Workday – Recruiting

Apply for a Job with the Howard County Public School System – External Candidates

=Warning =Timesaver =Note

Thank you for your interest in a career with the Howard County Public School System (HCPSS). This user guide provides step by step instructions on how to search for and apply for a position as an external candidate.

If you need technical assistance with the application, please contact Technology Training and Support at techsupport@hcpss.org. Questions about the recruitment process may be directed to the recruiter identified in the job posting or on our website.

Getting Started

All positions open to external applicants are posted on our career site. If you do not see an open position you are interested in prior to creating an account, you can use the **Introduce Yourself** option. You may also set up job alerts to be notified of future openings that match your interests.

Create an Account

1. Select **Sign In** in the upper right-hand corner of the page and then select **Create Account**.
2. Complete the required fields, the **I agree…** checkbox and then select **Create Account**.

NOTE: You will sign in using these account credentials to submit future applications or view the status and manage any tasks associated with your current application. **Do not create separate accounts under different email addresses. If you do need to update the email address on your account later, please follow these instructions.**

Review Open Positions

There are several ways to search for open positions. You can scroll through the job postings, use the Search bar to enter a keyword, use filter parameters, e.g., Time Type, Job Family, etc., as well as create Job Alerts to notify you when an open position is posted based on the criteria entered.

1. Either enter a key word in the Search bar, e.g., Teacher, select the filters, e.g., Job Family, or browse through the posted open positions.
2. Select the position title to review job details.
3. Carefully review the minimum qualifications, job posting end date, and any application requirements.

TIMESAVER: Gather the required documents in advance to attach with your application, displaying proof of your qualifications, e.g., transcripts, certifications, etc.

Introduce Yourself

If you do not see an open position that you are interested in prior to creating an account, you can use the **Introduce Yourself** option located in the upper right corner of the page and our *Recruitment and Hiring Team* may contact you if anything matches your candidacy in the future.

1. Complete the contact information fields. Be sure to use a personal email address.
2. Upload your resume.

3. Select the **I agree** checkbox and select **Submit**.

You may also click the **Sign In** button at the top of the page to create an account and set up job alerts to be notified of future job openings in your areas of interest.

Set Up Job Alerts

Follow the instructions above to **Create an Account**, then click **Job Alerts** at the top of the page.

1. Click **Create Job Alert**.
2. Create a name for your job alert.
3. Select the frequency at which you would like to receive alerts.
4. Select one or more job families based on your areas of interest.
5. Select one or more time types.
6. Click **Create.**

Apply for an Open Position

You will need to apply and submit your application separately to each position of interest.

WARNING: You CANNOT make changes once your application has been submitted; however, you can withdraw your application and apply again if the position is still posted. Review the information on how to withdraw an application at the end of this document.

1. After reviewing the job details, if interested select **Apply**.
2. From the **Start Your Application** window, select one of the following options:
    - **Autofill with Resume** – provides the opportunity to attach your resume and have it auto-populate the application fields to save you time. If you **selected Auto Fill with Resume**, upload your resume using either the **Select File** or the **Drop file here** option and select **Continue**. Please note that some resume files created in design software may not be compatible with the resume parsing technology.
    - **Apply Manually** – allows you to complete all fields manually.
    - **Use My Last Application** – copies some information provided on your last application to save you time.
3. Complete the required information in each section. All required fields are indicated with an asterisk. Select **Save and Continue** to move to the next section. It is highly recommended that you review and edit your details, even if they populate from a resume or prior application. **You cannot edit an application after you have submitted it**. Required sections include My Information, My Experience, Application Questions, and Voluntary Disclosures.

NOTE: Entering complete information in the Work Experience and Education sections is critically important to the outcome of your application.

Work Experience

You must add your current position and all related work experience. Only experience listed here can be considered to determine if you meet position qualifications and for salary-setting purposes if you are recommended for employment. A resume may not be substituted for listing the experience in this section of the application.

1. Click the **Add** button to enter each employer.
2. If you held different positions with the same employer, enter each position separately.
3. In the Role Description field, enter the following:
    - Average hours worked per week; if employment was intermittent such as seasonal or volunteer work, please specify.
    - A summary of your responsibilities and accomplishments in the role.

Education

Please ensure that **all** formal education is listed. Proof of education must be uploaded where requested later in the application.

1. Click the **Add** button to enter each school attended for all education completed or in progress.
2. In the School or University field, you will need to begin typing the school name then click enter. If the school is listed in our database, it will populate in this field. If you receive a result of **No matches found**, enter the word **Other**, then click enter.

NOTE: All HCPSS high schools are listed in our database. If you attended high school outside of HCPSS, please type *Non-HCPSS High School*, click enter, and select the first item in the list.

NOTE: If no formal education has been completed, enter **No Academic Credential** in the School or University, Degree, and Field of Study fields.

NOTE: For education obtained outside the U.S., an evaluation for equivalency by an approved foreign credential evaluation service must be provided. Please enter the name of the evaluation agency in the School or University field when entering the degree(s). For a list of approved foreign credential evaluation agencies, please contact the Maryland State Department of Education at certinfo.msde@maryland.gov.

NOTE: HCPSS defines a Bachelors+30 as 30 additional credits earned that were not required for completion of a Bachelor's Degree. At least 15 of these credits must be graduate level credits.

NOTE: HCPSS defines a Masters+30 as 30 additional credits earned that were not required for completion of a Master's Degree. All credits must be graduate level credits.

Application Questions and Voluntary Disclosures

Up to three pages of application questions and one page of information and disclosures may be presented depending on the requirements of the position to which you are applying. Answer all questions accurately and completely.

NOTE: Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the United States. HCPSS participates in E-Verify and does not offer employee sponsorship. Candidate applications that indicate a requirement for employee sponsorship will be automatically declined.

Review and Submit

1. Carefully review your application to ensure it is accurate and all required documents are attached. Use the **Back** button to make any changes. **Once your application is submitted, you will not have the opportunity to edit or add additional documents.**
2. When you are ready to submit your application, select **Submit**. You will receive a pop-up message when your application is submitted successfully.
3. If you are applying for the first time in this system, you may have 1 or more tasks that require your attention. Close the pop-up window to complete the required task.
4. At the time of your first application submission, you will be presented with a task to update your National ID and provide your Social Security Number (SSN) to verify prior employment with HCPSS and eligibility for future employment with HCPSS.

NOTE: If an offer for employment is presented, you will be asked to provide a copy of your Social Security Card for payroll purposes. Requests for replacement cards can be made online with the Social Security Administration.

5. Upon completion of this task, you are immediately taken to the **Candidate Home** page.

Manage Tasks and View the Status of Your Application

Access your **Candidate Home** page to view your application status and complete any tasks presented to you. The Candidate Home page contains three sections: **My Tasks, My Applications, My Account**.

My Tasks

My Tasks contains tasks related to your application (if any). Additional information (tasks) may be required for any of your submitted applications. You will receive an email requesting additional information (tasks), as well as see the task displayed on your **To Do** tab.

1. The **To Do** tab contains tasks awaiting your action. You will need to complete any requested tasks by selecting Start. Select OK after the requested information is complete.
2. The **Completed** tab displays tasks you have completed.

My Applications

My Applications displays your active and inactive applications.

1. Scroll down to the **My Applications** section on the **Candidate Home** page.
2. You can select the Job Title link to review the job posting, as well as view the status of your application from the **My Application Status** field.
3. Below are some of the statuses an individual application may show during the recruitment process.

Status Label	Definition
Pending Review	Your application is awaiting review by a Human Resources recruiter.
Under Review by Human Resources	Human resources is determining whether your application demonstrates that you meet any minimum qualifications advertised for the position.
Assessment by Department Specialists	A variety of assessment types may occur depending on the position. This could include evaluation of professional credentials such as required licensure or even a preliminary screening interview.
Candidate Pool	Your application has been included in the pool of qualified candidates available for consideration.

4. If necessary, select the **...** from the **Action** field to view your application, view tasks, or withdraw your application.

Withdraw a Submitted Application

If changes are necessary for a submitted application, you will need to withdraw the application and reapply if the position posting is still open.

1. Scroll down to the **My Applications** section on the **Candidate Home** page.
2. Select the **...** from the **Action** field for the position from which you would like to withdraw your application.
3. Select **Withdraw Application**.
4. Select **Withdraw** to confirm. Your application will now display on the **Inactive** tab from the **My Application** section on the **Candidate Home** page.

Account Settings

Next to your name in the upper right corner of your screen, click Settings in order to:

1. Change your email address.
2. Delete your information from our system.