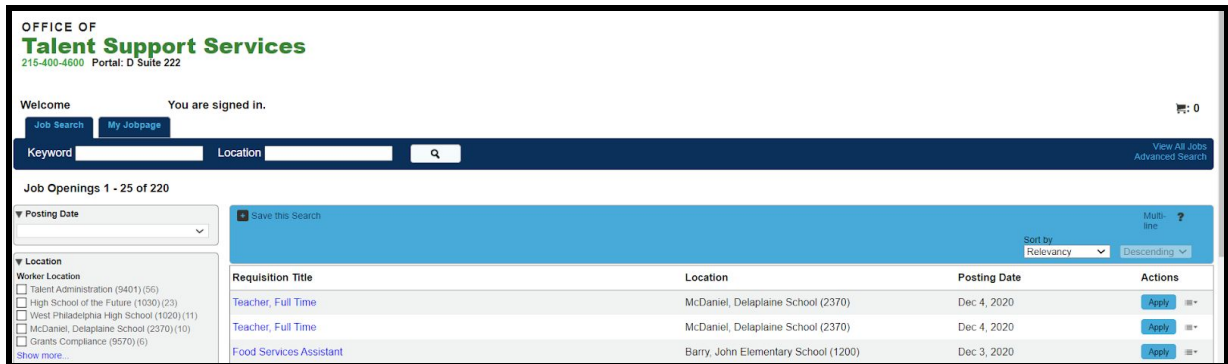
- Most information fields in your internal application are completed based on information from your employee profile in Advantage, the District's current HR system. Fields are locked and you will not be able to directly input or change many fields on the application.
  - If you need to update your personal information (Name, Address, Phone Number), please complete the [Change of Address form](#) on our website.
  - If you need to update your certification information, please email the Certification team at [compliance@philasd.org](mailto:compliance@philasd.org) with your name, employee ID, your PPID, and a copy of your additional certification(s).
  - If you have any questions about the information showing in your application, please contact [staffing@philasd.org](mailto:staffing@philasd.org)
- If you have requested any information change, the appropriate team will update your information and notify you when complete. The information will automatically change in your application the next business day following the change.
- **You can continue applying to jobs while waiting for this information to change.**
- Your internal application will only include your SDP email address. Recruiters and hiring managers will only correspond with you via your SDP email address. Please check your email frequently at <https://zimbra.philasd.org> for correspondence regarding applications.
- Please contact [jobs@philasd.org](mailto:jobs@philasd.org) for any questions regarding your application.

## **Navigation**

1. Log in to the Employee Portal at <https://sso.philasd.org/cas/login>. If you have never registered for an Employee Portal before, register for an Employee Portal and Email Account by [clicking here](#).
2. Access Taleo on the Employee Portal by clicking on the **tile “Job Application- Internal Employee”**.



3. The **Internal Career Site** displays.



Requisition Title	Location	Posting Date	Actions
<a href="#">Teacher, Full Time</a>	McDaniel, Delaplaine School (2370)	Dec 4, 2020	<a href="#">Apply</a>
<a href="#">Teacher, Full Time</a>	McDaniel, Delaplaine School (2370)	Dec 4, 2020	<a href="#">Apply</a>
<a href="#">Food Services Assistant</a>	Barry, John Elementary School (1200)	Dec 3, 2020	<a href="#">Apply</a>

4. Use any one or combination of the search options list to locate a position.

OFFICE OF  
**Talent Support Services**  
215-400-4600 Portal: D Suite 222

You are signed in. Matthew Rambo 0

Job Search My Jobpage

Keyword security Location Q

View All Jobs  
Advanced Search

Job Openings 1 - 4 of 4

Posting Date

Location

Worker Location

- Frank, Anne School (8400) (1)
- Human Resources - Staffing (9400) (1)
- West Philadelphia High School (1020) (1)

See all locations

Job Field

Category

- School Administrative (2)
- TEST (1)
- Other (1)

See all job fields

Job Type

- Standard (1)

Job Schedule

- Full-time (1)

Job Level

- Entry Level (1)
- Executive (1)

Save this Search

Sort by Relevancy Descending

Requisition Title	Location	Posting Date	Actions
Assistant Principal, Anne Frank	Frank, Anne School (8400)	Oct 14, 2020	Apply
Assistant Principal Talent Pool SY21-22	Human Resources - Staffing (9400)	Oct 12, 2020	Apply
Deputy Chief	Test SDP Location Code	May 11, 2020	Apply
Student Climate Staff, 5 Hours	West Philadelphia High School (1020)	Oct 12, 2020	View/Edit Submission

Previous 1 Next

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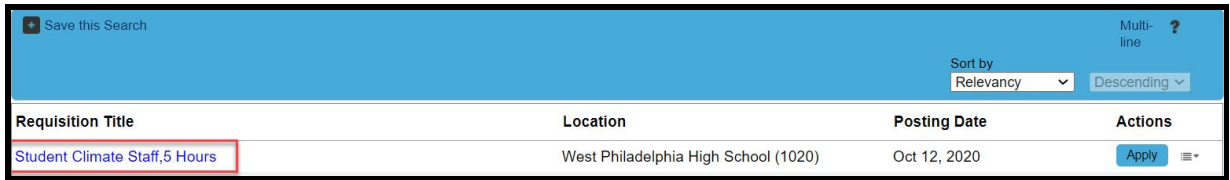
- Keywords - Enter a few words about the position like security, teacher, accountant.
- Location - Enter a name of a school or department.

Search options down the left side. Multiple checks allowed per option.

- Location: Worker Location: Typically worker location is the same as the location of the position, but there could be positions where the location of the department is not the same as the job location.
- Job Field
- Job Type
- Job Schedule
- Job Level

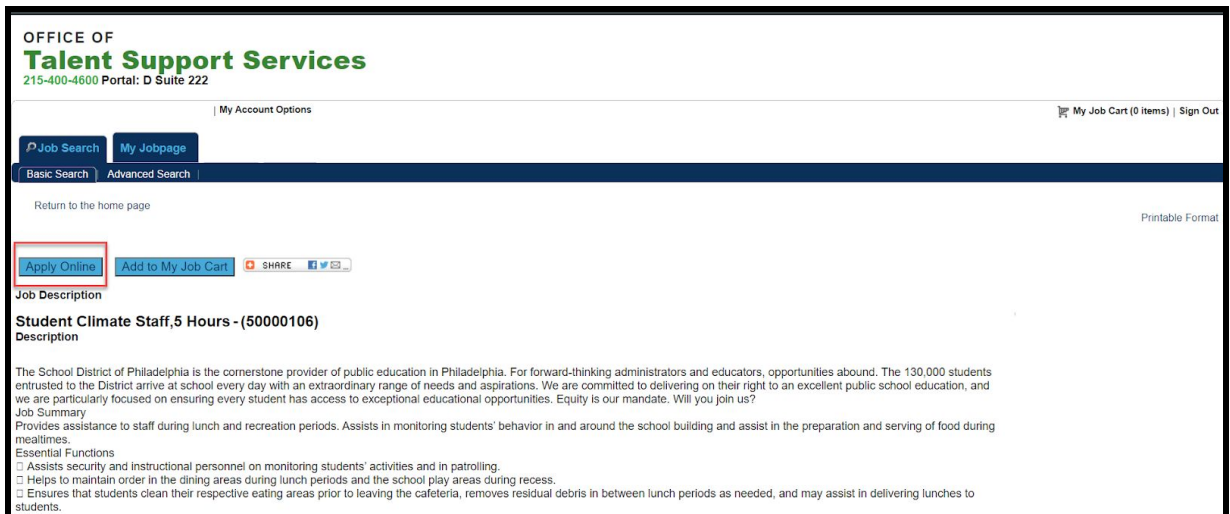
## Apply for a Position

1. Click on the **title of the position** to read the job description.



Requisition Title	Location	Posting Date	Actions
Student Climate Staff,5 Hours	West Philadelphia High School (1020)	Oct 12, 2020	Apply

2. Click on **Apply Online** to apply for the job.



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My Account Options | My Job Cart (0 items) | Sign Out

Job Search | My Jobpage

Basic Search | Advanced Search

Return to the home page | Printable Format

**Apply Online** | Add to My Job Cart | SHARE | Facebook | Twitter | Email

**Job Description**  
**Student Climate Staff,5 Hours - (50000106)**  
Description

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. The 130,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

**Job Summary**  
Provides assistance to staff during lunch and recreation periods. Assists in monitoring students' behavior in and around the school building and assist in the preparation and serving of food during mealtimes.

**Essential Functions**

- Assists security and instructional personnel on monitoring students' activities and in patrolling.
- Helps to maintain order in the dining areas during lunch periods and the school play areas during recess.
- Ensures that students clean their respective eating areas prior to leaving the cafeteria, removes residual debris in between lunch periods as needed, and may assist in delivering lunches to students.

**NOTE:** Click **Add to My Job Cart** to apply later.

3. **File Attachments:** Complete each section of the application. The first section is **File Attachments**. Upload your most recent resume, following the instructions on the screen.

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| My Account Options My Job Cart (0 Items) | Sign Out

Job Search My Jobpage

Applying for: **Student Climate Staff, 5 Hours (Job Number: 50000108)** Step 1 out of 8

File Attachments Personal Information Education Employment History Job-Specific Questions General Questions eSignature Done

Save and Continue Save as Draft Quit

### File Attachments

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

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File attachment types include:

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File Types include:

- .doc, .docx (Word)
- .txt (standard text file)
- .rtf (rich text format)
- .pdf (Adobe Portable Document Format)
- .htm or .html (hypertext markup language documents)
- .wpd (Word Perfect)

Select the file to attach

Choose File No file chosen

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	resume.docx	12/10/20		Delete

Save and Continue Save as Draft Quit

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4. After you complete the resume upload, or at any point in your application, click one of the blue buttons at the bottom:
- **Save and Continue** sends you to the next section of your application and allows you to continue completing your application.
  - **Save as Draft** allows you to save your work at any point, if you need to log out and return to the application at a later time.
  - **Quit** exits you from the specific job application. You can come back to the submission at any time.



5. **Personal Information:** Complete this section then click **Save and Continue** to continue in the application. As an internal employee, most of the fields in your personal information

page, including name, address, phone number, and certifications, will be locked and not editable.

- If you need to update your personal information (Name, Address, Phone Number), please contact who will update the information for you.

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My Account Options My Job Cart (0 items) | Sign Out

Job Search My Jobpage

Applying for: **Student Climate Staff, 5 Hours (Job Number: 50000106)** Step 2 out of 8 | Print

Navigation: Personal Information (selected), Education, Employment History, Job-Specific Questions/General Questions, eSignature, Diversity Survey, Review/Submit

Save and Continue Save as Draft Quit

### Personal Information

**Personal Information**

Please review the information below. If you would like to make any changes or update information please log into your employee portal.

**Email Notifications**  
When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

First Name Middle Name Last Name  
Street Address (line 1)  
Address (line 2)  
City Zip/Postal Code  
State  
Primary Number Home Phone  
Cellular Number Home Phone Number Work Phone Number  
Email Address @philasd.org  
Employee Number

### Candidate Certifications

Certification Type	Certification Subject	Certification Status
Certification Type 2	Certification Subject 2	Certification Status 2
Certification Type 3	Certification Subject 3	Certification Status 3
Certification Type 4	Certification Subject 4	Certification Status 4
Certification Type 5	Certification Subject 5	Certification Status 5
Certification Type 6	Certification Subject 6	Certification Status 6
Certification Institution	Certification State	Verified Expiration Date
Certification Institution 2	Certification State 6	Verified Expiration Date 2
Certification Institution 3	Certification State 4	Verified Expiration Date 3
Certification Institution 4	Certification State 5	Verified Expiration Date 4
Certification Institution 6	Certification State 3	Verified Expiration Date 5
Certification Institution 5	Certification State 2	Verified Expiration Date 6

Personal Professional ID # (PPID) Issue Date - MM/YY

### Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

Save and Continue Save as Draft Quit

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**NOTE:** If you want to be notified directly of jobs that you might be interested in, select the job notification box at the bottom of the personal information page.

### Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

6. **Education:** As an internal employee, most of the fields in your Education page will be locked and not editable. **Your resume serves as a record of your education history, and you will not need to complete this section.** Click ***Save and Continue*** to continue in the application.

The screenshot displays the 'OFFICE OF Talent Support Services' application interface. At the top, it shows contact information: '215-400-4600 Portal: D Suite 222'. Navigation links include 'Job Search' and 'My Jobpage'. The user is logged in as 'My Account Options' with 'My Job Cart (0 Items) | Sign Out'.

The main content area shows the user is applying for 'Student Climate Staff, 5 Hours (Job Number: 50000106)'. A progress bar indicates 'Step 3 out of 8 | Print'. The progress bar includes steps: Personal Information, Education, Employment History, Job-Specific Questions (General Questions), eSignature, Diversity Survey, and Review and Submit. The 'Education' step is currently active.

Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Education' section is titled 'Education' and contains the text: 'Please review the information below. If you would like to make any changes or update information please log into your employee portal.' Underneath, there is a section for 'Education 1' with fields for 'Highest Level of Education', 'Institution', and 'Program'. A note on the right side states: 'To change any of these items, please contact your HR administrator for further instructions.'

At the bottom of the page, there is a footer with contact information for 'The School District of Philadelphia' and a list of links: 'Terms of Use', 'Privacy Policy', 'Notice of Nondiscrimination', 'Website Accessibility', 'Accommodations', and 'Philasd.org'.

7. **Employment History:** As an internal employee, most of the fields in your Education page will be locked and not editable. **Your resume serves as a record of your employment history, and you will not need to complete this section.** Click **Save and Continue** to continue in the application.

The screenshot shows the 'Employment History' section of the application. At the top, it says 'OFFICE OF Talent Support Services' with contact information '215-400-4600 Portal: D Suite 222'. Below this is a navigation bar with 'Job Search' and 'My Jobpage' buttons. The main content area shows 'Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106)' and 'Step 4 out of 8 | Print'. A progress bar indicates the current step is 'Employment History', with other steps like 'Personal Information', 'Education', 'Job-Specific Questions General Questions', 'eSignature', 'Diversity Survey', and 'Review and Submit' also visible. Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Employment History' section is titled 'Work Experience' and asks the user to 'List the work experiences below, starting with the most relevant one.' It includes a table with columns for 'Employer', 'Job Function', 'Start Date', 'End Date', 'Supervisor's Name', 'Reason for Leaving', and 'Supervisor's Phone'. A note on the right side of the page states: 'To make changes to these items, please contact your HR Administrator for further instructions.'

8. **Questions:** You will need to answer each question in the Questions section, which are specific to the job to which you are applying. Click **Save and Continue** to continue in the application.

The screenshot shows the 'Job-Specific Questions General Questions' section of the application. It features the same header and navigation as the previous screenshot. The main content area shows 'Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106)' and 'Step 5 out of 8 | Print'. The progress bar highlights 'Job-Specific Questions General Questions'. Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Job-Specific Questions General Questions' section is titled 'Questionnaire' and includes the instruction: 'Your answers to these questions will not necessarily impact your ability to move forward in the selection process for this job.' It contains two questions: '1. Are you a current employee of the School District of Philadelphia?' and '2. Do you have a high school diploma and/or GED from an accredited institution?'. Both questions have radio button options for 'Yes' and 'No', with 'Yes' selected for both.



9. **eSignature:** Review the eSignature field carefully and, when ready, enter your full name into the **eSignature** box. Click **Save and Continue** to continue in the application.

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215-400-4600 Portal: D Suite 222

| My Account Options My Job Cart (0 items) | Sign Out

Job Search My Jobpage

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Applying for: **Student Climate Staff,5 Hours (Job Number: 50000106)** Step 6 out of 8 | Print

Personal Information Education Employment History Job-Specific Questions General Questions **eSignature** Diversity Survey Review and Submit

Save and Continue Save as Draft Quit

### eSignature

**eSignature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

**Terms of Conditions:**  
All applicants who are offered employment with School District of Philadelphia will be subject to a federal background investigation (including, but not limited to a pre-employment drug test, employment and education background verification check, criminal history) and may be required to meet eligibility requirements for access to classified materials.

I certify that I satisfy the following:

- To ensure SDP mutual employee safety standards, I am able to read and comprehend English at an eighth-grade level.
- I am currently not under investigation for or previously convicted of a felony.
- I am able to provide official transcripts (not copies) of any diploma or degree conferred or copies of official transcripts if the degree was conferred over 5 years ago, upon request.

I have read, understand and agree to all of the above-stated conditions of employment.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

Save and Continue Save as Draft Quit

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10. **Diversity Survey:** Complete the diversity survey questions by selecting from the drop-down menu the answer to each question that best represents your identity. Click **Save and Continue** to continue in the application.
- You only select the answers to these questions the first time you apply to a job; the information is saved for subsequent applications.

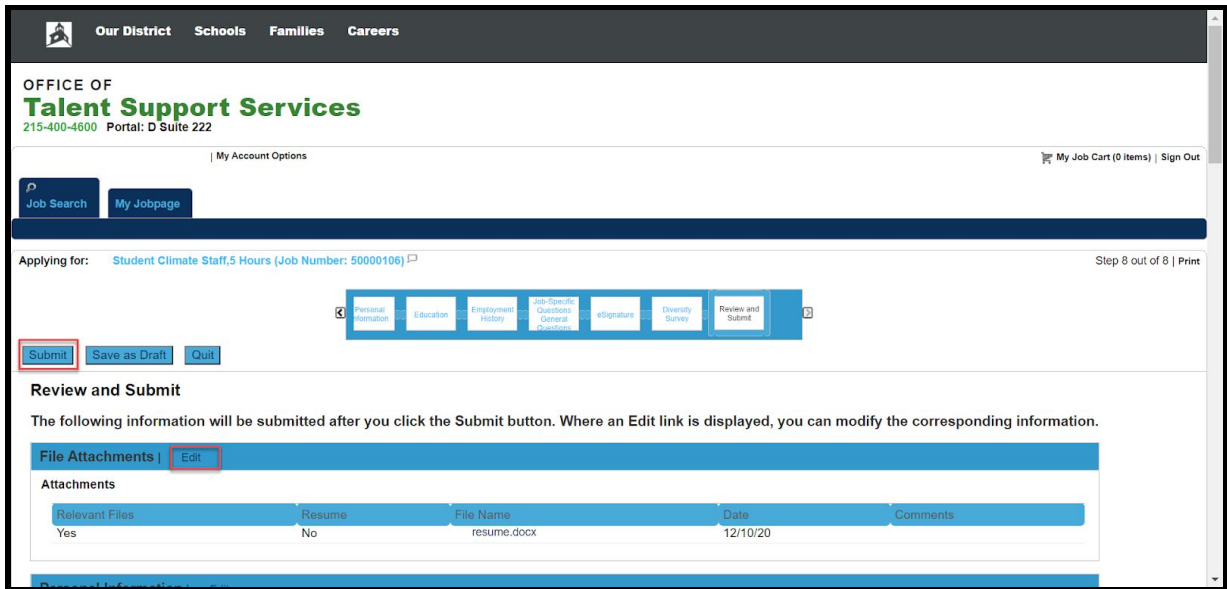
The screenshot displays the 'OFFICE OF Talent Support Services' application interface. At the top, it shows contact information: '215-400-4600 Portal: D Suite 222'. The user is logged in, with 'My Account Options' and 'My Job Cart (0 Items) | Sign Out' visible. The main navigation includes 'Job Search' and 'My Jobpage'. The current application is for 'Student Climate Staff, 5 Hours (Job Number: 50000106)'. A progress bar indicates the user is on 'Step 7 out of 8'. The progress bar includes steps: Personal Information, Education, Employment History, Job-Specific Questions/General Questions, eSignature, Diversity Survey (current step), and Review and Submit. Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Diversity Survey' section is titled 'Diversity' and asks the user to provide information regarding diversity. It contains six numbered questions, each with a dropdown menu set to 'I do not wish to provide this information':

- \* 1. Ethnicity
- \* 2. Race
- \* 3. Gender
- \* 4. Vietnam Era Veterans and Other Veterans
- \* 5. Special Disabled Veterans
- \* 6. Individuals with Disabilities  
Do you consider yourself an individual with a disability?

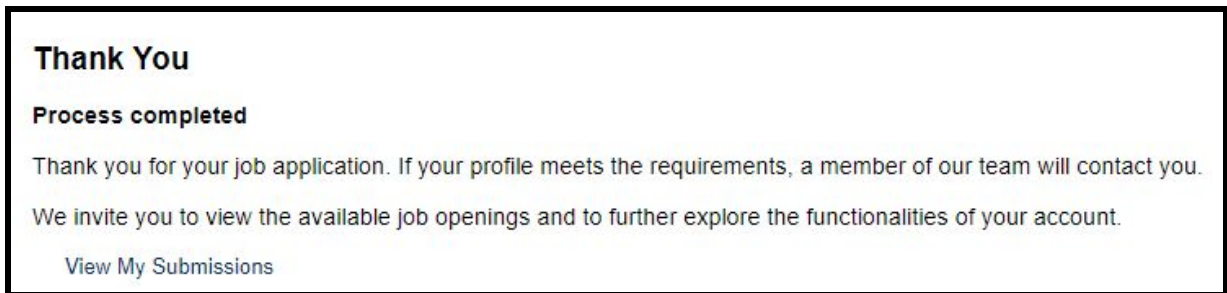
At the bottom of the survey section are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The footer contains copyright information for 'The School District of Philadelphia' and links to 'Terms of Use', 'Privacy Policy', 'Notice of Nondiscrimination', 'Website Accessibility', 'Accommodations', and 'Philasd.org'.

11. **Review and Submit:** Review all of your information in your application and, when you are ready to submit your application, click the **Submit** button. **You have only submitted your application once you click the Submit button and see the Thank you page below.** You also receive an email confirming your application submission.

If you need to edit any section, click the **Edit** button to return to that section and make edits.



**NOTE:** This is a partial screen print of the Review and Submit screen.



12. If at any time you wish to view or edit an application, click on the **My Jobpage** on the top of your screen, identify the job, and click **View/Edit Submission**.



The screenshot displays the 'My Jobpage' navigation menu at the top, with 'My Jobpage' highlighted. Below the menu, the 'My Submissions' section shows one job submission found. The submission details include the job title 'Student Climate Staff, 5 Hours', the employer 'West Philadelphia High School (1020)', job number '50000106', and job status 'Active (Accepting Job Submissions)'. The submission status is 'Completed' and was updated on 'Dec 10, 2020'. A red box highlights the 'View/Edit Submission' button, and another red box highlights the 'My Jobpage' menu item.

**My Submissions (1 job submissions found)**

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:  
25 ▾

**Completed Submissions**

 **Student Climate Staff, 5 Hours**  -

West Philadelphia High School (1020)  
Job Number: 50000106  
Job Status: Active (Accepting Job Submissions)  
Submission Status: Completed – Updated: Dec 10, 2020

[View/Edit Submission](#) [Withdraw](#)