Teacher Assignment and Transfer Program (TATP)

Online TATP Application for Teachers Quick Sheets

February 2024

Online Teacher Assignment and Transfer Program

Teachers interested in applying for any advertised vacancies in the Teacher Assignment and Transfer Program (TATP) Posting #1 and Posting #2 will be required to submit an online TATP application.

Please ensure that a separate online TATP application is submitted for each position you want to be considered for.

Teachers who are eligible to apply, but are unable to access to the online TATP application, should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

NOTE: The Online Teacher Assignment and Transfer Program will be accessible beginning **February 20, 2024**

Getting Started

1. Access the Department's eHR homepage by inputting this web address:
    https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jspx

2. Click the **"Login"** button. A

A

A. **Applying for a Position Using the Online Application Process**

1. Click on the "DOE Employee Login" (A)

2. Log into the Department's eHR website by entering your "**Username"** and **"Password".**

   a. Your Username is your employee ID number plus "@k12.hi.us" or employeeID@k12.hi.us
   b. Your Password is the same password used for Gmail, Infinite Campus, ServiceNow, Professional Development Educate, Empower, and Excel (PDE3), and Statewide Student Enrollment System (SSES).

Important Message: For assistance with logging into eHR, please submit requests online using ServiceNow at https://hidoe.service-now.com/sp. You may also call the IT Help Desk at (808) 564-6000 between the hours of 7:45am and 4:30pm HST, Monday through Friday (*except on State/Federal holidays*). For neighbor islands, please use the HATS line at 8-1-808-692-7250.

> Online Application Home Page

Ready to Apply?

To apply online for a position with the Hawaii Department of Education, please sign in below.

Online Application System Availability

Daily: 2:00a.m. to 1:00a.m., Hawaii Standard Time (HST)

Non-DOE Employee Login

* Username [   ]
* Password [   ]

[Login]

Reminder: Passwords are case sensitive.

I Forgot My Password or Locked My Account

Registered users (non-employees):

Username is the Email Address you registered with.
Password is the password you registered with.

You must be logged into eHR to apply for a job or see any job applications that you have already submitted.

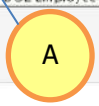FOR NON-EMPLOYEE PASSWORD ASSISTANCE: Contact the appropriate recruiting unit

- Teacher Recruitment - (808) 441-8444
- EO Recruitment - (808) 564-0877
- Classified/SSP Recruitment - (808) 441-8411
- Substitute Teachers (TSEAS) - (808) 441-8400

New users (non-DOE employees) - Register to create a new account to apply for a job.

DOE Employee Login

[DOE Employee Login]

(A)

Current Employees:

Username is your employee ID plus "@k12.k12.hi.us" or employeeID@k12.hi.us. Your Employee ID number can be found on your DOE ID badge. Charter school employees should use this format as well.
Password is your DOE password as used in Gmail, Infinite Campus, ServiceNow, PDE3 and SSES.

FOR PASSWORD ASSISTANCE ONLY: Call the IT Help Desk, Monday-Friday: 7:45a.m. - 4:30p.m. (HST), except on State/Federal Holidays:

- Oahu - (808) 564-6000
- Neighbor Islands - (HATS) 8-1-808-692-7250

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3. To begin the Online Application process, click on the **Module** drop down menu, select **Online Application.** B

4. Click on the red tab labeled: **"Teacher Assignment and Transfer Program #1 (Internal)".** C

   IMPORTANT NOTICE: Only teachers that are eligible to participate in TATP are granted access at this point. If your screen does not contain this verbiage mentioned in the tab below, you should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

B

eHR   Hawai'i State Department of Education

Instance: HRCYCLE2
System Date/Time: 02/20/2024 00:03:05   Module [Online Application ▾]   ? Help   ✕ Logout

HAWAII DEPARTMENT OF EDUCATION
EMPLOYMENT OPPORTUNITIES

Teacher Assignment and Transfer Program #1 (Internal)

Substitute Teacher Positions (External)

C

Welcome to the Hawaii Department of Education's Online Application. Please click on one of the links on the left to view employment opportunities and begin the application process.

If you are a current DOE salaried employee applying for an Internal Vacancy, please log in by clicking on the "Person" icon at the top or the "Create/View My Applications" link below. Enter your Lotus Notes User Name (i.e. John Smith) or your Employee ID Number on your DOE ID badge as the User Name. Enter your DOE Internet password as the Password.

Business Hours:
Monday to Friday from 7:45 am to 4:30 pm HST(excluding Federal and State holidays)

5. Review the information below titled: **2024 - All Schools, Districts and State Offices.** **(D)**

   Important Message: Download the PDF document TATP Posting #1 (2024) to a view all available positions or click on "View Transfer Openings" in Step E.

6. When ready click: **"View Transfer Openings".** **(E)**

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7. Review the information below titled: **"How to Apply"**. **F**

8. Select the job position you want to apply for by clicking the radio button in the **"Select"** column. **G**

9. When you are ready to begin the online application process, click the **"Apply for Job"** tab. **H**

NOTE: Use the **Location Type** drop down box to change the format of the posting report and view advertised vacancies by "School" or "District". Click the **Eligible Positions** box to filter advertised positions that match your personal qualifications. Click "Search" to activate these features.

F

> Return to Online Application Home Page

Search Internal TATP-1 Application

How to apply:

Search for an open position:
This list can be searched by using one of the following options:

  1. Enter in a keyword found in 'Job Position'
  2. Selecting a category of the position
  3. Selecting positions by their location

If more than one of the search options are used, all criteria must be met.

View an open position's posting/announcement:

  1. Click on the job name in the Job Position list to display details about the selected job posting/announcement in a new window

Apply for a job:

  1. From Job Position listing - Select the job you are interested in applying for by clicking on the *Select* option. Then click on *Apply For Job* button.
  2. From Job Opening Details window (Job posting) - Click on *Apply For Job* button

| Keyword | [   ] | Job Category | All Categories / School Counselor / Teaching | • Location Type | All Location Types ∨ | Eligible Positions ☑ | Search | Reset Search |

H

Apply For Job					Previous 1-10 of 52 ▼ Next 10
Select	Job Position	Category	Office Location	Closing Date	Qualifications	Comments / Additional Info
●	10-Month SAC Teacher - Position: 602578	Teaching	Keaau High	04/18/2018	Academic Coach Mentor (High School (9-12)), Multidisciplinary (High School (9-12))	Anticipated Vacancy (TATP)
○	12-Mo Dist Off Tchr - Position: 79451	Teaching	Central Dist. Administration	04/18/2018	Other ()	Anticipated Vacancy (TATP)
○	12-Mo Secondary Teacher - Position: 73962	Teaching	Mililani Middle	04/18/2018	Curriculum Coordinator (6th to 8th Gr), ELL (6th to 8th Gr), Japanese (6th to 8th Gr)	Anticipated Vacancy (TATP)
○	12-Mo Spec Ed Teacher - Position: 75786	Teaching	Aiea Intermediate	04/18/2018	CTE- Industrial and Engineering Technology (7th to 8th Gr), CTE- Public and Human Services (7th to 8th Gr), Industrial Arts (7th to 8th Gr), Industrial Arts/Voc Ed (7th to 8th Gr), Special Education (7th to 8th Gr)	
○	12-Mo Student Svcs Coord - Position: 73016	School Counselor	Waialua High & Inter	04/18/2018	Multidisciplinary (7th to 12th Grade)	Anticipated Vacancy (TATP)
○	Complex Area Teacher - Position: 601248	Teaching	Central Dist.-Administration	04/18/2018	Other ()	Temp State/District Office Position
○	Complex Area Teacher - Position: 601348	Teaching	Central Dist.-Administration	04/18/2018		Temp State/District Office Position
○	Counselor - Position: 600927	School Counselor	Leilehua High	04/18/2018	Counselor (High School (9-12))	Anticipated Vacancy (TATP)
○	Counselor - Position: 605691	School Counselor	Ho'okele Elem	04/18/2018	Counselor (Kdgn to 5th Grade)	Position incumbent on leave
○	Counselor (High Risk - Position: 74690	School Counselor	Keaau High	04/18/2018	Counselor (High School (9-12))	Position incumbent on leave

B. Completing an Online Application

Step 1: Legal Disclosure

Review the information provided below. **(A)**

When ready, click the **"Go To Next Step"** tab. **(B)**

Step 2: Application Instructions

Review the information provided below. **(C)**

When ready, click the **"Go to Next Step"** tab. **(D)**

Step 3: Personal Info

Review the information provided below. **A**

Please review the **"Quick Tips"** section. **B**

Important Message: Applicants do not have access to edit or delete their Name and Address. To update your name or address, you will need to submit Form DOE OTM 300-006 "*Reporting Changes to Personal Employee Information*" to the Employee Records & Transactions section as soon as possible. If you have questions, you may contact Employees Records & Transactions Unit at (808) 441-8364.

Applicants have access to add or change their Phone Number and Email address information. **C**

When ready, click the **"Go to Next Step"** tab. **C**

eHR Online Application

| Return to Application Home Page | Withdraw This Application | Go to Previous Step | Go to Next Step |

STEPS: 1 Legal Disclosure ≫ 2 Application Instructions ≫ 3 Personal Info ≫ 4 Job Preferences ≫ 5 Qualifications ≫ 6 Questions ≫ 7 Documents ≫ 8 Application Review ≫ 9 EEOC Reporting ≫ 10 Submit Application ≫ 11 Submittal Confirmation

Application Details

Current Application ID:
1063290

Current Application Status:
Pending Submittal

Selected Jobs:
• Secondary Teacher

Click Here to View Job Description

Quick Tips

DOE Employee Applicants

If you are a current DOE employee and would like to update your name or address, you will need to submit a DOE OTM 300-006 form (Reporting Changes to Personal Employee Information) to the Employee Records and Transactions section as soon as possible. If you have questions, you may contact Employee Records and Transactions at 808-441-8364.

Step 3 of 11: Personal Info **A**

Please enter your contact information below by clicking on the buttons within each area.

NOTE: DOE Employees cannot change Name or Address using this screen. Please follow the instructions show on the Quick Tips to the left to request a change. You can add or change your Phone Number and Email address information.

* denotes required information.

Name
* Last Name:
* First Name:
Middle Name:
Name Suffix:
Nickname(s):
Other Name(s) Used:

Address

| Click Here to View Selected Address |
| Select | Address Type | Address Line 1 | City | State | Zip Code | Country |
| ◉ | Mailing / Current | | | | | |

Phone Number

Click Here to View / Edit Selected Phone Number		Click Here to Add New Phone Number
Select	Phone Type	Phone Number
◉	Main	

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Step 4: Job Preferences

Follow the instructions and the "**Quick Tips**" information provided below. (A)

Place a checkmark in the appropriate box: (B)

☐ Apply for Curr/Other Position @ Curr School/Office
- o **Reason 1:** You have been unassigned from your position at your current school or office due to your probationary status and want to secure a transfer back to that position
- o **Reason 2**: You are assigned or unassigned to a position at your current school or office and want to apply to transfer to another position at your current school or office

☐ Apply for Position at Another School/Office
- o **Reason 1:** You are assigned or unassigned at your current school or office and want to transfer to a position at another school or office
- o **Reason 2:** You have been reassigned to another school or office (because you were temporarily placed into that position) and want to secure a transfer back to that position at that school or office.

When ready click the **"Go to Next Step"** tab. (C)   (C)

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eHR Online Application

| Return to Application Home Page | Withdraw This Application | Go to Previous Step | Go to Next Step |

STEPS ① Legal Disclosure ② Application Instructions ③ Personal Info ④ Job Preferences ⑤ Qualifications ⑥ Questions ⑦ Documents ⑧ Application Review ⑨ EEOC Reporting ⑩ Submit Application ⑪ Submittal Confirmation

ⓘ Application Details

Current Application ID:
848996

Current Application Status:
Pending Submittal

Selected Jobs:
• Elem Teacher

Click Here to View Job Description

Step 4 of 11: Job Preferences

Please select your job preferences by clicking on the box next to each Preference you desire. Once selected, a check will appear in each box.

* denotes required information.

* Teacher Assignment and Transfer- Request Type (Select 1)

☑ Apply for Curr/Other Position @ Curr School/Office
☐ Apply for Position at Another School/Office   (B)

🔆 Quick Tips

Apply for Curr/Other Position @ Curr School/Office - 1) you have been unassigned (due to your probationary status) from your position at your current school or office and want to secure a transfer back to that position **or** 2) you are assigned or unassigned to a position at your current school or office and want to submit an application to transfer to another position at your current school or office.

Apply for Position at Another School/Office - 1) you are assigned or unassigned to a position at your current school or

(A)

Step 5: Qualifications

Review your qualifications that are currently on record.

Follow the information provided in **"Quick Tips"** should you want to update your qualifications. **A**

Important Message: Any **existing** qualification (*degree, certificate, license, etc*.) cannot be edited or deleted. However, the system will allow you to add a new qualification event.

B

When ready click the **"Go to Next Step"** tab. **B**

eHR Online Application

| Return to Application Home Page | Withdraw This Application | Go to Previous Step | Go to Next Step |

STEPS
1 Legal Disclosure » 2 Application Instructions » 3 Personal Info » 4 Job Preferences » 5 Qualifications » 6 Questions » 7 Documents » 8 Application Review » 9 EEOC Reporting » 10 Submit Application » 11 Submittal Confirmation

Application Details

Current Application ID:
1217451

Current Application Status:
Pending Submittal

Selected Jobs:
• Secondary Teacher

Click Here to View Job Description

Quick Tips

Please use each section's 'Add' feature to view specific information and detailed instructions in regards to each type of qualification.

Licenses: For information regarding licensing (Applications, Add Another Field, Renewals, Name Change, etc.), please contact the Hawaii Teacher Standards Board (HTSB). Website: HTSB.org Phone: 808-586-2600 Email: HTSB Licensing Section

If you're adding some new Additional Credits under the Other Credits / Coursework section don't forget to submit this information to Teacher Reclassification for salary reclassification use. See "Guidelines for Approval of Academic/Professional Development Credits for Teacher Reclassification - School Year 2022-2023". Note: Pay special attention to updated forms and instructions.

A

Step 5 of 11: Qualifications

Please list your degrees, professional teaching certifications and licenses, student teaching/internships/practicum events, and other credits/coursework from any educational institution you have attended that did not result in a degree or certification being awarded.

* denotes required information.

Degree / Diploma

| Click Here to View Selected Degree | | Click Here to Add New Degree |

Select	Degrees	Educational Institution	Major / Minor
●	Bach of Art (BA)	U of Hawaii At Manoa	
○	Certification Program	Chaminade U of Honolulu	GRADE:13(10TH TO 12TH GR) SUBJECT:A%(SEC-SCIENCE)

Certifications

| Click Here to Add New Certification |

Licenses / Certificates

| Click Here to View Selected License | | Click Here to Add New License |

Select	License / Certificate	Date Expected / Granted
●	Standard (HTSB)	05/25/2005
○	Standard (HTSB)	05/01/2013
○	Standard (HTSB)	06/01/2019
○	Standard (HTSB)	06/01/2019
○	Science 7-12	05/25/2005
○	STANDARD HTSB LICENSE	05/25/2010
○	STANDARD HTSB LICENSE	05/01/2013

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Step 6: Questions

Follow the instructions and the **"Quick Tips"** information provided below. **A**

When ready, click the **"Save My Responses"** and go **"Go to Next Step"** tab. **B**

B

Step 7: Documents

Follow the instructions and the **"Quick Tips**" information provided below. **C**

Click to Add a Document (Resume, Transcript, License/Certificate). **Must be a Word or PDF Document.** **D**

When ready click the **"Go to Next Step"** tab. **E**

Step 8: Application Review

Follow the instructions and the **"Quick Tips"** information provided below. (A)

When ready click the **"Go to Next Step"** tab (B) (*see screenshot on page 13*).

Question	Response
* 1. Please list your special abilities (Drama, Newswriting, Coaching, Computers, etc.). Enter 'None' if you have no response to this question.	None
* 2. Please list other experiences related to the position you are applying for (YWCA, Teaching Assignment, UH-English Department, etc.) Enter 'None' if you have no response to this question.	None
* 3. List the specific job-related skills you possess that will enable you to perform effectively in the position you are applying for. Enter 'None' if you have no response to this question.	None

Questions

Edit

Documents

Document Type	Document Label	OS File Extension / Type
No Document Specified		

Edit

Return to Application Home Page   Withdraw This Application   Go to Previous Step   Go to Next Step

B

Step 9: Equal Employment Opportunity Commission (EEOC) Reporting (Optional)

Follow the instructions and the **"Quick Tips"** information provided below. **A**

When ready click the **"Go to Next Step"** tab. **B**

Step 10: Submit Application

Follow the instructions and the **"Quick Tips"** information provided below. (A)

When ready click the **"Submit Application"** tab. (B)

Step 11: Submittal Confirmation

Review the information contained in **"Application Details"**. HR Action Status should say "**Submitted**". (C)

When ready click the **"Return to Application Homepage"** tab to review your application or apply for another advertised position. (D)

C. Applying Online for Another Position

To apply online for another advertised vacancy, click the red tab labeled: **"Teacher Assignment and Transfer Program #1 (Internal)"** Ⓐ

D. View or Withdraw Existing Application

To review or go to any of your online applications, select the position you want to review or go to and click either the **"Go To Application"** tab or **"View Application"** tab. **B**

Application Information

If you have questions about applying to work for the Department of Education, please contact one of the units listed below during regular business hours.

Teacher Recruitment	Educational Officer Recruitment	Classified Support Services Personnel Recruitment
click link below for new online application site	click link below for new online application site	click link below for new online application site
Apply at Hawaii School Jobs	Apply at Hawaii School Jobs	Apply at Interest Survey Form
Phone: 808-441-8444	Phone: 808-564-0877	Phone: 808-441-8411

We support the latest vendor supported web browser versions unless noted otherwise below:

- Internet Explorer
- Chrome
- Firefox
- Safari

My Application History

D

Below you will find the application(s) you have created and/or submitted. If your application has a status of 'Pending Submittal', please select the application and click on 'Go To Application'. If your application has already been submitted, you will only be able to view the information. If changes or updates need to be made to a submitted application, please contact the appropriate recruitment section in writing. If you wish to withdraw an in progress application that you no longer want to submit for a job, click on 'Withdraw Application'. To view a PDF version of your application at any time, click on View Application (not available for withdrawn applications).

	Go To Application	Withdraw Application	View Application	Previous	1-10 of 13 ⌄	Next 3

Select	Details	Application Description	App Start Date	Application Status
●	⊞ Show	1330895 - Teacher Assignment and Transfer Program #1 (Internal)	02/20/2024	Pending Submittal
○	⊞ Show	1330893 - Teacher Assignment and Transfer Program #1 (Internal)	02/20/2024	Submitted
○	⊞ Show	1330875 - Teacher Assignment and Transfer Program #1 (Internal)	02/20/2024	Withdrawn

B   **C**

Important Message: To withdraw an online application, the *Application Status* column must state that your application is **"Pending Submittal"**. **C**

To withdraw your application, click on the radio button of that job, and then click the "**Withdraw Application**" tab. This action will remove your application from your "My Application History". **D**

The eHR system will not allow you to withdraw or edit your application if the Application Status states your application has been **"Submitted"**.

NOTE: To formally withdraw from an advertised vacancy, teachers need to contact the school/office (that advertised the vacancy) and notify the principal/director in writing of your intention to withdraw your application for that position.