

PRINCIPAL AND ASSISTANT PRINCIPAL TALENT POOLS

Frequently Asked Questions

Why has CMS decided to incorporate talent pools?

The purpose of creating this process is to ensure schools have the most effective leaders. The goal is to minimize the amount of time to fill Principal and Assistant Principal vacancies by building a reserve of qualified talent.

Who is eligible for the Principal and/or Assistant Principal Talent Pool?

Anyone interested in a principal or assistant principal position must apply to the appropriate Talent Pool.

Please note: To be considered, you must meet *all* application requirements—including holding a valid principal license.

Who can I contact for an update on my talent pool application?

Email schoolexecutive@cms.k12.nc.us for any updates on your application.

Please note that we experience a significantly high volume of applicants between April and June. Rest assured, each application is given thoughtful consideration. Any updates regarding the outcome of your application review will be communicated through our online application system.

Talent Acquisition - Leadership hosts virtual office hours via Microsoft teams on the first Tuesday and third Wednesday of each month. Please visit our [School Executive Website](#) to access the link.

I am currently an Assistant Principal in CMS. Do I need to apply to the Assistant Principal Talent Pool if I want to be considered for a position at another school?

No. Current CMS Assistant Principals are notified of vacancies as they become available. The same applies to CMS Principals who are interested in open principal positions.

I hold a Curriculum and Instruction license. Does this fulfill the licensure requirement for the Principal or Assistant Principal Talent Pool?

No. A valid Principal license from North Carolina or another state (and meets requirements in NC) is required to be eligible for the Talent Pools.

I am currently in a principal preparation program. Do I need to have my license in hand to be eligible to apply to the Principal or Assistant Principal Talent Pool?

No if you do not have a current NC principal license, you must be on track to complete a principal preparation program within **two months** of your application date for the Talent Pool you are applying to. Please ensure you include the required documentation relevant to your situation. Additional documentation may be required at a later date to complete full licensure verification before you are eligible for a job offer.

Do I need to attach college transcripts or my Praxis scores?

If you currently have a NC principal license, copies of your college transcripts and Praxis scores are **not** required for the Talent Pool application. However, you should fill out all of the related information in the application, such as GPA and Praxis scores. If your principal license is pending, you should attach evidence of completion of the program and the specific

completion date.

→ *Out of state candidates should include your State license, a degree conferred transcript of a*

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principal preparation program, have at least 4 years teaching experience and proof of an administrative internship included in your online application. If you hold an out-of-state license, please also attach a copy of your Praxis scores.

How do I complete the application process in MyApp?

If you're experiencing issues within the application, please contact HR at onlineapplication@cms.k12.nc.us. Please ensure your "applicant type" is licensed district and school administrator.

All of my information is in the system because I have applied to a previous Talent Pool. Will I need to resubmit all of the required documentation?

Yes. We highly recommend reviewing and updating your application and all attachments to ensure you provide the most recent information and meet the Talent Pool application requirements. Once your application is complete in MyApp, click on the **Jobs** tab and apply to the specific job posting associated with the current Principal and/or Assistant Principal Talent Pool. Please make sure to attach each updated document when prompted.

Do I have to create another application even though I just completed an application for another CMS position?

No. A completed Administrative Position application is required to apply to the Principal or Assistant Principal Talent Pool. If you have completed a different application (Teaching, Instructional or Non Instructional), go to the Current Employee Profile page in MyApp and click the "Change Type" link. Select "licensed district and school administrator," then click "Save and Next." Review and update your application to ensure it includes all the information required for the Talent Pool. Once your application is complete, click the Jobs tab and apply to the Principal or Assistant Principal Talent Pool.

I do not remember my username and password for MyApp. What should I do?

If an account has been created in MyApp, click the "Forgot username or password?" link on the sign in page. Your password will be emailed to you. If you are still having trouble accessing the application, please contact HR at onlineapplication@cms.k12.nc.us.

In MyApp, can I go back and edit previous pages if I haven't completed and finalized the entire process?

Yes, applicants can edit saved information. If you are having trouble accessing the application or navigating MyApp, please contact HR at onlineapplication@cms.k12.nc.us.

What is the size limit of the attachments?

Attachments cannot be any larger than 1 MB. If your documents exceed this capacity, please upload them to Google Drive, ensure it is public to anyone with the link, and copy/paste the link into a document that you upload when prompted. If this doesn't work, try emailing the attachment to

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onlineapplication@cms.k12.nc.us.

My evaluation is in Liquid Office or McRel. How do I upload it to my application?

You will need to reach out to HR (onlineapplication@cms.k12.nc.us) to determine if you can get your evaluations electronically. If not, you will need to scan the hard copies so that they can be attached electronically. The system being used for the talent pool application has not yet been integrated with the system that is used for evaluations and other documents that HR holds.

What kind of information are you requesting for the performance review?

All candidates are required to submit their most recent summative evaluation. Please refer to the specific Talent Pool application instructions for additional details.

Important: Failure to provide the required documentation will result in your application being reviewed *as is*, which may impact your eligibility.

How should I upload my documents in my application?

Upload all documents as a PDF. Organize your required documentation into one file for each component. You can only attach four to five documents total. For example, if your summative evaluation is on separate pages, they need to be scanned into one entire file instead of separate files for each page.

If I do not make it into the Principal and/or Assistant Principal Talent Pool, when can I reapply?

Applicants may apply to each Talent Pool only once per school year. For example, if you apply and are not selected during the 2025–2026 application window, you may reapply in June when the 2026-2027 application window opens.

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FAQ for Current Talent Pool Members

How long do candidates remain in the pool?

Candidates typically remain in the pool for **three years**, although this may vary depending on specific factors. For detailed information, please contact Talent Acquisition – Leadership.

How do I apply for a vacancy?

You will receive email notifications as vacancies become available. Each email will include details about the position, the school, and a link to apply if you are interested in being considered. Once you express interest, selected candidates will be screened and may be invited to participate in additional interviews. To ensure you continue receiving vacancy notifications, it is important to keep your email address current in your CMS application.

I have not received a vacancy announcement in a while. Who can I contact to inquire about vacancy announcements?

Please note that vacancy announcements are not guaranteed to be sent weekly or monthly. They are distributed based on current district needs and available vacancies.

However, you are always welcome to email our **CMS School Executive Team | Talent Acquisition – Leadership** at schoolexecutive@cms.k12.nc.us to inquire about current vacancies.

If I have specific questions regarding my application for a vacancy or anything else regarding the talent pools, who can I contact?

Starting in November 2025, Talent Acquisition - Leadership will hold office hours - details will be located on our school executive website. If these times do not work for you, please email schoolexecutive@cms.k12.nc.us