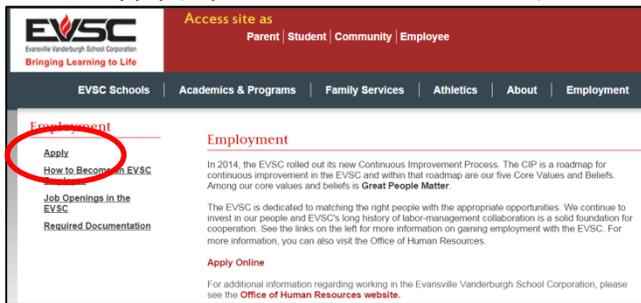


## EVSC CERTIFIED INTERNAL APPLICATION PROCESS

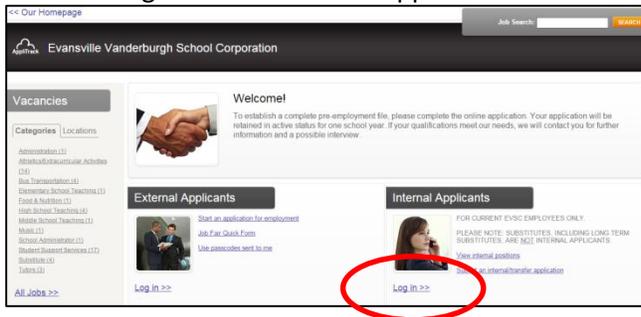
Visit [www.evscschools.com](http://www.evscschools.com) and click on the Employment Link (top right hand corner)



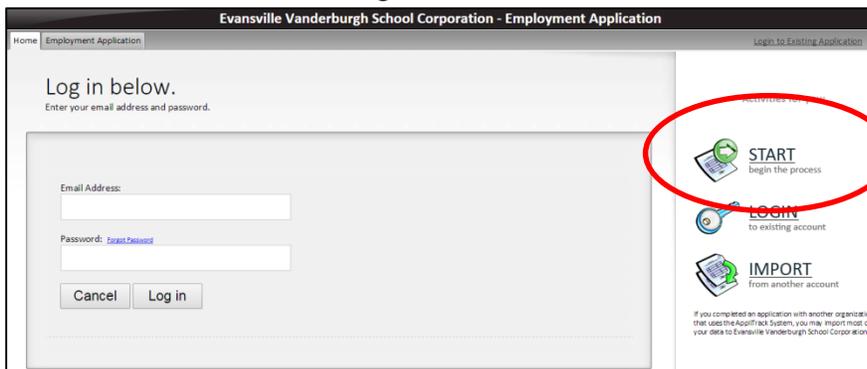
Click on Apply (top of menu on left hand side)



Click on "Log in" under Internal Applicants



If you have previously applied through the system, you may simply log back into your application by entering the appropriate email address and password. For those that are new to the system, please click the START button on the right hand side.



You will notice a navigation menu on the left hand side of the screen. This menu will always list the sections within your application that are required. When you select a position of interest, this menu will change to include the necessary application pages associated to the position. The system will automatically walk you through each section to complete. Click the “Next Page” button on the bottom right hand side of the screen in order to move forward to the next section.

The screenshot shows the 'Evansville Vanderburgh School Corporation - Employment Application' interface. On the left, a navigation menu is circled in red, listing sections 1 through 6, with '1. Personal Info' selected. The main content area contains a form for personal information. At the top, a message says 'Please enter all required information.' The 'Name' field is split into Title (Mrs.), First (Test), Middle Initial, Last (Application), and Suffix. Below this is a section for 'Other' names. A second message states: 'The following information is needed for you to continue your application at a later date.' This is followed by a bulleted list of instructions regarding email addresses and passwords. The form includes fields for 'Email Address' (human.resources@evsc.k12), 'Confirm Email' (human.resources@evsc.k12), 'Password' (masked with dots), 'Confirm Password' (masked with dots), and 'Secret Question' (In what city were you born?). At the bottom, there are buttons for 'Save as Draft', 'Finish and Submit', 'Prev Page', and 'Next Page', with the 'Next Page' button circled in red.

Section 2, “Current Employment Status”, allows you to indicate that you are a current employee of the EVSC. It is important that you check the correct button as this will determine the specific sections of the application that must be completed.

The screenshot shows the 'Evansville Vanderburgh School Corporation - Employment Application' interface at Section 2. The navigation menu on the left has '2. Current Employment Status' selected. The main content area contains a question: 'Are you currently an employee of Evansville Vanderburgh School Corporation?' Below the question is a note: 'Note: Substitutes, both Regular and Long Term, are not considered internal, and are thus ineligible for internal positions.' There are two radio button options: 'No, I am not currently an employee of Evansville Vanderburgh School Corporation, or I am a substitute.' and 'Yes, I am currently an employee of Evansville Vanderburgh School Corporation and not a substitute.' At the bottom, a paragraph states: 'This selection determines what application pages are presented and how your application is reviewed. If you are uncertain of your current employment status, please contact Evansville Vanderburgh School Corporation.'

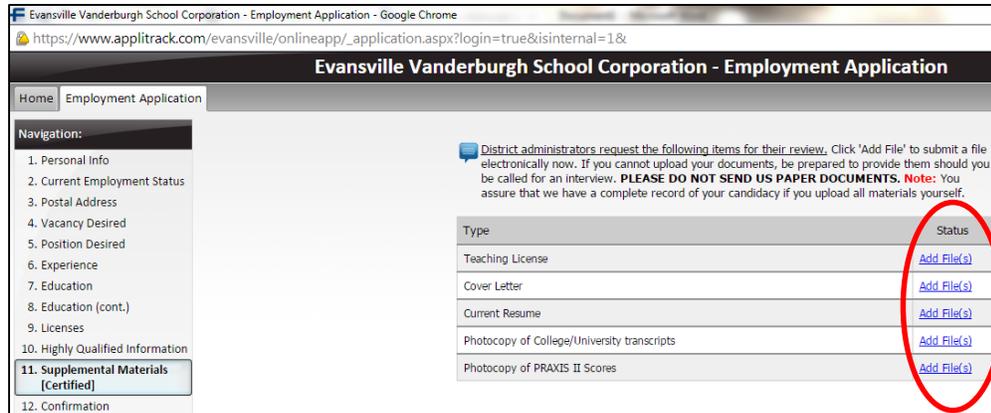
Section 4, “Vacancy Desired”, will allow you to indicate the current vacancy that you are interested in. If you are not ready to apply for a specific position, but rather just preparing your application for future openings, you may move forward to the next section of the application. You will need to be sure to log back in and complete this page to be considered an applicant for a position of interest.

The screenshot shows the 'Evansville Vanderburgh School Corporation - Employment Application' interface. The navigation menu on the left highlights '4. Vacancy Desired'. The main content area features a message: 'Please check the positions for which you would like to be considered.' Below this, there are options to 'group by location' and 'search for jobs'. The positions are categorized into 'Administration', 'Athletics/Extracurricular Activities', and 'Assistant Coach'. Under 'Administration', there is one position: 'JobID 2811: Student Data Manager' at 'Administration Building'. Under 'Athletics/Extracurricular Activities', there are several positions including 'Academic Coach', 'Afterschool Site Coordinator (Stipend Position)', 'CHEER SPONSOR', 'CHEERLEADER SPONSOR', 'Equipment Manager 1/2', 'POM PON SPONSOR', and 'STUDENT COUNCIL SPONSOR'. Under 'Assistant Coach', there is one position: 'JobID 1422: 7th Grade Boys' Basketball Coach' at 'Helfrich Park STEM Academy'.

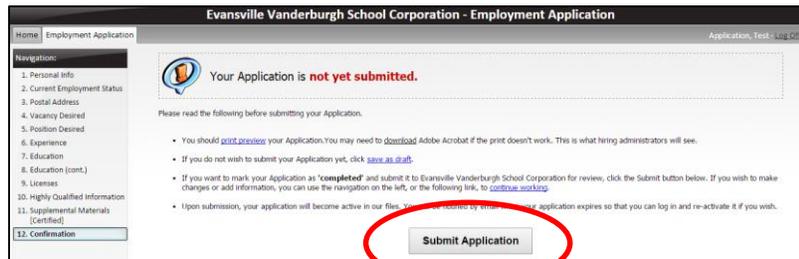
The “Position Desired” section allows you to indicate all areas of interest without applying to a current opening. Selecting a position does not include you in the applicant list that is provided to administrators for their specific vacancies. In order to submit your application for a current job opening, you will need to choose the specific opening of interest under the “Vacancy Desired” page.

The screenshot shows the 'Evansville Vanderburgh School Corporation - Employment Application' interface. The navigation menu on the left highlights '5. Position Desired'. The main content area features a message: 'If you are interested in future openings in the following areas, please check the positions in which you are interested.' Below this, there are several categories of positions: 'Administration' (Assistant Director, Assistant Principal, Business Manager, Curriculum Director, Manager, Professional Development Specialist, Assistant Manager, Assistant Superintendent, CADRE 2011, Director, Principal), 'Assessment' (Data Coach, Data Specialist), 'Athletics/Extracurricular Activities' (Assistant Coach, Head Coach, Athletic Director, Health Specialist), 'Bus Transportation' (Bus Attendant, Substitute Bus Driver, Bus Driver, Substitute Special Needs Bus Attendant), 'Early Childhood' (Assistant, Lead Instructor), and 'Elementary School Teaching' (Art, Curriculum Resource Teacher, Behavior Specialist, Early Childhood). Some positions are marked with '\*\*Vacancy\*\*' in red text.

The “Supplemental Materials [Certified]” section allows you to upload copies of your teaching license, cover letter, resume, etc. You may choose to include references as a part of your resume, or upload reference letters. These documents are not required, but will be available for the hiring administrator to review upon submission.



The last section of the application process is the “Confirmation” page. You will receive a message if sections are incomplete. If your application is complete and ready to submit, simply click on the Submit Application button provided.



Upon submission, you will receive a notification as shown below. This will identify the current open vacancy for which you would like to be considered.

