

Apply to a Job in Taleo as an External Candidate

Technical Issues

Did you forget your username and/or password? From the [application](#), select “Forgot your username” or “forgot your password” and follow the instructions provided. You will enter your username and email address to receive a password reset link to your email address on file.

Login
To access your account, please identify yourself

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

[Login](#) [New User](#)

Do you no longer have access to the email address you used to create your account? Email jobs@philasd.org with your full name, phone number, your old email address on file and your new email address. A member of our team will update your email address on file and send password reset instructions to your new email.

Can I apply to more than one job at a time? Yes! We encourage you to apply to as many roles as you feel best fit your skillset.

Are you having another technical issue? Please contact jobs@philasd.org for any questions regarding your application. In your request, please include your full name and the role(s) you are interested in applying to, along with your question.

Application Instructions

Click the link to jump to instructions related to each part of the application.

- [Navigation](#)
- [Applying to a Position](#)
- [Uploading Documents](#)
- [Updating Personal Information](#)
- [Submitting Application](#)
- [Editing/Updating Application](#)

Navigation

1. Navigate to our [External Job Board](#)
2. Use any one or combination of the search options list to locate a position. Search options down the left side. Multiple checks allowed per option.
 - Keywords - Enter a few words about the position like security, teacher, accountant.
 - Location - Enter a name of a school or department.
 - 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

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

You are signed in. Matthew Rambo ▾ 🛒: 0

[Job Search](#) [My Jobpage](#)

Keyword Location

[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 Multi-line ?

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 ▾
<input checked="" type="checkbox"/> Student Climate Staff,5 Hours	West Philadelphia High School (1020)	Oct 12, 2020	View/Edit Submission ▾

Previous 1 Next

Applying 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

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.

Uploading Documents

3. **File Attachments:** The first section is **File Attachments**. Upload your most recent resume, following the instructions on the screen.
 - Please upload any additional required documents as outlined in the job description for your specific position.

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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

Applying for: Student Climate Staff, 5 Hours (Job Number: 50000106) | Step 1 out of 8

File Attachments | Personal Information | Education | Employment History | Job-Specific Questions | Signature | Dive Site

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.

File attachment types include:
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.

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

Tips
You cannot attach a file that exceeds the allocated limit of 1024 kilobytes. You can attach a maximum of 10 files, one at a time.
The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Attaching files
To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files
To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

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.



Updating Personal Information

5. **Personal Information:** Complete this section then click **Save and Continue** to continue in the application.
 - **Required fields have a red asterisk (*) next to them. You must enter information into these fields in order to continue in the application.**
 - Certification is required for instructional roles, so if you are applying to an instructional role, please provide all relevant certifications required for the position you are applying to (even if you do not yet possess those certifications). Please put N/A in the certification fields if you are not applying to an instructional role.
 - i. **NOTE:** failure to provide certification information for a role that requires it may result in rejection for that role.

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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

Personal Information
Education
Employment History
Job-Specific Questions / General Questions
eSignature
Diversity Survey
Review Sub

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.

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		
Employee Number		

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

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

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.

6. **Education:** Please provide your highest level of education. If applicable, please include all higher education degrees. Click **Save and Continue** to continue in the application.
 - In this section you can also list any anticipated degrees in progress with the expected graduation date.

7. **Employment History:** Please provide your last three places of employment, including your current employer (if applicable). You can include any additional relevant employment. **Please enter N/A if you have no previous employment history.** Click **Save and Continue** to continue in the application.
 - If selected for this position, this information may be used to verify previous employment.

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 displays the 'Office of Talent Support Services' application portal. At the top, it shows the office name, contact information (215-400-4600, Portal: D Suite 222), and navigation links for 'My Account Options', 'My Job Cart (0 Items)', and 'Sign Out'. Below this, there are buttons for 'Job Search' and 'My Jobpage'. The main content area shows the user is applying for 'Student Climate Staff, 5 Hours (Job Number: 50000106)' and is on 'Step 5 out of 8'. A progress bar indicates the current step is 'Job-Specific Questions General Questions', with other steps including 'Personal Information', 'Education', 'Employment History', 'eSignature', 'Diversity Survey', and 'Review and Submit'. Below the progress bar are buttons for 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Job-Specific Questions' section is titled 'Questionnaire' and includes a note: 'Your answers to these questions will not necessarily impact your ability to move forward in the selection process for this job.' Two questions are listed: 1. 'Are you a current employee of the School District of Philadelphia?' with 'Yes' selected. 2. 'Do you have a high school diploma and/or GED from an accredited institution?' with 'Yes' selected.

- 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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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 6 out of 8 | Print

Personal Information Education Employment History Job-Specific Questions - General Qualifications **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 signature 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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215-400-4000

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• Website Accessibility • Accommodations • Philasd.org

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'. Navigation links include 'My Account Options', 'My Job Cart (0 Items)', and 'Sign Out'. The main navigation bar has 'Job Search' and 'My Jobpage'. The user is applying for 'Student Climate Staff, 5 Hours (Job Number: 50000106)' at 'Step 7 out of 8 | Print'. A progress bar shows steps: Personal Information, Education, Employment History, Job-Specific Questions/General Questions, eSignature, Diversity Survey (current), and Review and Submit. Action buttons are 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Diversity Survey' section asks for information regarding diversity with six questions, each with a dropdown menu set to 'I do not wish to provide this information':

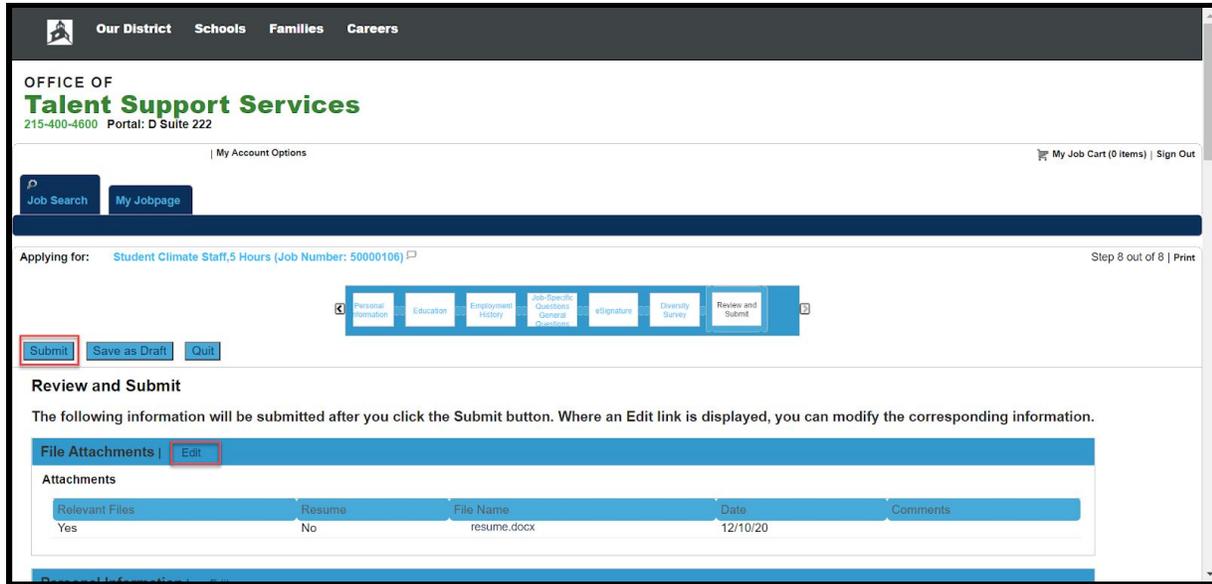
- * 1. Ethnicity
- * 2. Race
- * 3. Gender
- * 4. Vietnam Era Veterans and Other Veterans
- * 5. Special Disabled Veterans
- * 6. Individuals with Disabilities (Do you consider yourself an individual with a disability?)

At the bottom, there are 'Save and Continue', 'Save as Draft', and 'Quit' buttons. Footer information includes '© The School District of Philadelphia, 440 N. Broad Street, Philadelphia, PA 19130, 215-400-4000' and links for 'Terms of Use', 'Privacy Policy', 'Notice of Nondiscrimination', 'Website Accessibility', 'Accommodations', and 'Philasd.org'.

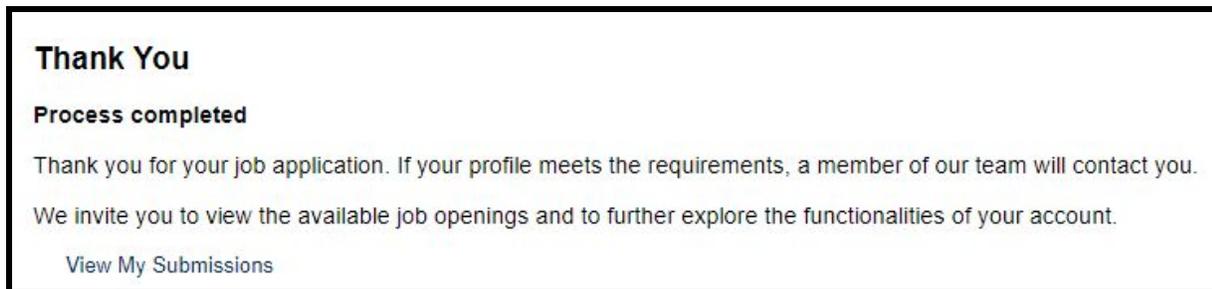
Submit Application

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 automatically generated 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.



Editing/Updating Application

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 a web interface for managing job applications. At the top, there is a navigation bar with four tabs: 'Job Search', 'My Jobpage', 'Offers', and 'Tasks'. The 'My Jobpage' tab is selected and highlighted with a red box. Below this is a secondary navigation bar with links for 'My Submissions', 'My Job Cart', 'My Saved Searches', and 'My Referrals'. The main content area is titled 'My Submissions (1 job submissions found)'. It includes a description: 'This page displays all relevant details related to your draft and completed submissions.' and a dropdown menu for 'Submissions per page' set to '25'. A blue header section titled 'Completed Submissions' contains a single entry for 'Student Climate Staff, 5 Hours'. The entry details include the employer 'West Philadelphia High School (1020)', 'Job Number: 50000106', 'Job Status: Active (Accepting Job Submissions)', and 'Submission Status: Completed – Updated: Dec 10, 2020'. At the bottom of this entry, there are two buttons: 'View/Edit Submission' (highlighted with a red box) and 'Withdraw'.