

# FREQUENTLY ASKED QUESTIONS (FAQ)

## Certificated/Administrative Positions



**Q: How do I retrieve my password?**

A: To retrieve your password, go to the login screen that requires you to enter your email address. You can find these login screens when you want to modify an existing application, apply for a position, or check for messages. Once you enter your email address it sends you to another screen that requires you to enter your password. Underneath the password field, there are 2 options listed. You can either click on “forgot password” or “change password.” If you click on “forgot password,” it will automatically send you an email with your password included. You have to login into your regular email to find out your password.

**Q: When I click on the “View our open positions and apply” button, nothing happens. Why?**

A: Some people’s computers do not allow pop-ups. If you are not seeing anything, you can either click at the top of your screen where it says “allow pop-ups from this site” or you can change your security settings to allow pop-ups.

**Q: I clicked to view a job posting and nothing happened. What can I do to view it?**

A: There are a couple of possible reasons that you could not view the job announcement. The first is your computer might not allow pop-ups. Please see the question above on how to allow pop-ups. The other reason you may not be able to view the job posting is that your screen is too small. To view the whole screen, make sure that your window is completely maximized. You can use the scroll panels on the right hand side and the bottom of the screen to move the page up/down and right/left. You should see 3 buttons on the right hand side once your screen is maximized. Highlight one of the positions and click on the top button that says “view details of highlighted position/apply for position.” This will bring up the full job posting.

**Hint:** The questions listed on the job announcement are the same ones that will be asked during the online application process. Make sure you are eligible for the position before you begin to apply.

**Q: How do I print the job posting?**

A: When you are to the screen where you can view the job announcement, press “Ctrl + P.” This will bring you to the printing preferences screen. Once there, you may need to shrink the document to fit the page or change the page setup to landscape. If you do not change the layout/size, it may cut some of the announcement off.

**Q: Can I print the job announcement once the position has closed?**

A: No. If you want to print the posting, be sure to do so while the position is open. This could come in handy if you are selected for an interview.

**Q: I do not currently have my Washington State teaching or administrator credential. Can I still apply? If so, how do I indicate this in the on-line application?**

A: Yes, you may still apply. Please indicate by either stating the status of your credential in the “comments” area, or by attaching a Word document to the “credentials” area which

states the status. **Please note, however,** that you **may not work** until the district has **received** a copy of your Washington State credential.

**Q: I applied for a position before and want to apply for another job now. Is my information saved?**

A: When you apply for positions using our online application system most, but not all, of the information entered is stored for access when applying for other jobs in the future. What the system does store is your personal information, educational background, work experience, and certification information. What it does not store is the answers to the questions asked in the posting and any attachments you submitted.

**Q: Can I apply for several jobs simultaneously to save time?**

A: You may only apply for one position at a time. To apply for a second job listed, just click on the position and log back into your account. Your account is set up to save your personal information and the education/work experience/certification portions of the online application. The only sections that you will need to complete from scratch for the new job are the *Conditions of Employment* and *General Questions* sections. You will also need to resubmit any attachments you have previously included with an application and want to provide with the new application.

**Quick Tip:** To save your answers to the general questions, create a Word document and answer the General Questions there. This allows you to run spell check before submission and save your answers for future applications. When you need to use your answers again, just copy and paste them from your Word document to the corresponding question fields.

**Q: How do I insert an institution/degree/major/minor not listed in the drop down box?**

A: Click on the drop down box. A list of all the default locations/degrees will appear. At the very top of the list there is a choice of “new value not on list.” If you click on those words, the system will allow you to type in your specific information.

**Q: What happens if I submit my application before I am finished?**

A: You may edit your application or attach additional documents up until the closing date and time. For regular positions (those that do not have “hard to fill” applicant pools), the screening committee will not see your application until after the closing date, so you do not have to worry about them seeing it incomplete. Even if you completely submitted your application, you may still make changes to it. All you need to do is go through the application, make the changes, and click the “submit application” button again. This will update your application in our system.

**Q: I am applying for a “hard to fill” general pool position. When will my application be reviewed? How often can I update and make changes to my application?**

A: If you are applying to one of our “hard to fill” pool positions, your application may be reviewed at any time by the screening committee. Most of the “hard to fill” pools do not have application deadlines and are open until they are filled. Applications for these positions are reviewed periodically as openings come up and thus, your application could be reviewed at any given time after you have started it. We therefore recommend that you complete your application for these positions as soon as possible after initiating it to give yourself the best chance at being selected for an interview. As with other positions, you will still be able to make changes to your application once it is submitted, but it is best for you to have the majority of the application completed as soon as possible once it is started for “hard to fill” jobs.

**Q: How do I know Human Resources received my application?**

A: An automatic email will be sent thanking you for your application. You may edit/change your application up until 11:59 p.m. on the closing date. Once the closing date/time has passed, you may not change your application and we do not accept additional paperwork (resumes, reference letters, transcripts, etc.).

**Q: How do I attach a resume, letter of recommendation, or other relevant documentation to my application?**

A: Towards the end of the online application there is a screen that allows you to attach several documents. Each job posting will tell you exactly what documents you need to include with your application. Attaching documents is required for most certificated/administrative positions and you will be automatically removed from the applicant pool if you do not submit all required documentation. We do not accept paper copies of the required documentation and you must have your files into electronic form in order to attach them to your application. To attach a document to your application, click on "browse" and locate the exact filename that you saved the document under. It takes a few seconds to retrieve and upload the document. If it takes longer than 1 minute, it means that your document is too large. If it is too large, you may want to go into your document and shrink it down. PDF files are notorious for being large so, when possible; create your file as a Word document. (For confidential Placement Files, please see job posting.)

**Q: What if I have a reference letter that is not in electronic form?**

A: You need to use a scanner to scan the document into a Word/PDF file and upload it to your application. If you do not own a scanner, it is your responsibility to locate one and scan the documents into your application file.

**Q: How do I know the status of a position I applied for once the job has closed?**

A: Typically allow at least 1-2 weeks after the closing date for application screening. Once the screening committee is finished they will call the candidates in for an interview. If you are not selected for a position, we will send you an email letting you know the status.

**Q: Why did I receive an email stating that my application was incomplete?**

A: When you receive the email stating that your application was incomplete, it means that the application we received was unfinished or not submitted to Human Resources. The most important part of the application is clicking on the "submit application" button at the end of the application. If you do not get to that portion of the application or you did not finish before the closing date/time, then we did not receive and accept your application. To avoid this in the future, please make sure you answer each question listed and press the "submit application" button at the end of the online application. Even though you clicked on "submit application," you may still go into your application and make changes up until the closing date and time.

**If you have further questions, please feel free to email us at:**  
[employment@edmonds.wednet.edu](mailto:employment@edmonds.wednet.edu).

