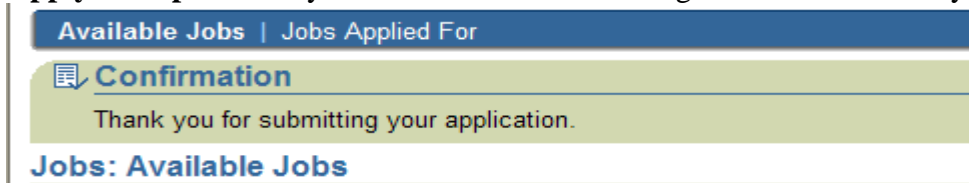


APPLICATION PROCESS

*It is recommended that you print this guide for reference when applying for the first time.
Internal (In-house) Application Steps located on page 3.*

APPLICATION STEPS FOR EXTERNAL APPLICANTS

- 1) **Review** this entire document and *Employment FAQ's* located on the ESC-20 Employment page.
- 2) **Search/Review vacancies** - [Search and Apply Online-External Applicants](#) link.
- 3) **Register to create an account if you are a new visitor**
 - a. E-mail address-you will need a valid e-mail address to register. You can sign up for free e-mail at various sites including Yahoo or Hotmail.
 - b. **Resumes** - Job-related information only; omit pictures - attach to your online account. The preferred format is Word (97-2003) or PDF document.
 - c. **Clerical/Related Positions Only - Assessments MAY be required, refer to Additional Details section of the Job Posting. IF required, see Skills Assessment Section below.**
- 4) **Apply for a position** - you will receive the following confirmation when your application is submitted:



You can view the status of jobs for which you have applied on the *Home* tab of your homepage.



Once you apply for a job, DO NOT withdraw your application unless you no longer want to be considered for that position. Once you withdraw your application, you will NOT be able to re-apply for the same job.

- 5) **Continue** with review of *Online Application Tips* below.

ONLINE APPLICATION TIPS-EXTERNAL APPLICANTS

- 1) **Vacancy Search** – you do not have to register to view vacancies; however, you must register to apply. Click on the [Search and Apply Online-External Applicants](#) link. Click on the job title to view the detailed job description.
- 2) **Registering-new visitors**
 - a. Build an account containing your portfolio of: employment history, education, qualifications, skills & resume.
Important-follow these steps closely:
 - b. When **Registering for the first time** work through the pages **quickly** until you reach the Finish button in the last step. In the registration process, you do not need to provide complete Employment and Education data; the data can be incomplete during this process. You are only registering your account during this step.

- c. Return to **Home>My Account**, then **complete all areas** and click **SAVE**. While completing this step, SAVE OFTEN! If you encounter an error in the program, or become disconnected from the server, you will lose any unsaved data.
- 3) **Apply** (Step 2 above must be complete)
- a. Search for jobs and click the “**Apply Now**” button.
 - b. You must apply for each position in which you are interested.
 - c. Each time you apply, the information from Step 2 that is part of your account will be submitted as your application. You do not have to build a new account each time you wish to apply; however, you will have the opportunity to review and update your account information before submitting the application.
 - d. Applications will be considered based on the information submitted at the time of review.
 - e. Resumes may be attached as additional information as stated in Step 2; however, your application/account **MUST** also be complete in order for your qualifications to be evaluated.
 - f. Updates to your account are saved and submitted each time you apply.

TECHNICAL TIPS

Back Button

Use the back button located within the application system (not the browser’s).

Search for Jobs

After signing into your account, click the *Jobs* tab:



Account & Search Pages

To view your account, click *Home* and *My Account*:



Assistance

E-mail HRTechSupport or call (210)370-5200.

POSTING INFORMATION

- 1) Applications are accepted online while the position is posted.
- 2) Positions are full-time, M-F, 8:00 a.m. to 4:30 p.m., unless otherwise specified in the posting.
- 3) Positions are open until filled or closed.


SKILLS ASSESSMENTS (CLERICAL POSITIONS)

Important: Assessments MAY be required; refer to Additional Details section of the Job Posting. IF required, continue reading below.

- 1) If noted in Job Posting, clerical positions will require:
 - a. Keyboarding-minimum 30 net w.p.m.
 - b. Proofreading-minimum score required.



c. Your application will NOT be considered until both assessments are complete.

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- 2) To complete the assessment from home or other off-site location, email [HRTechSupport](#) to request the online skills assessment. Upon receipt of your request, you will receive a reply email within 1 to 2 business days containing the assessment. If you do not receive an email in this timeframe, check your Junk/Spam folder.
 - 3) Assessments may be completed at the Center, Monday through Friday, 8:00 a.m. to 4:00 p.m.
 - 4) **Testing must be completed as soon as possible after applying. Timeliness is important due to positions closing. Upon receipt, the assessment link will expire in 72 hours.**
 - 5) Assessment scores - maintained for two years. When applying for additional clerical positions, **you MUST contact HRS so that scores can be added to your profile and your application status can be updated.** E-mail [HRTechSupport](#) or call (210)370-5200.
 - 6) Scores are posted to your account under the Qualifications & Skills section. Allow 1-2 business days posting time.
 - 7) **Re-testing** - assessment re-tests may be completed once every 30 days IF a clerical position requiring testing is currently posted.

INTERVIEWS

- 1) Scheduled for qualified applicants who best match the requirements of the position.
- 2) Completion of a *Criminal History Record Inquiry* form is required at time of interview.
- 3) Bring *original college transcripts, certificates, and other supporting documents* to the interview.
- 4) Educational Specialist/Administrative Specialist positions-during the first level interview, the applicant must demonstrate effective written communications skills, effective job-related skills that model effective integration of technology, and competence with assisting others in appropriately integrating technology into the curriculum.

TRS RETIREES

Before you apply for a position, please read the [TRS 2007 Employment After Retirement](#) brochure or contact TRS at 1-800-223-8778 concerning reemployment provisions.

APPLICATION STEPS FOR INTERNAL APPLICANTS

(Includes Adjuncts and AE, off-site staff)

- 1) **Review** this entire document and Employment FAQ's.
- 2) **Search/Review vacancies**-[Search and Apply Online-Center Employees](#) link. Click on the job title to view the detailed job description. To apply, click the **Apply Now** icon and enter your HR Account login information. IT IS IMPORTANT THAT YOU USE THE CENTER EMPLOYEES LINK.
- 3) **Build your account** (basic details will be pre-populated) in iRecruitment.

- a. **Resumes** - attach an **updated** resume to your online account. This should contain job-related information only; omit pictures. Include positions/duties performed at the Center.
- b. **Complete ALL** areas of the account pages (employment history, skills & qualifications).
- c. **Clerical/Related Positions Only** – IF indicated in the Job Posting, Additional Details section, you must take online skills assessments. Contact HRS for test session.