

Access the Elkhorn Public School Employment link from the district website, elkhornweb.org.

Select the JOB SEARCH and APPLICATION link.

Select the link “Internal” in the top right hand corner of the page. This will prompt a screen to establish an internal applicant account with Unified Talent Hire.

The screenshot shows the Elkhorn Public Schools job application interface for current employees. At the top, there is a navigation bar with links: [Home](#) | [Internal](#) | [Admin](#) | [Help](#). Below this is the Elkhorn Public Schools logo. A message states: "This page is for current employees only." There are two main sections: "New Internal Applicants" and "Non-Employees". The "New Internal Applicants" section explains that users must create an account to view jobs and provides a "Yes, I am an employee" button. The "Non-Employees" section states that users not eligible for internal status should return to the job listings page. Below this is a "Profile Information" form with fields for First Name, Last Name, Username, Password, Confirm Password, Email, Phone Number, Security Question, and Security Answer. A note indicates that fields marked with an asterisk (*) are required. A "Sign In" button is located at the bottom right of the form.

**** You may consider using a User Name and password associated with your Unified Talent Employee Records account.**

Once your Internal Hire account is established you may log in to view jobs by using the sign in at the top of the job listing page.

The screenshot shows a sign-in form with two input fields: "Username" and "Password", followed by a "Sign In" button.

The screenshot shows the Elkhorn Public Schools job application interface after logging in. The top navigation bar includes: [Welcome Britnie \(Not Britnie?\)](#) | [Account Settings](#) | [Sign Out](#) | [Home](#) | [Internal](#) | [Admin](#) | [Help](#). Below this is the Elkhorn Public Schools logo. A horizontal menu contains links: [Job Listings](#) | [Profile](#) | [Application Status](#) | [Interviews](#) | [References](#) | [Documents](#) | [Job Offers](#) | [Help](#). A "Sign Out" link is located at the bottom right.

When signed in as an internal applicant through Hire, you may view job listings and will only be asked to complete an abbreviated application including brief demographic information, uploaded resume and letter of interest.