How to Setup a Profile and Apply for a Positions in the Scotland County School System

Scotland County School System has launched a new employment application system.

The new North Carolina School Jobs powered by People Admin (TeacherMatch), provides an innovative way to streamline the hiring process. Applicants will experience an enhanced, user friendly system when applying for positions.

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org

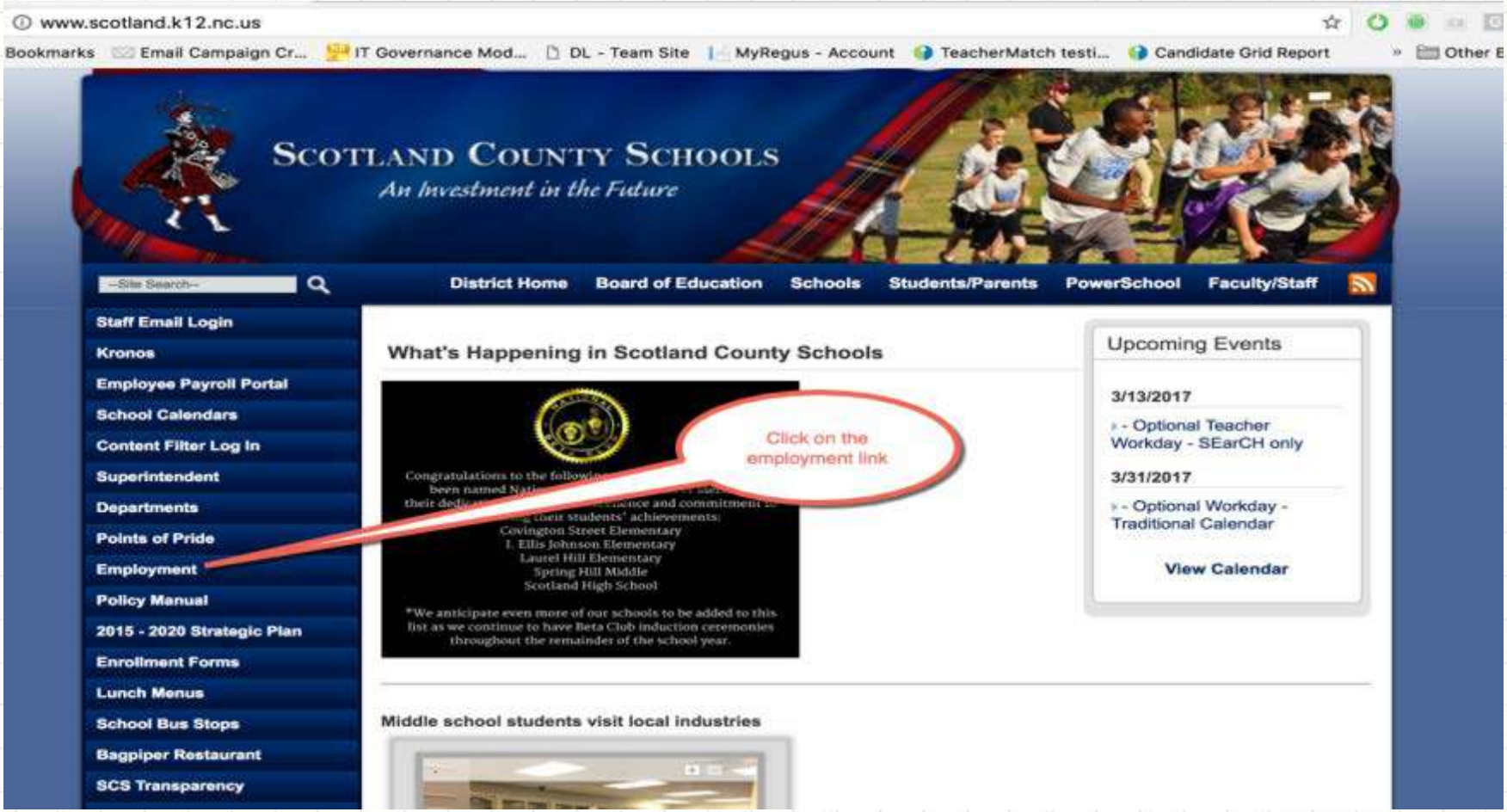
Before you get started you will need the following:

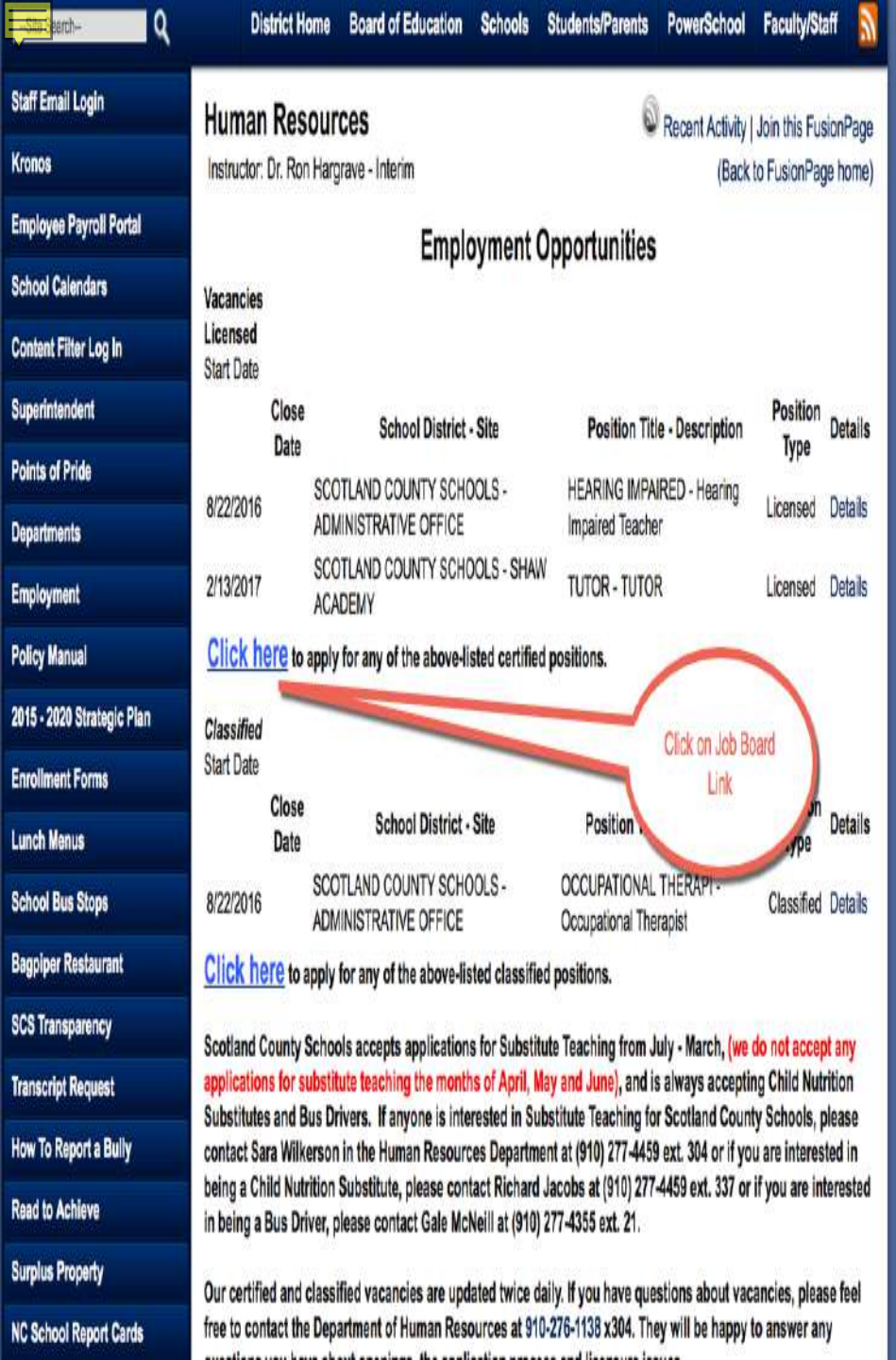
- **A personal email address** – do not use a work email.
- **References – a minimum of three (3)**. Will need their name, title, contact information - One reference must be current or most recent supervisor.
- **List of work experience** with company name and dates of employment.

Some positions may also require

- Transcripts (unofficial are acceptable)
- Resume

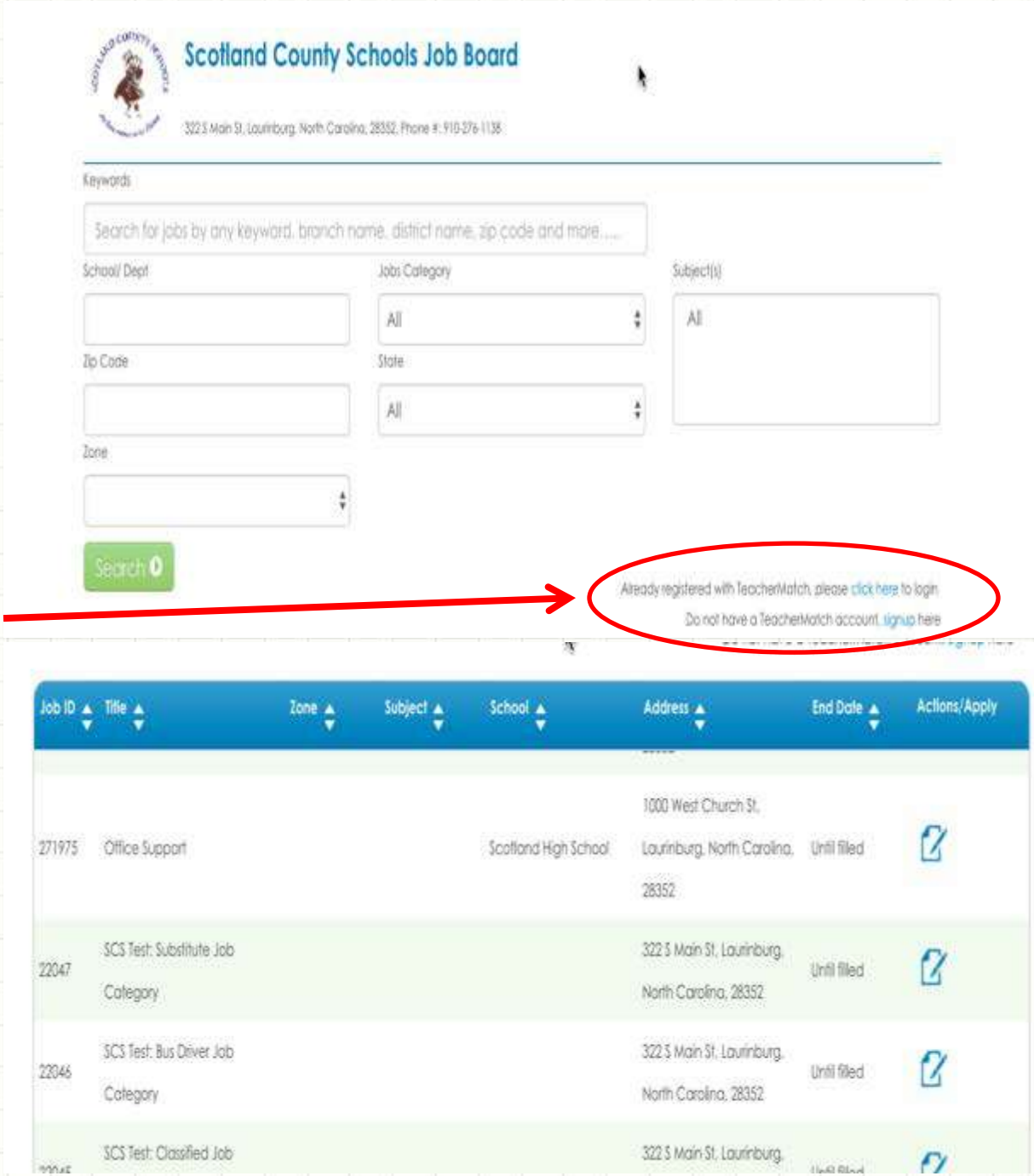
- Visit Scotland County School Systems website, www.Scotland.k12.nc.us, and access the Employment section, located on the banner near the top of the screen. **(Google Chrome is the recommended internet browser)**



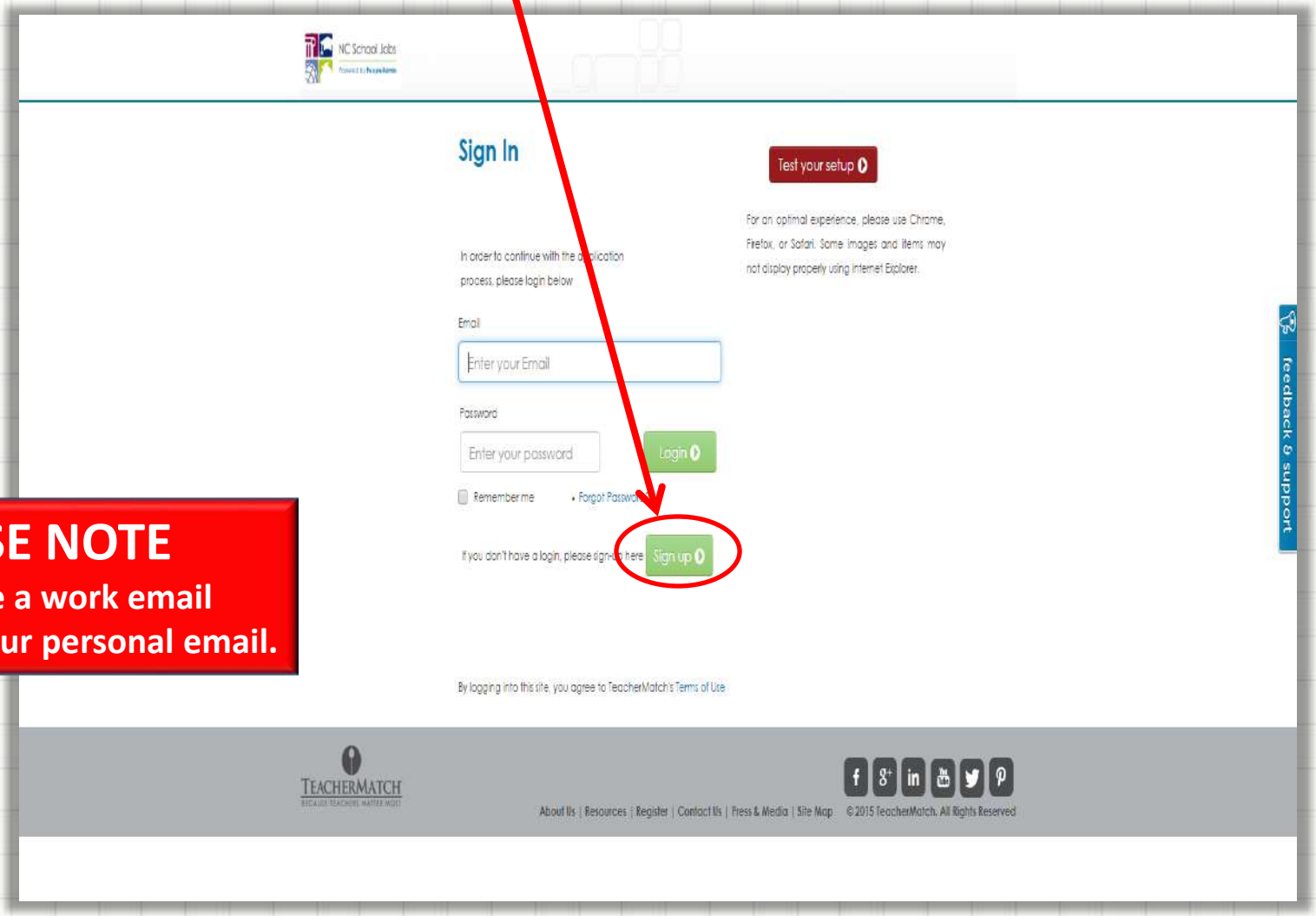


- Next click on the Scotland County School System Job Vacancies link to get started.

- To apply for a position, first you will need to login to the system or create an account. Clicking on one of these links will take you to the login screen.



- Current Users - simply enter your email address, password, and click on login.
  (Once logged in, Skip to page 12 of this handout if you need help setting up your profile - Skip to page 21 of this handout if you need help applying for positions)
- First Time Users - click on the green Sign up button.

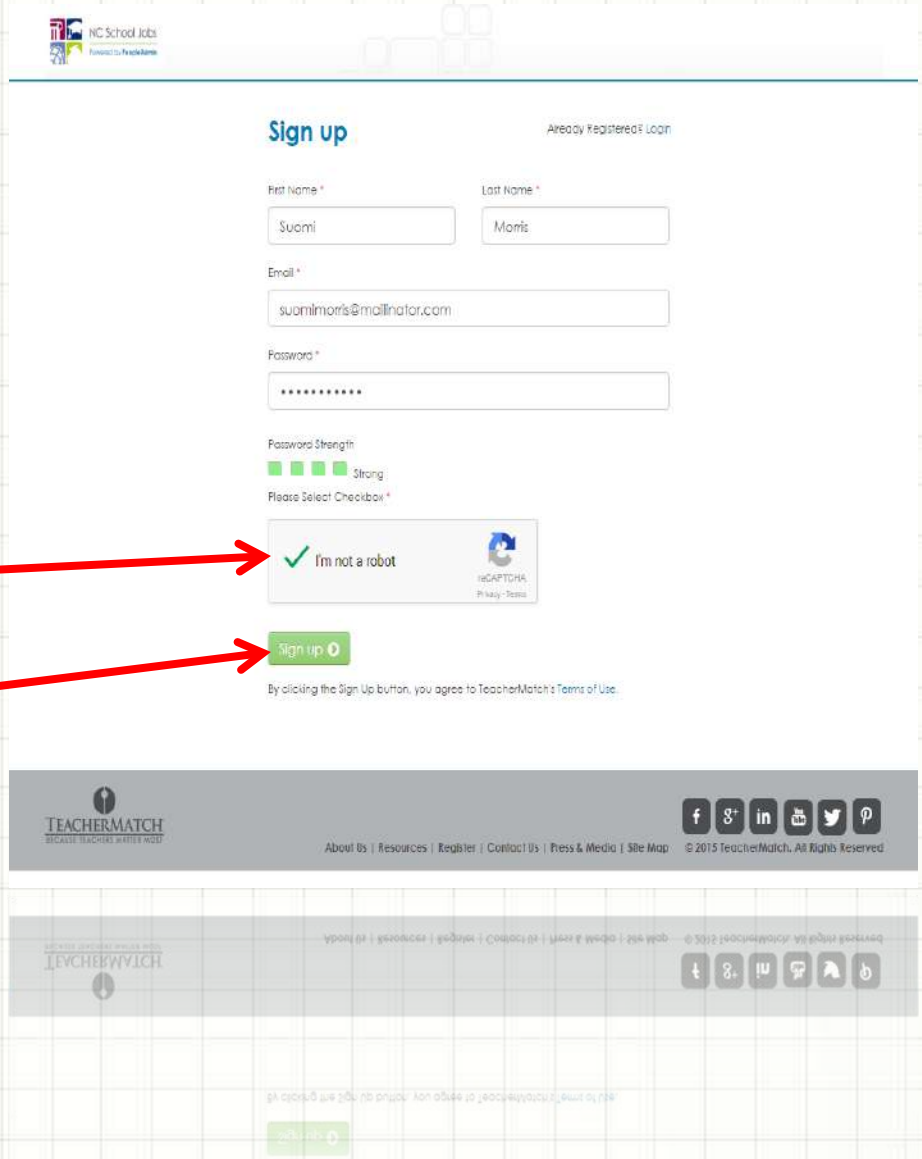


PLEASE NOTE

Do NOT use a work email address. Use your personal email.

First Time Users: How to Sign Up

- Enter first and last name.
- Enter email address which is required.
- Select a password.
- Click on box next to "I'm not a robot"
- Then click Sign Up.

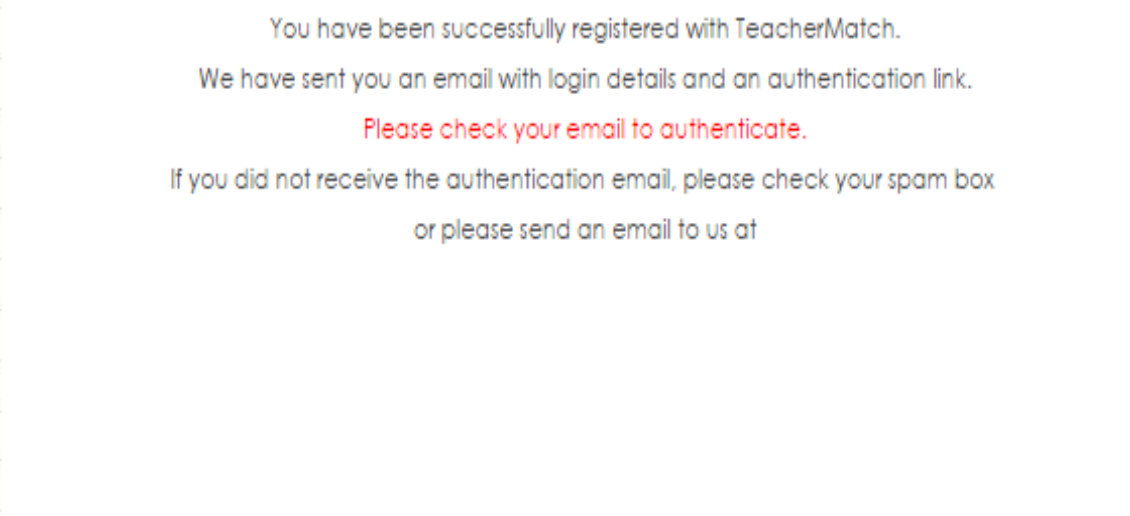


PLEASE NOTE

The name you enter here MUST match your legal name as it appears on your Social Security Card.

First Time Users: How to Sign Up

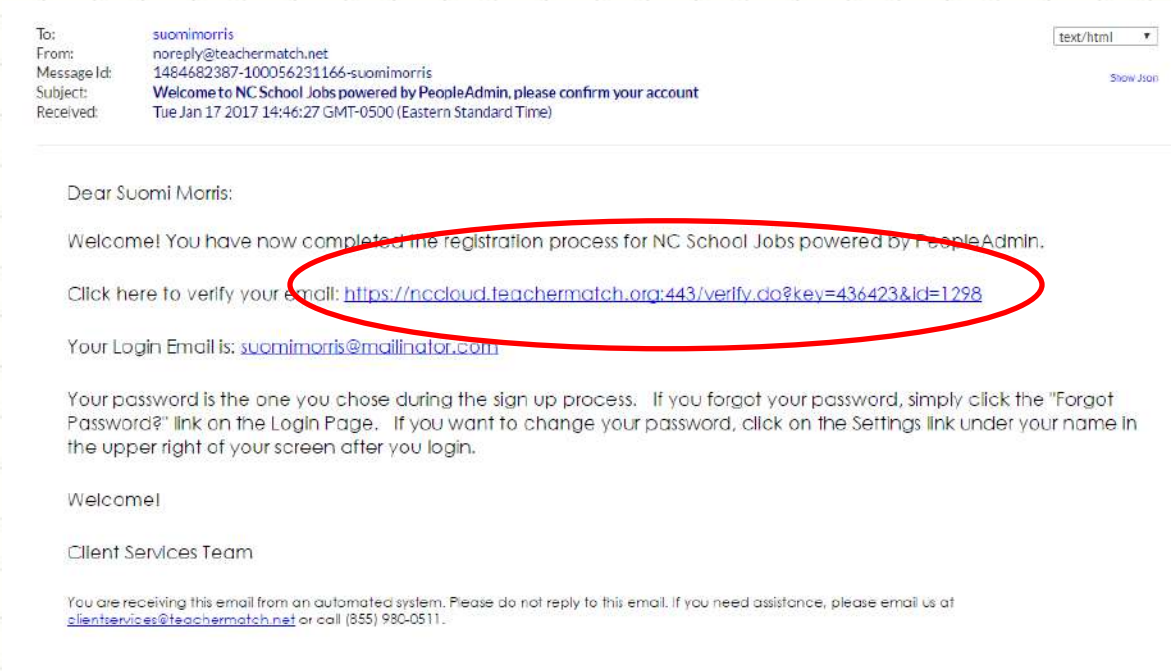
- After you click on Sign Up you will see the following message:



- Check inbox for email with login and authentication link. (It may be up to 10 minutes before you receive this email)

First Time Users: How to Sign Up

- Click on link in email to verify your email address.



To: suomimorris
From: noreply@teachermatch.net
Message Id: 1484682387-100056231166-suomimorris
Subject: Welcome to NC School Jobs powered by PeopleAdmin, please confirm your account
Received: Tue Jan 17 2017 14:46:27 GMT-0500 (Eastern Standard Time)

text/html

Show Json

Dear Suomi Morris:

Welcome! You have now completed the registration process for NC School Jobs powered by PeopleAdmin.

Click here to verify your email: https://nccloud.teachermatch.org:443/verify.do?key=436423&id=1298

Your Login Email is: suomimorris@mailinator.com

Your password is the one you chose during the sign up process. If you forgot your password, simply click the "Forgot Password?" link on the Login Page. If you want to change your password, click on the Settings link under your name in the upper right of your screen after you login.

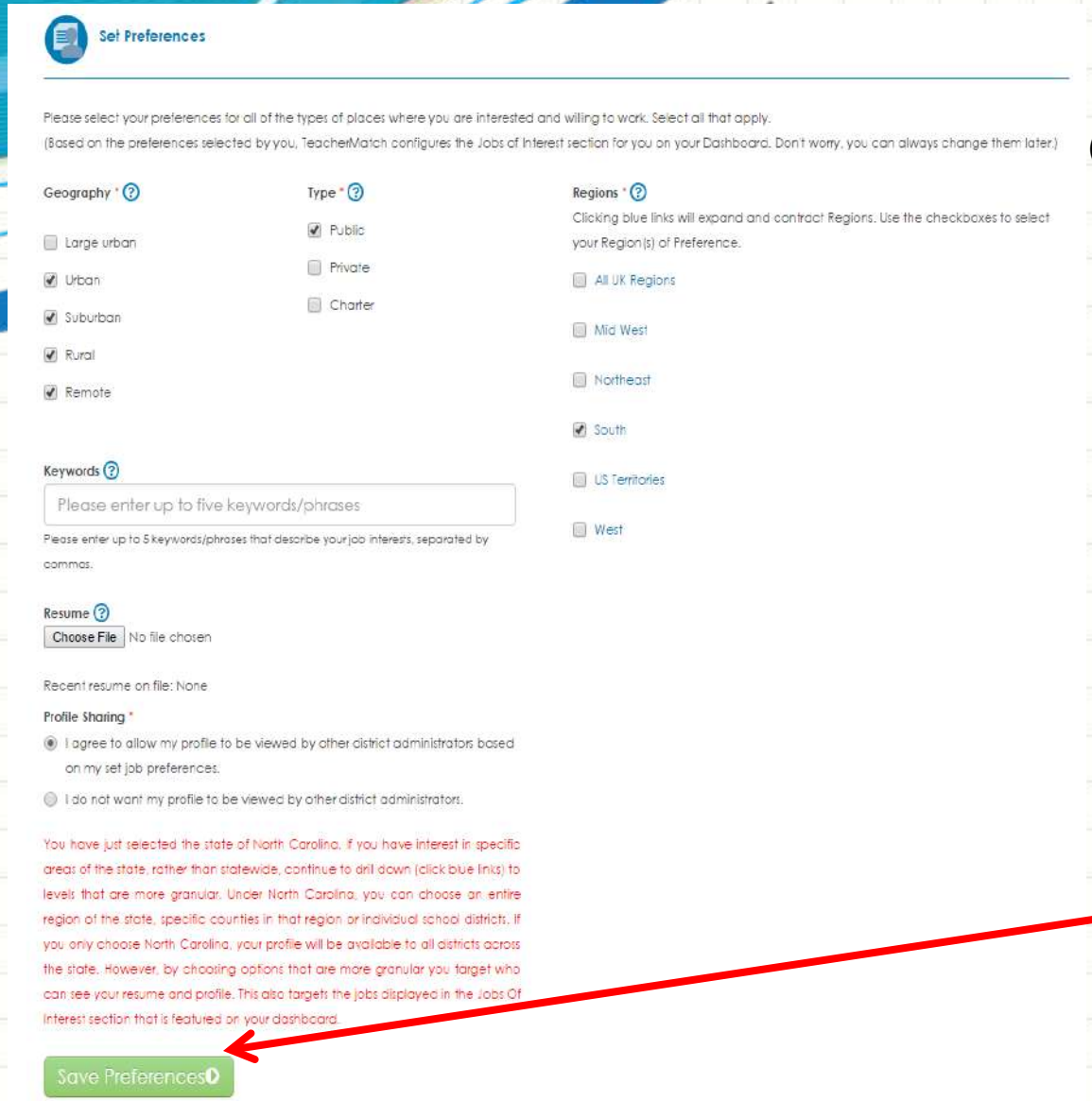
Welcome!

Client Services Team

You are receiving this email from an automated system. Please do not reply to this email. If you need assistance, please email us at clientservices@teachermatch.net or call (855) 980-0511.

- You will be directed back to the login screen. Simply enter your email address, password, and click on login.

First Time Users: How to Sign Up



- Select your preferences.

(Select all that apply).

Geography: Choose all
Type: Choose at least **PUBLIC**
Regions: Choose at least **SOUTH**

- Upload your resume

(if applicable for position applying for).

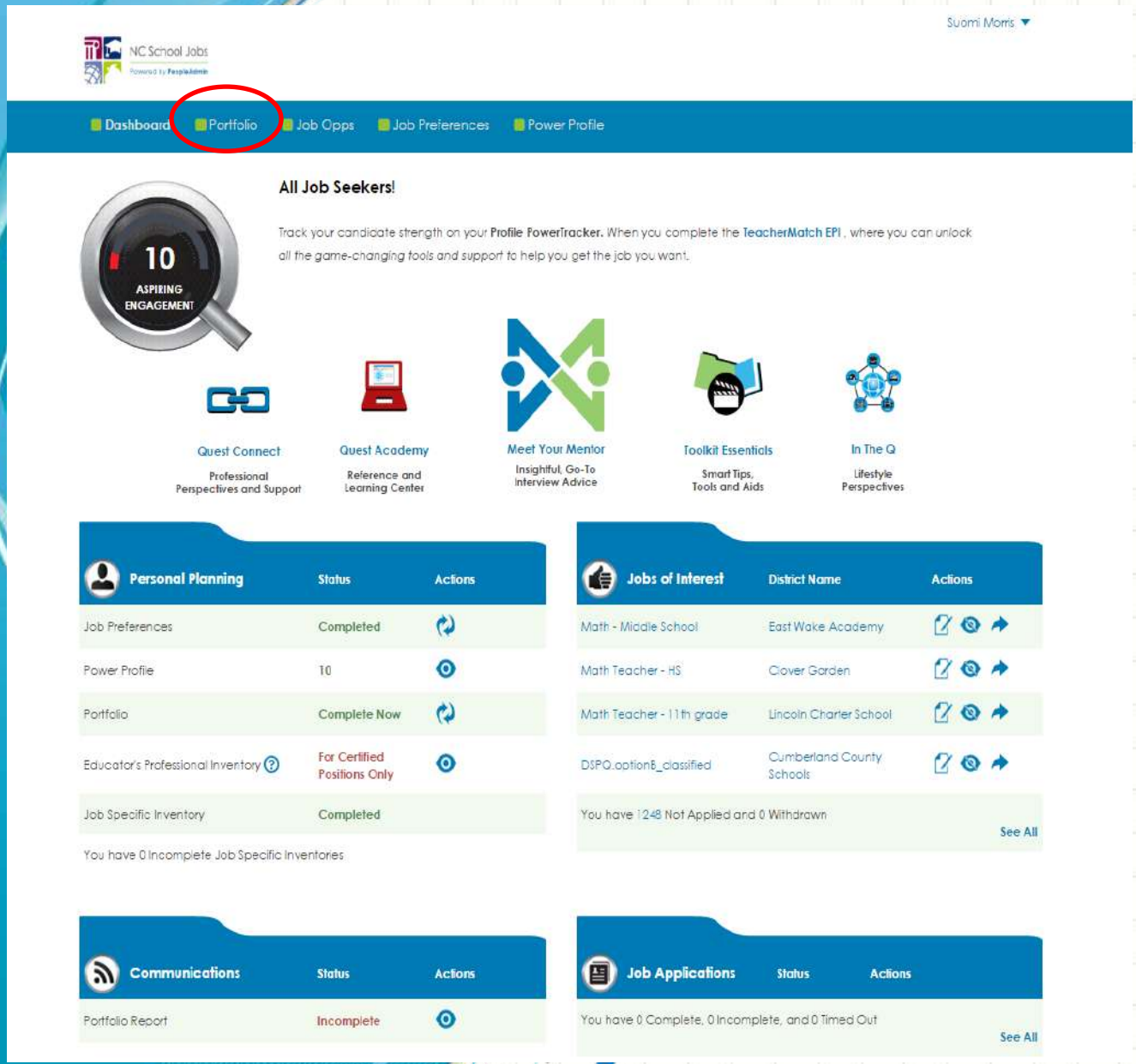
- Click if you would like to allow your profile to be viewed by other district administrators based on your preferences. (by not selecting agree, you may limit the ability of your application being seen by potential employers)

- Click green Save Preferences button.

Red * means required

Setting up a Profile

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org



After clicking on Save Preferences you will be routed to this screen, your dashboard.

Your dashboard is an overview of your activity with Teacher Match.

First step is to setup your Profile. You only have to setup your profile once for all positions. You can edit the information anytime you need to by following these steps.

- Click on Portfolio to get started.

Profile Setup – Personal Screen

The profile setup is organized by sections, seen across the top of screen:

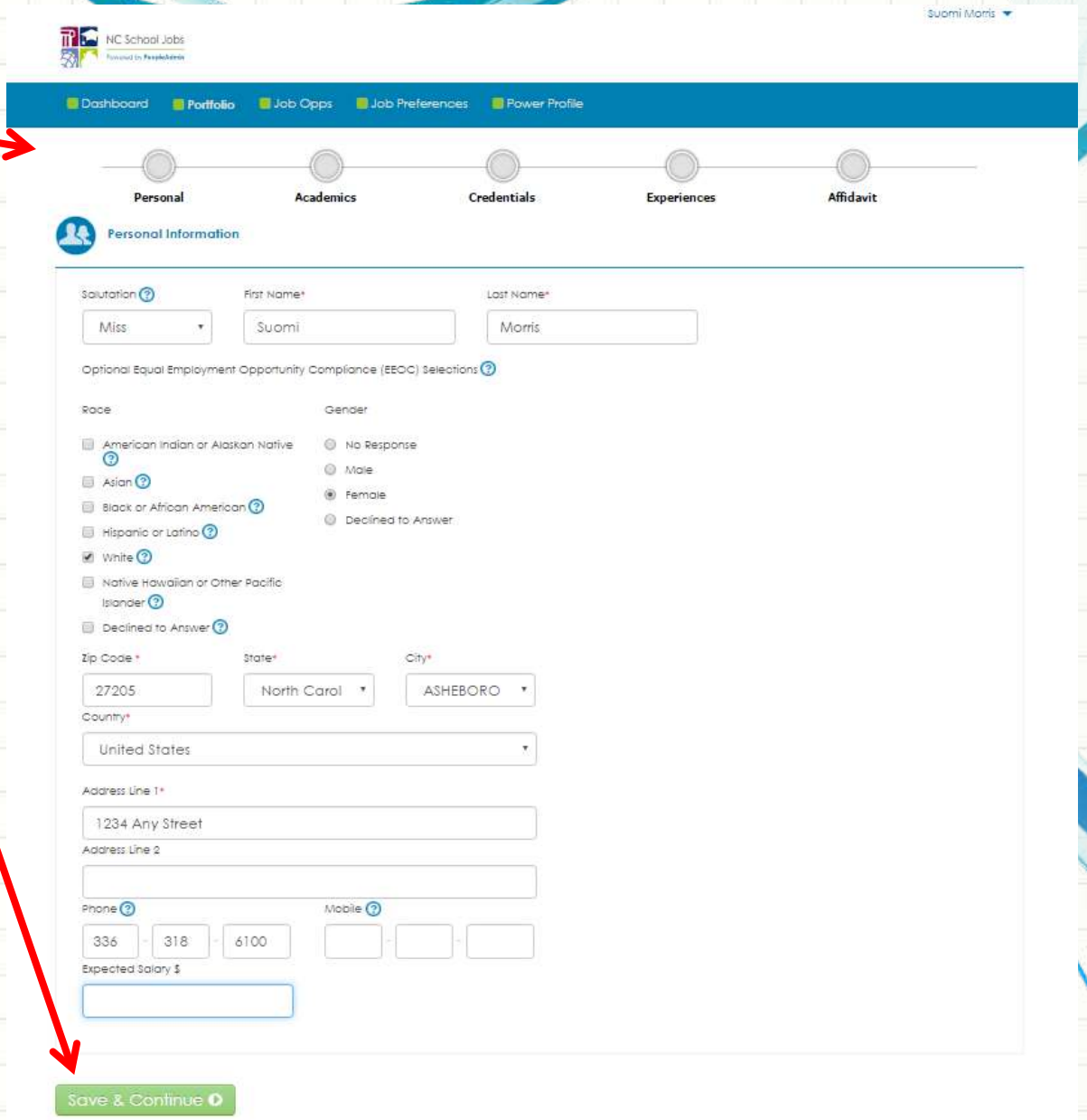
- Personal
- Academics
- Credentials
- Experiences
- Affidavit

❖ Complete application requirements, which are indicated by a red asterisk *.

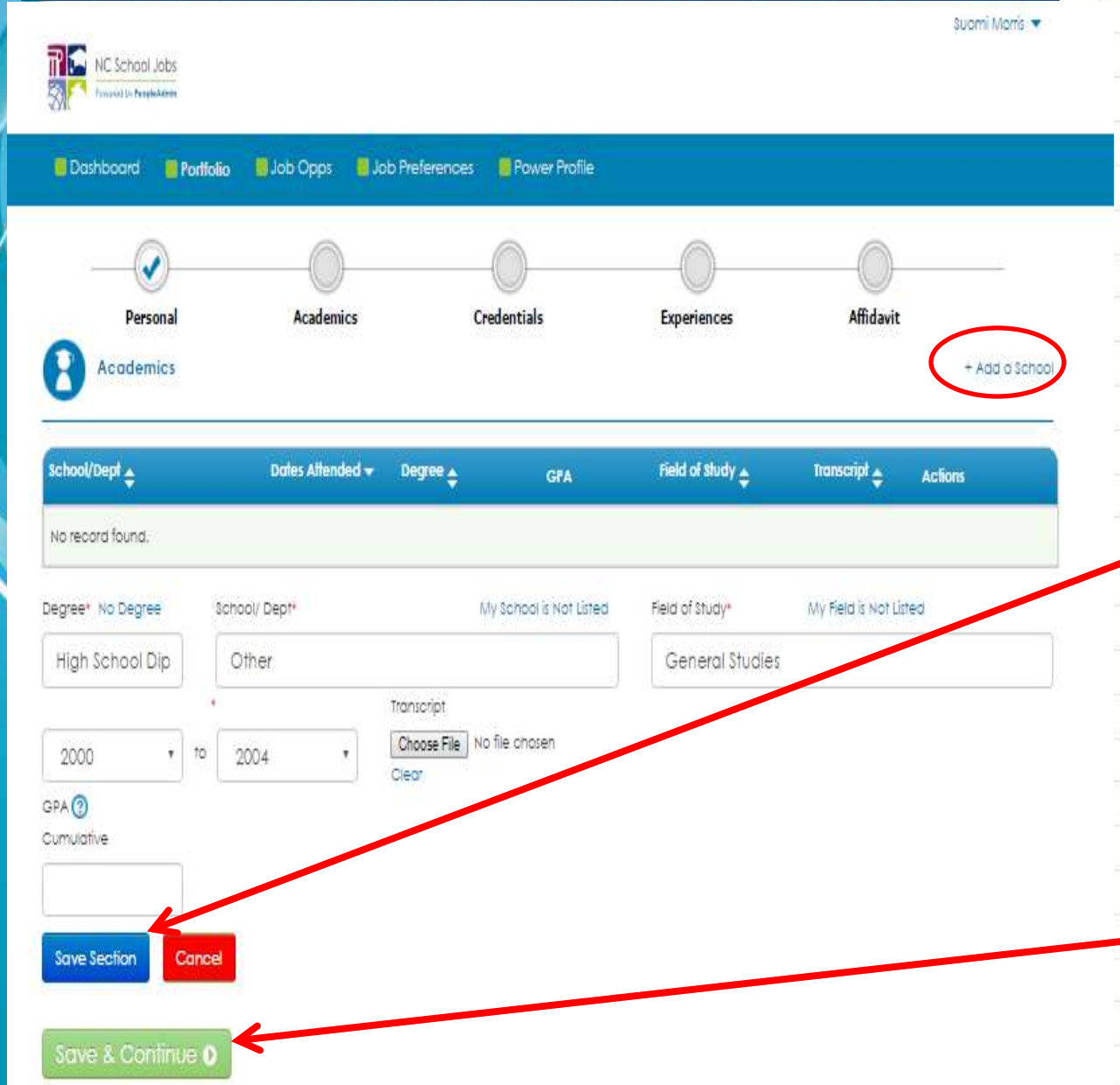
❖ Be sure to save section before moving to the next.

PLEASE NOTE

The name you enter here MUST match your legal name as it appears on your Social Security Card.



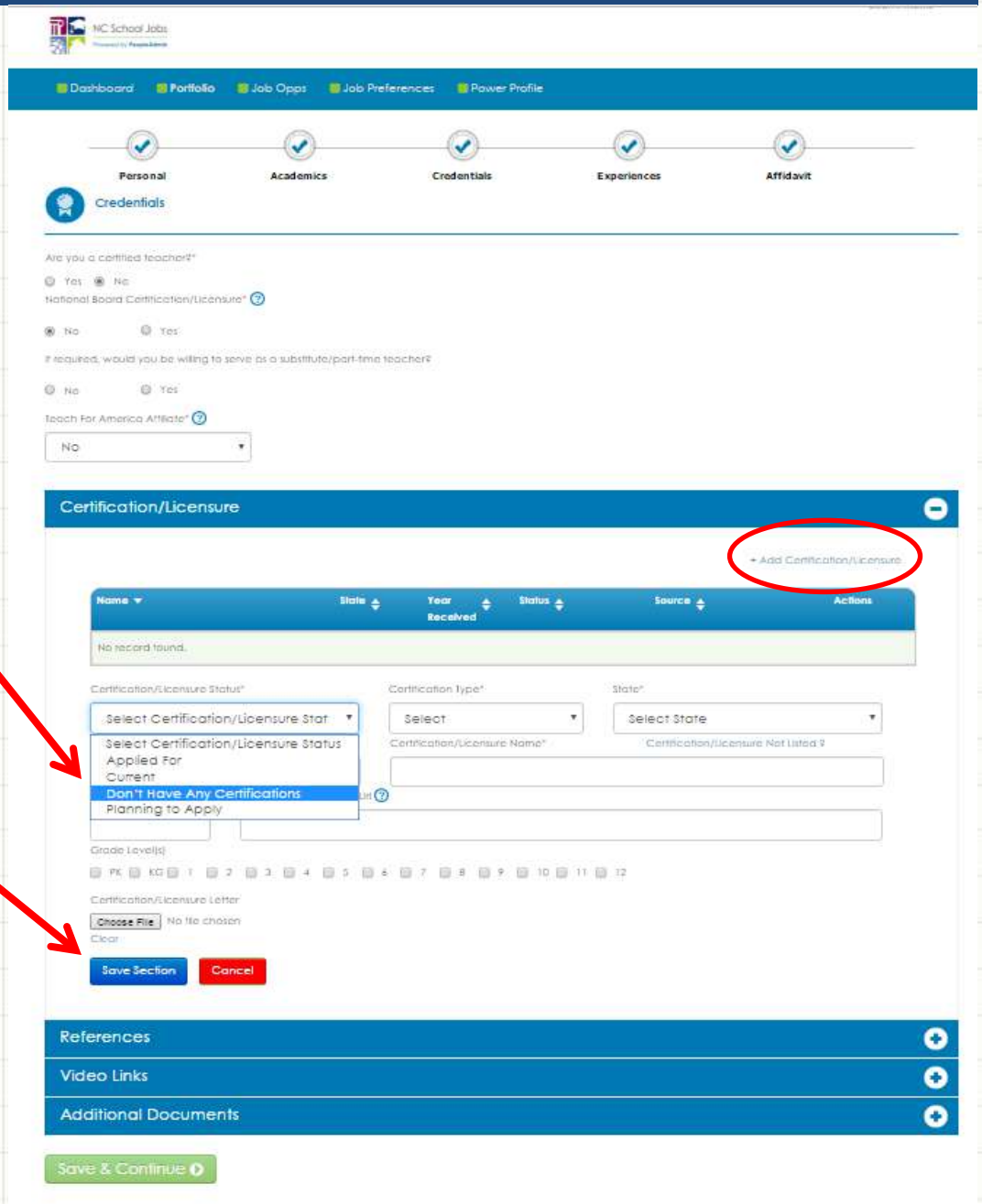
Profile Setup – Academic Screen



- Add information to each section by clicking the +Add on the right hand side of each section. (Enter at least high school)
- Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try "Other".
- Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
- When finished on a page, click on the green Save & Continue button.

Profile Setup – Credential Screen

- Add information to each section by clicking the +Add on the right hand side of each section.
- Enter your information by typing and then selecting best fit from the list.
  - If you DO NOT hold a teachers license, you will click add, then under Certification/Licensure Status, select Don't Have Any Certifications.
- Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.

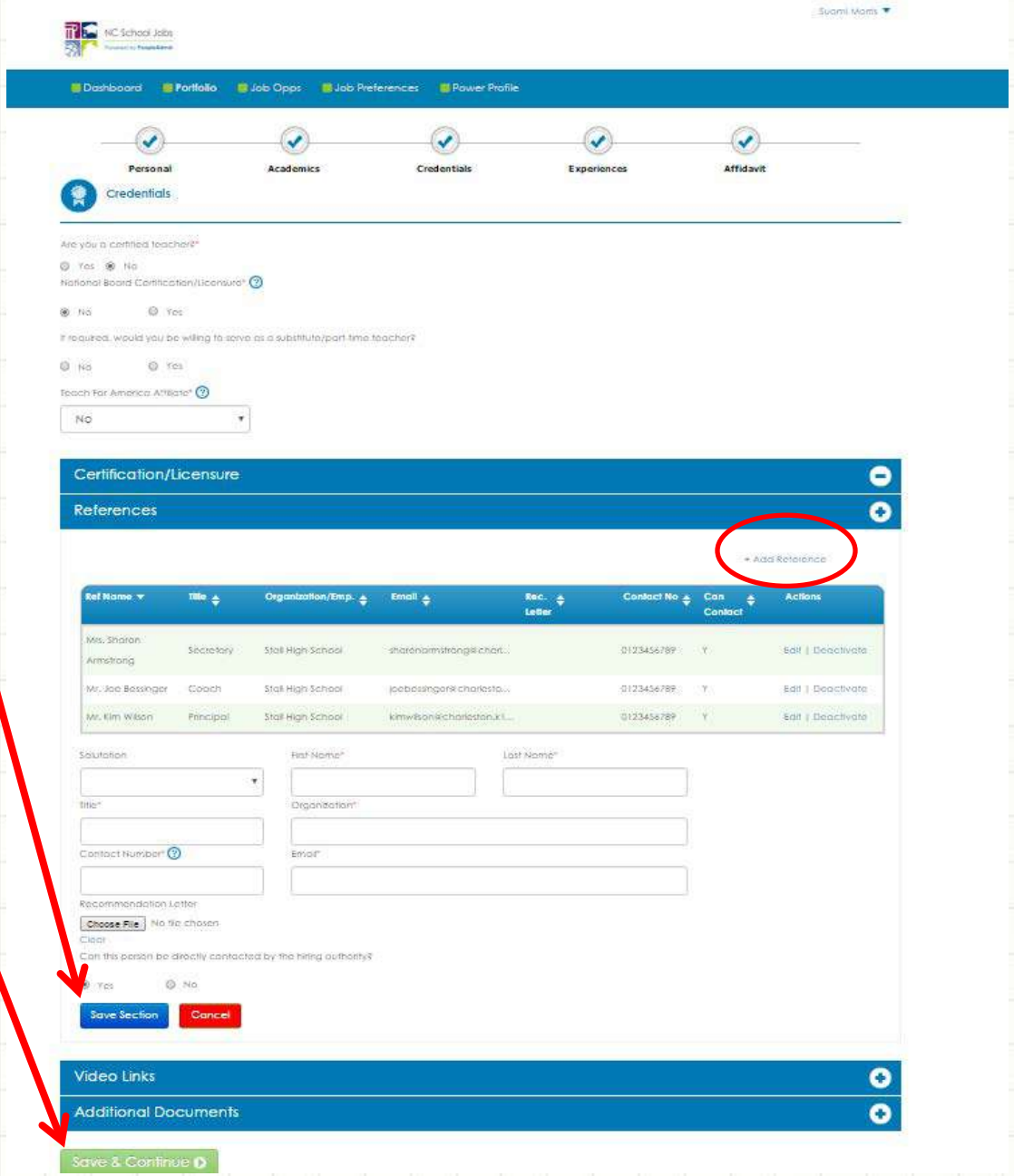


Profile Setup – Credential Screen

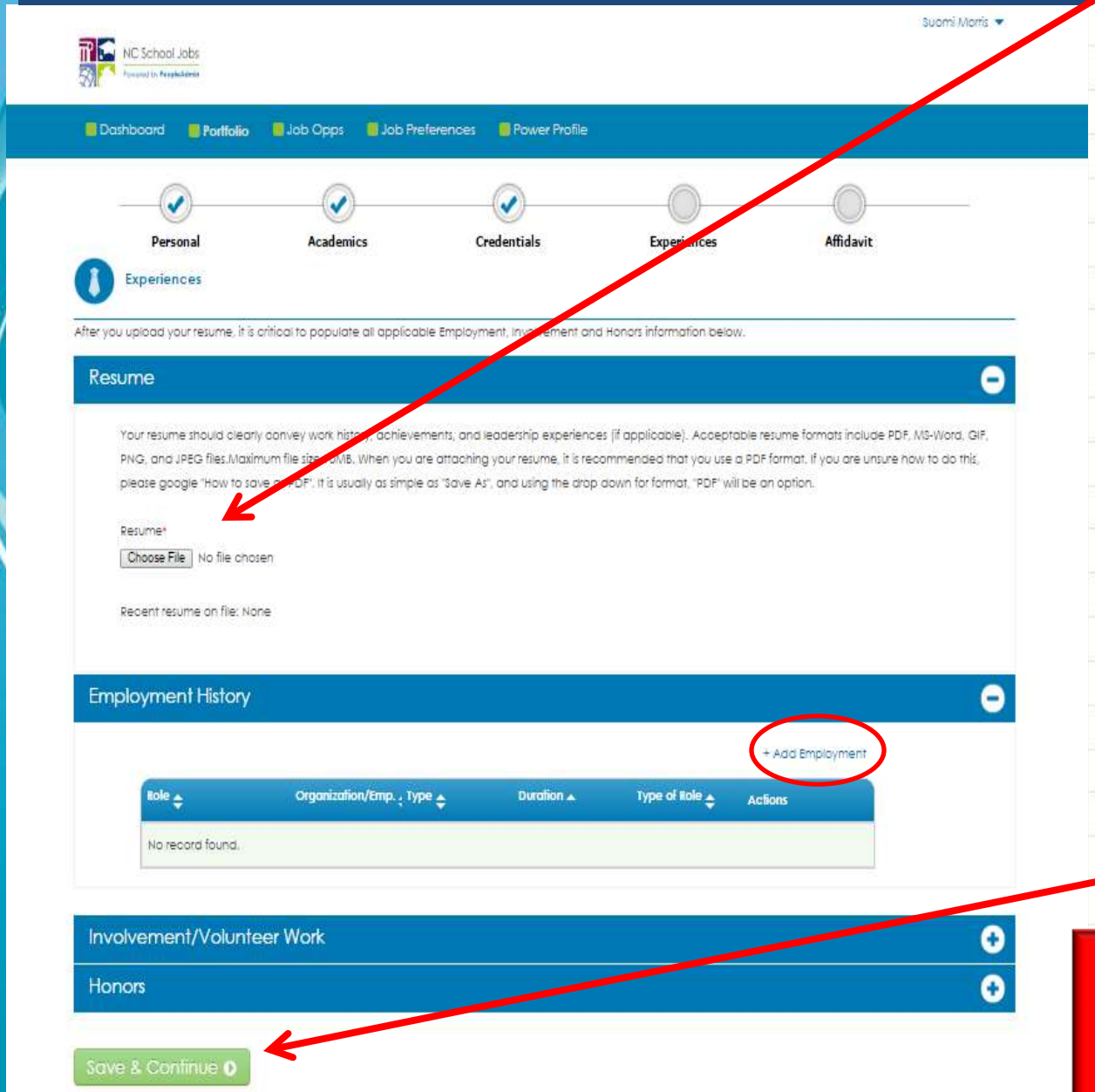
- Add information to each section by clicking the +Add on the right hand side of each section.
- Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
- When finished on a page, click on the green Save & Continue button.

PLEASE NOTE

You MUST enter at least three (3) references and one (1) MUST be a current supervisor or your most recent supervisor.



Profile Setup – Experience Screen



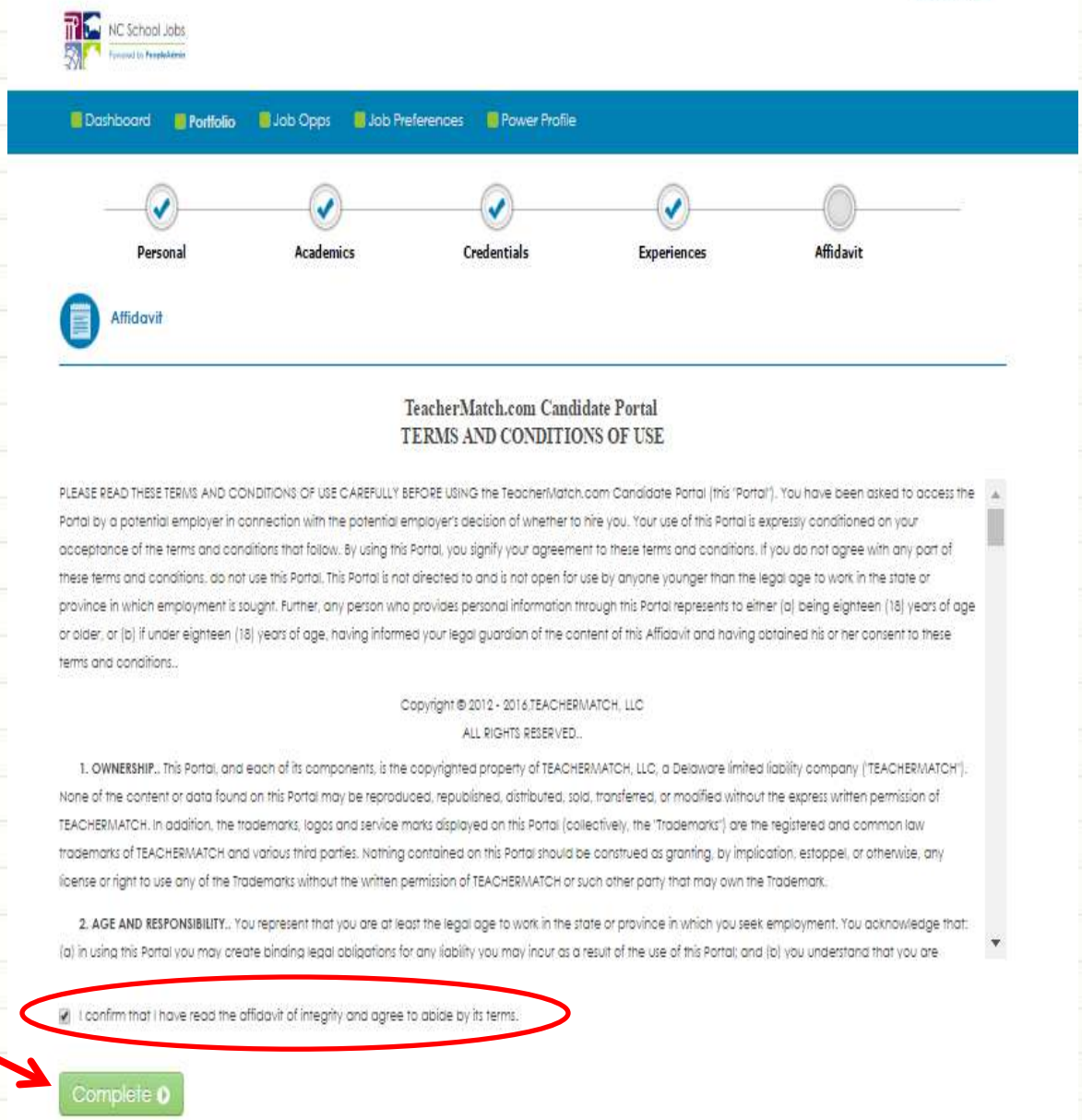
- If applicable for the position you are applying – You will need to upload your resume here.
- Add information to other sections by clicking the +Add on the right hand side of each section.
- Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try "Other".
- Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
- When finished on a page, click on the green Save & Continue button.

PLEASE NOTE

When entering employment history. Start with your most current position and enter in chronological order.

Profile Setup – Affidavit Screen

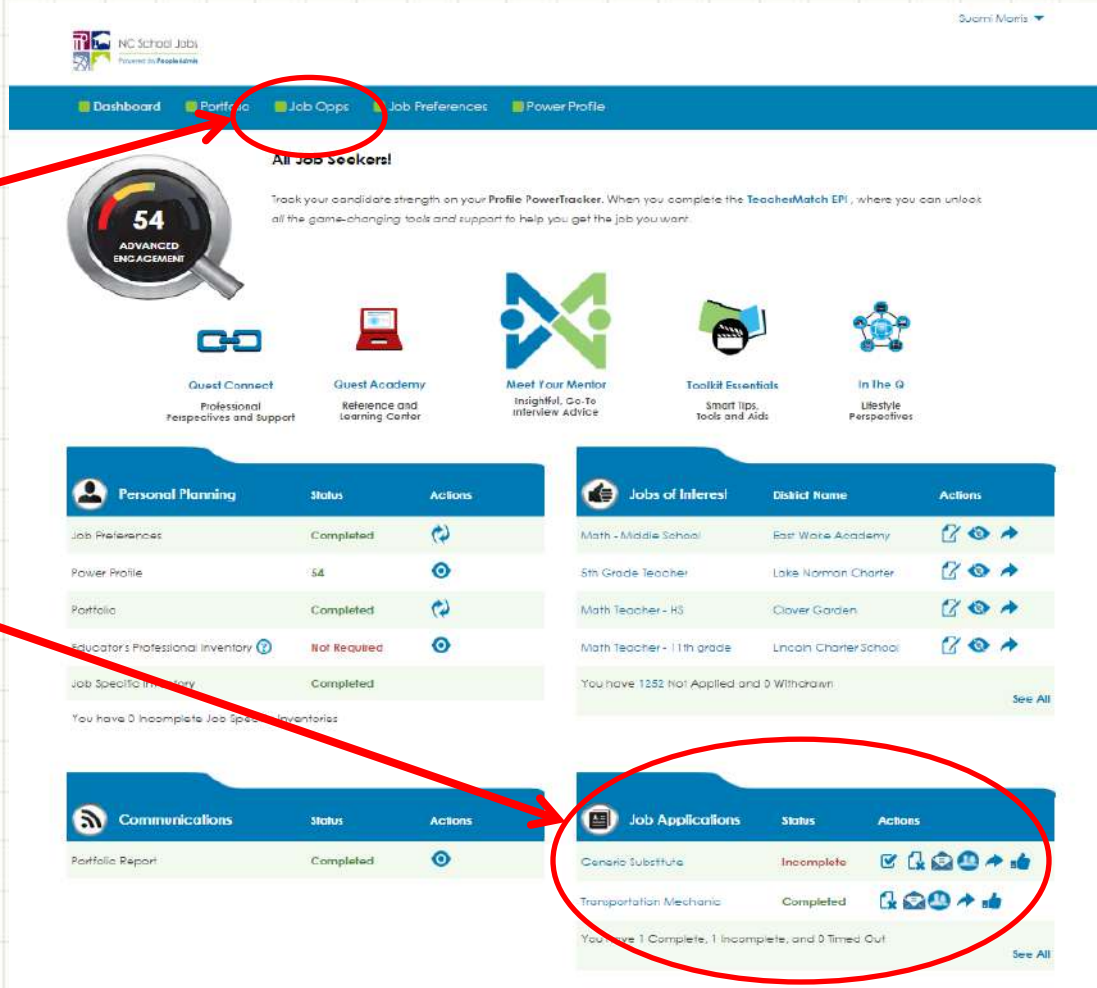
- Read Terms and Conditions of Use.
- Click on the confirm button.
- Then click on the green Complete button. You will now be directed back to your dashboard.



Congratulations!
Your profile is complete.

- **Click on Job Opps to get started on your job search.**

From your dashboard you will also be able to see at a glance the jobs you have completed an application for as well as any incomplete applications.

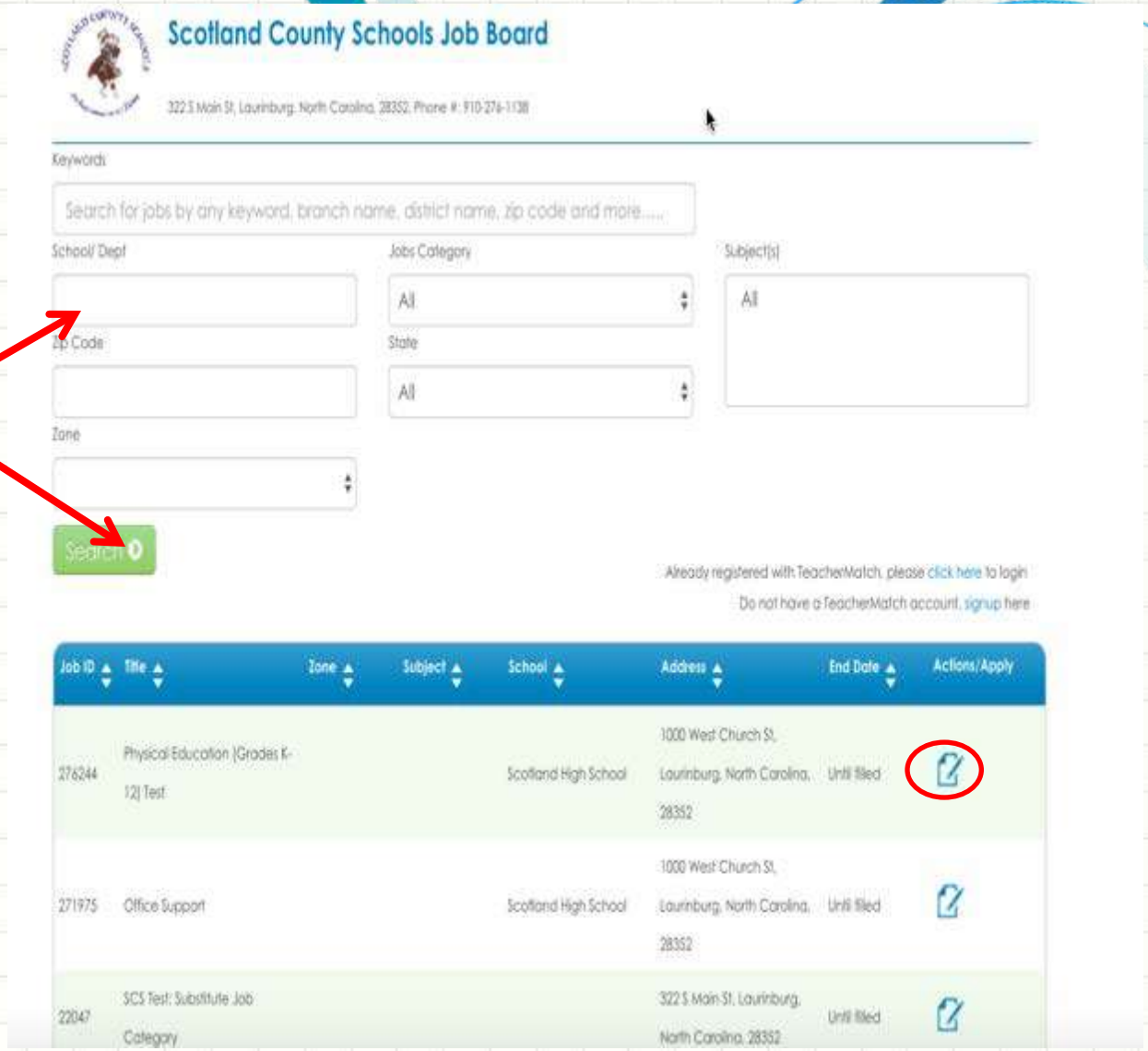


Applying for a Position

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org

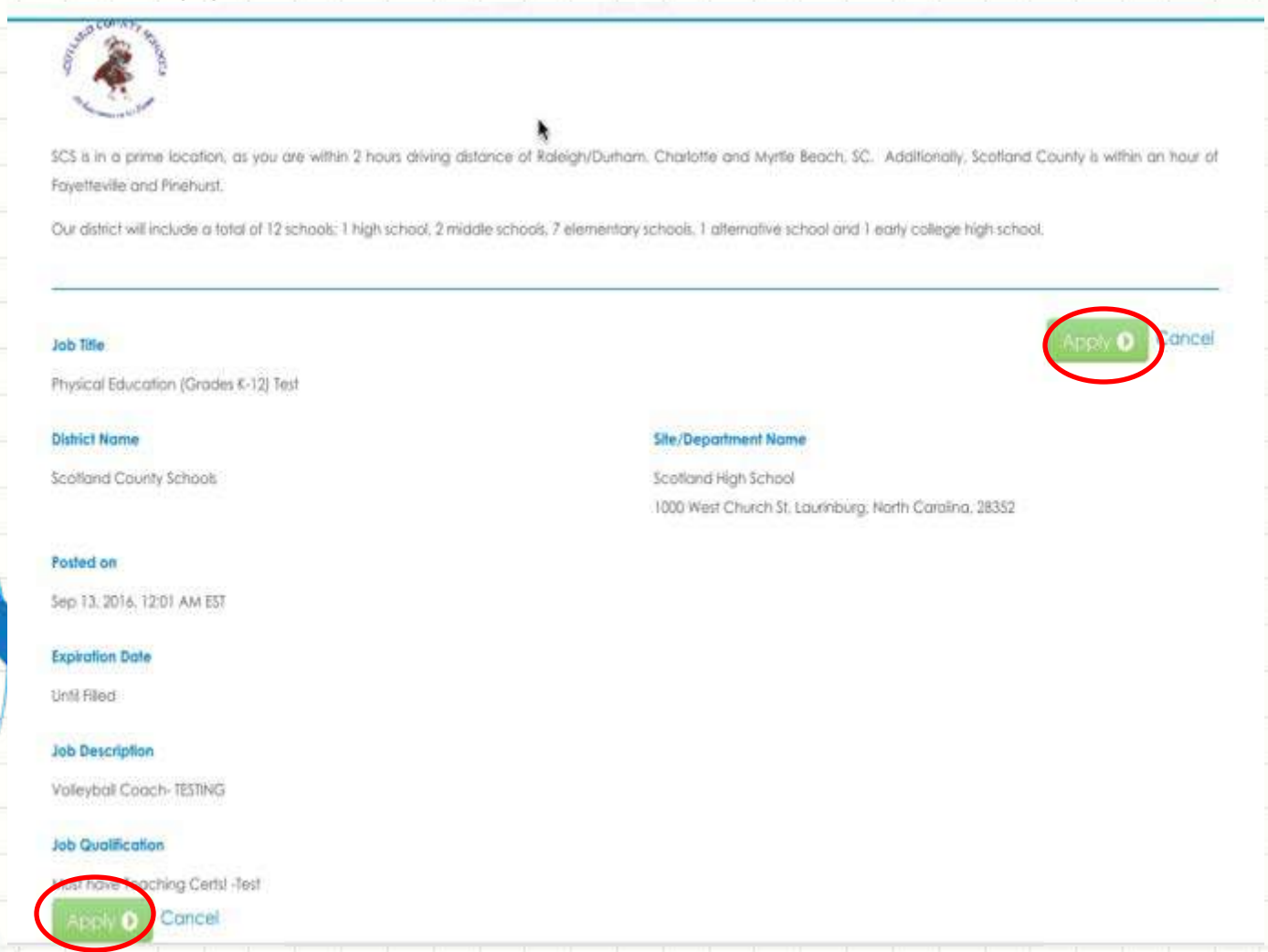
Step 1

- Type in ***Scotland County School System*** under District and click on the green Search button to narrow your search.
- Review the list of available positions and identify the position(s) to which you would like to apply.
- Click the Apply icon to begin the application process



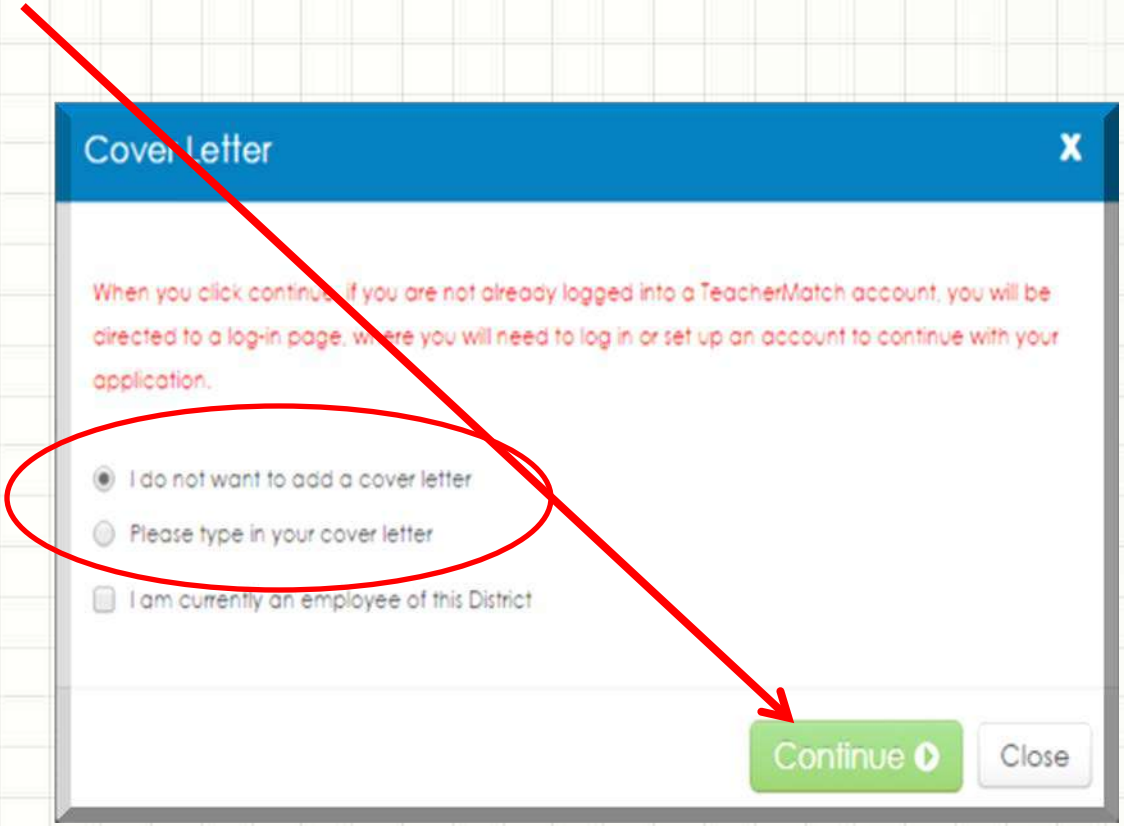
Step 2

- The next screen you see will be the job posting. Click on one of the green Apply buttons to enter the application.



Step 3

- Once you click on apply, you will see the following screen.
- The cover letter is optional. If you choose to type in your cover letter make sure you check the appropriate circle.
- Then click green continue.



Step 4

This is **required** information for all Scotland County School System applicants.

- You MUST submit your social security number.

(If you are licensed it will potentially auto-populate licensure information, education, and other key information)

- Confirm all information and complete all information with a red asterisk *.
- Then click the green Save & Continue button.

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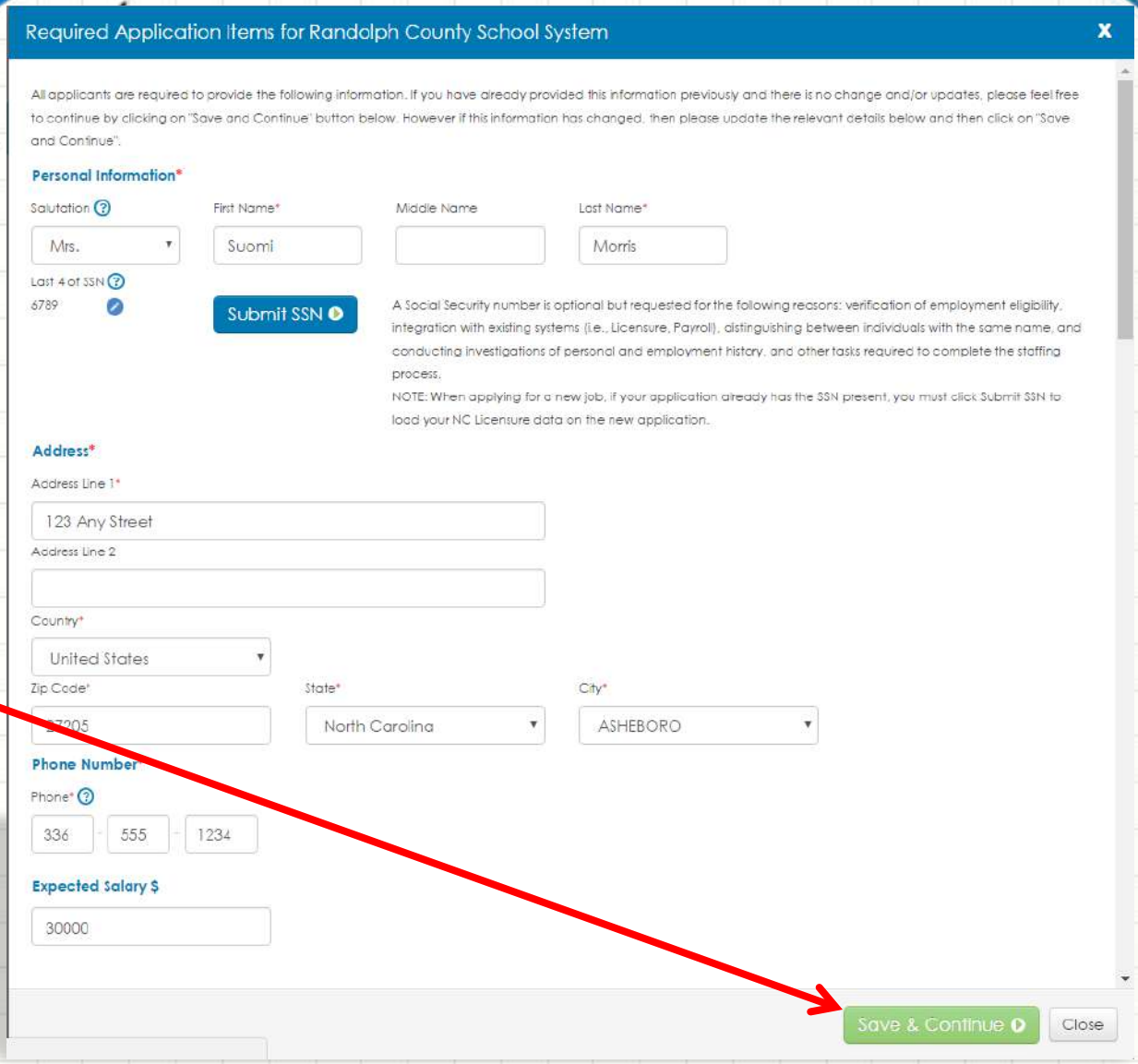
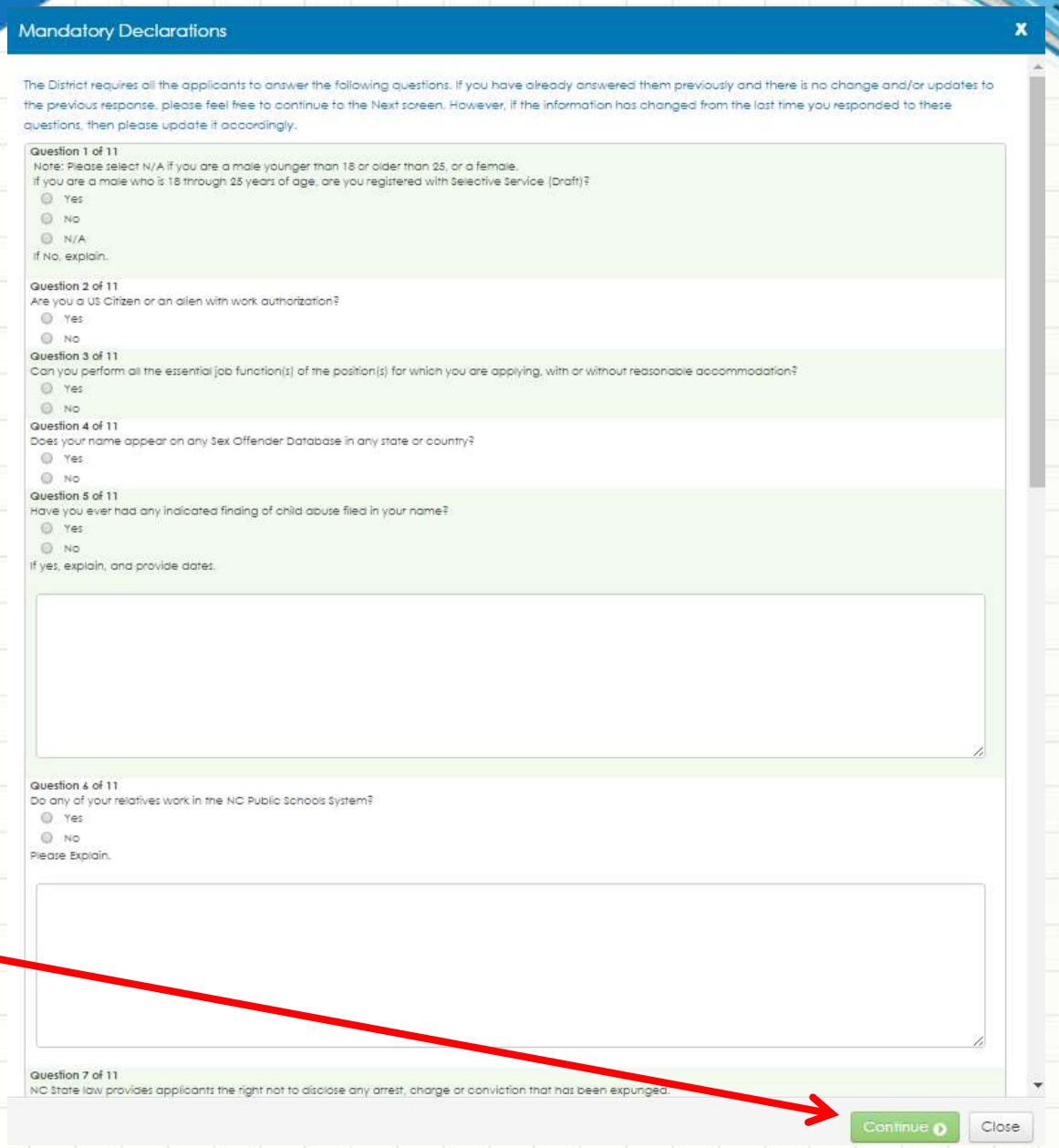
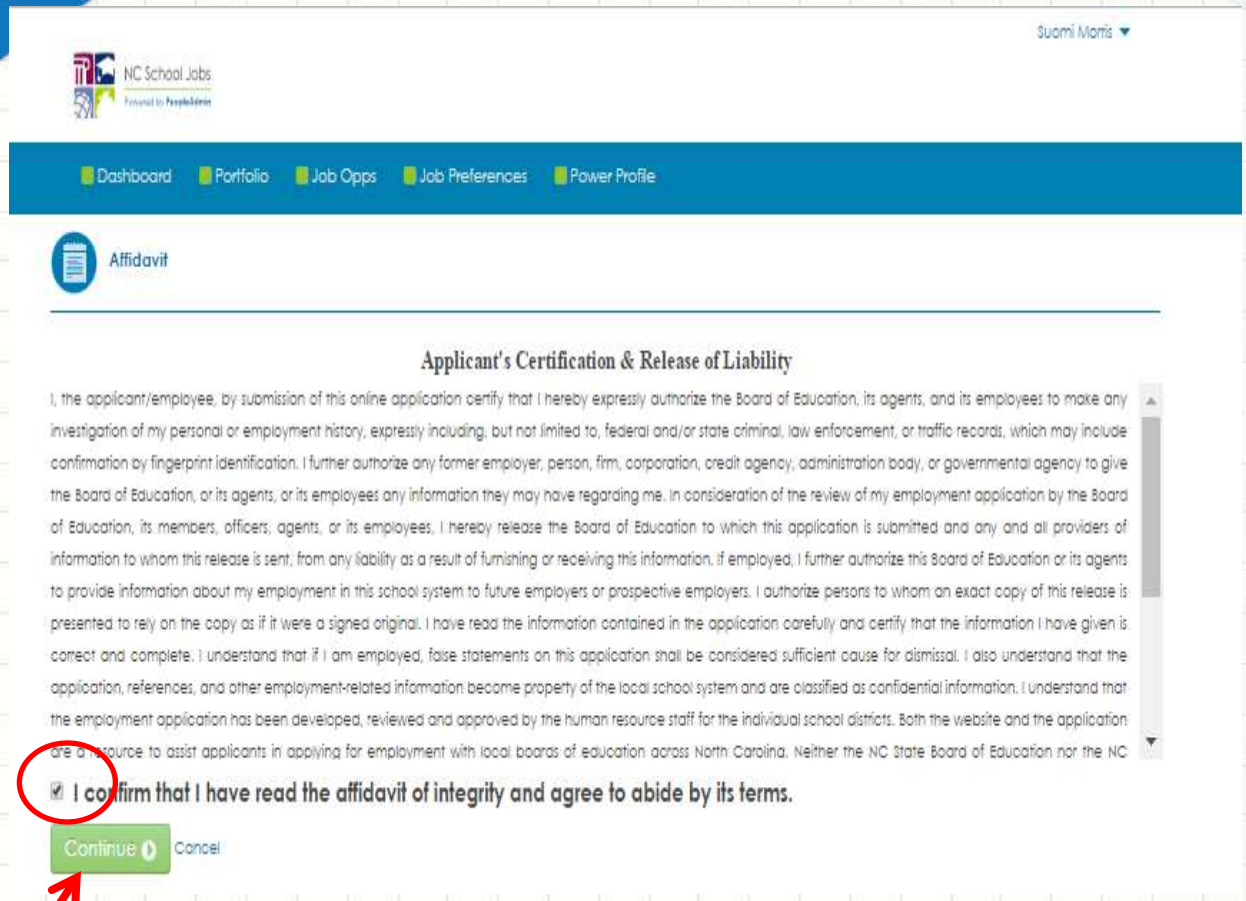


Step 5

- Answer all of the Mandatory Declaration questions, if you select yes, an explanation is required.
- Then click on the green continue button.



Step 6



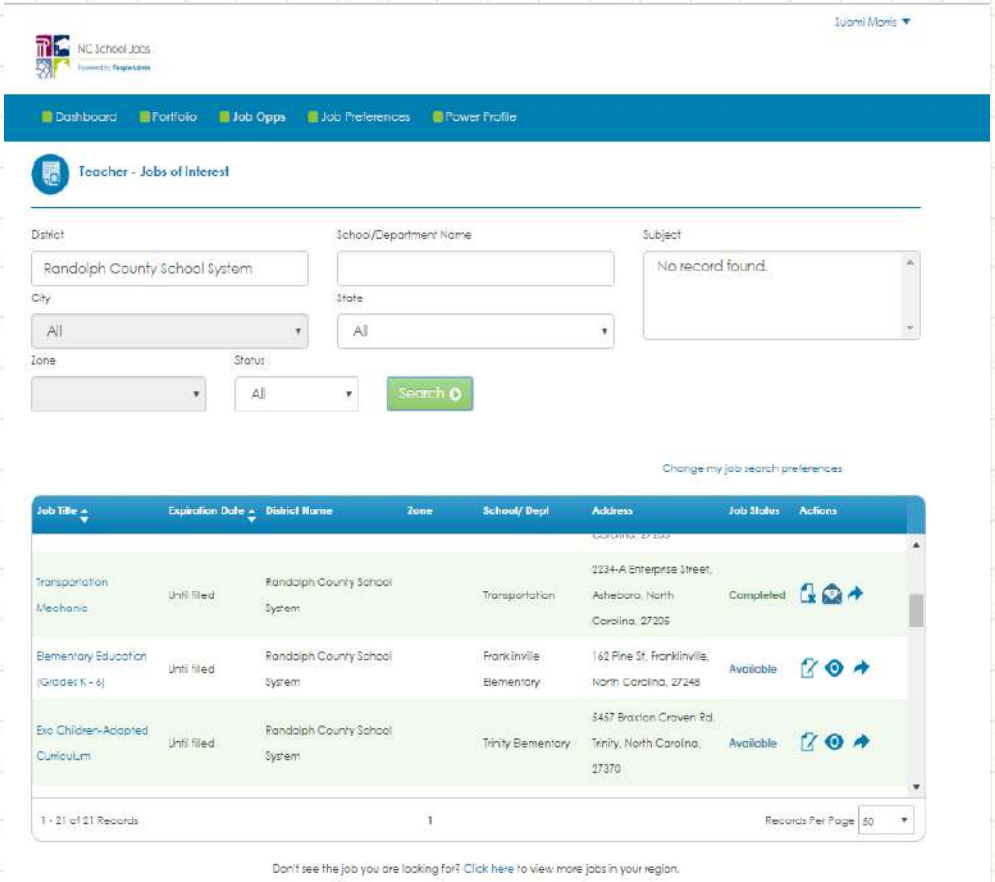
- Review the Certification & Release of Liability Affidavit.
- Click on the box to confirm.
- Click the green continue button.

Congratulations!

You have applied for a position with the Scotland County School System.

After applying for a position you will be directed back to this screen.

From here you can apply for additional positions simply by repeating the previous six (6) steps.



Thank you for applying with the Scotland County School System.

If you still have questions on how to set up a profile or apply for a position call PeopleAdmin support
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