

Workday - 11-month Special Education Team Leader Interest Form



Create an Interest Form - Current HCPSS Employee

Howard County Public Schools • Technology Department • Revision Date: 3/2/2026

=Warning =Timesaver =Note

This user guide provides step by step instructions on how to search for and create an interest form for 11-month Special Education Team Leader positions.

Information about the 11-month Special Education Team Leader positions may be found on the Staff Hub.

If you need technical assistance, please contact Technology Training and Support at techsupport@hcpss.org. Questions may be addressed to the Office of Human Resources' Position Control and Staffing Team via email at staffing@hcpss.org.

About the 11-month Special Education Team Leader Interest Form

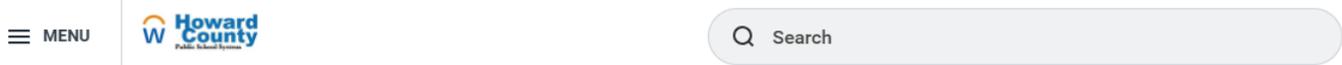
HCPSS employees will use Workday to submit interest in 11-month Special Education Team Leader positions.

Any communication regarding your interest form will be sent to your HCPSS email account. It is your responsibility to monitor your email and the status of your interest form.

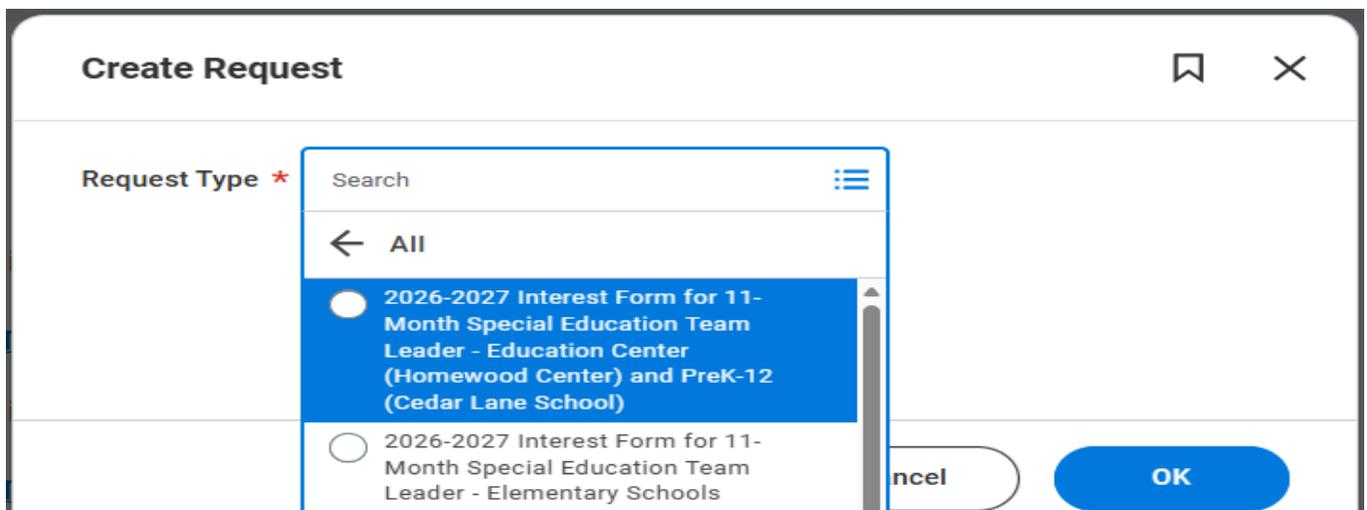
Create an Interest Form request

Steps to submit an Interest Form in Workday

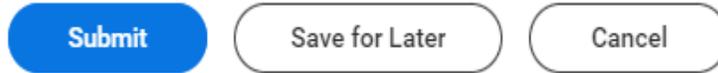
1. Enter "Create Request" in the search bar and select "Create Request" task.



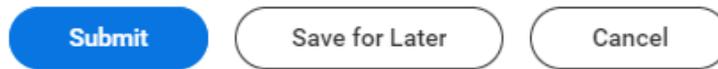
2. Select "All" and choose the appropriate interest form from the dropdown list.
3. Select **Ok**.



4. You will be prompted to complete each section of the form.
5. Skip the comments section prior to submitting the form:
 - a. No action needed.
6. Select "Save for Later", if you are not ready to submit your interest form.
 - a. Your interest form will be saved and not submitted.
 - b. You can resume completing the form by clicking the inbox icon () in the top right corner of Workday.
7. Select "Cancel", if you would like to cancel submission of the interest form and start a new interest form.



8. Select "Submit", if you are ready to submit your interest form.



9. After you submit your interest form,
 - a. You will receive an email notification your interest form was submitted. Click on the link in the email to view your completed interest form and to view the status of your interest form.
 - b. You will also receive notification in Workday of your submission. Click on the notification icon () in the top right corner of Workday to view your completed interest form and to view the status of your interest form.
 - c. Your interest form will be routed to the Office of Human Resources' Position Control and Staffing Team for review.
10. After your interest form is reviewed by the Office of Human Resources' Position Control and Staffing Team,
 - a. You will receive an email confirming your interest form was reviewed and completed. Click on the link in the email to view the status of your interest form.
 - b. You will also receive a notification in Workday that your interest form was reviewed and completed. Click on the notification icon () in the top right corner of Workday to view the status of your interest form.
 - i. Done - Your interest form was reviewed by the Office of Human Resources' Position Control and Staffing Team and your submission is complete.
 - ii. Not Eligible - You are not eligible for the position you indicated and your interest form will not be accepted by the Office of Human Resources' Position Control and Staffing Team.



- 11. To view your interest form,
 - a. Enter "My Requests" in the search bar and select "My Requests" task.



- b. Click on the blue hyperlink for the request.

| Request | Type |
|--|---|
| Request: 2026-2027 Interest Form for 11-Month Special Education Team Leader - Education Center (Homewood Center) and PreK-12 (Cedar Lane School): [REDACTED] | 2026-2027 Interest Form for 11-Month Special Education Team Leader - Education Center (Homewood Center) and PreK-12 (Cedar Lane School) |

- 12. To download your interest form, you can select the spreadsheet icon () or the PDF icon () located at the top right corner of the interest form.