# Applying for an internal posting

With our new applicant portal, we're now able to manage our internal postings so that they will only be visible to current employees. Follow the process below to set up an account and apply as an internal applicant. There may be some variation in appearance depending on the device you are using.

To set up yourself as an internal applicant, go to https://www.waterlooschools.org/ and click on "Careers" or "Job Openings" as they will both take you to the applicant portal:

CAREERS   CONTACT US   EMPI

AFSCME JOBS

JOB OPENINGS
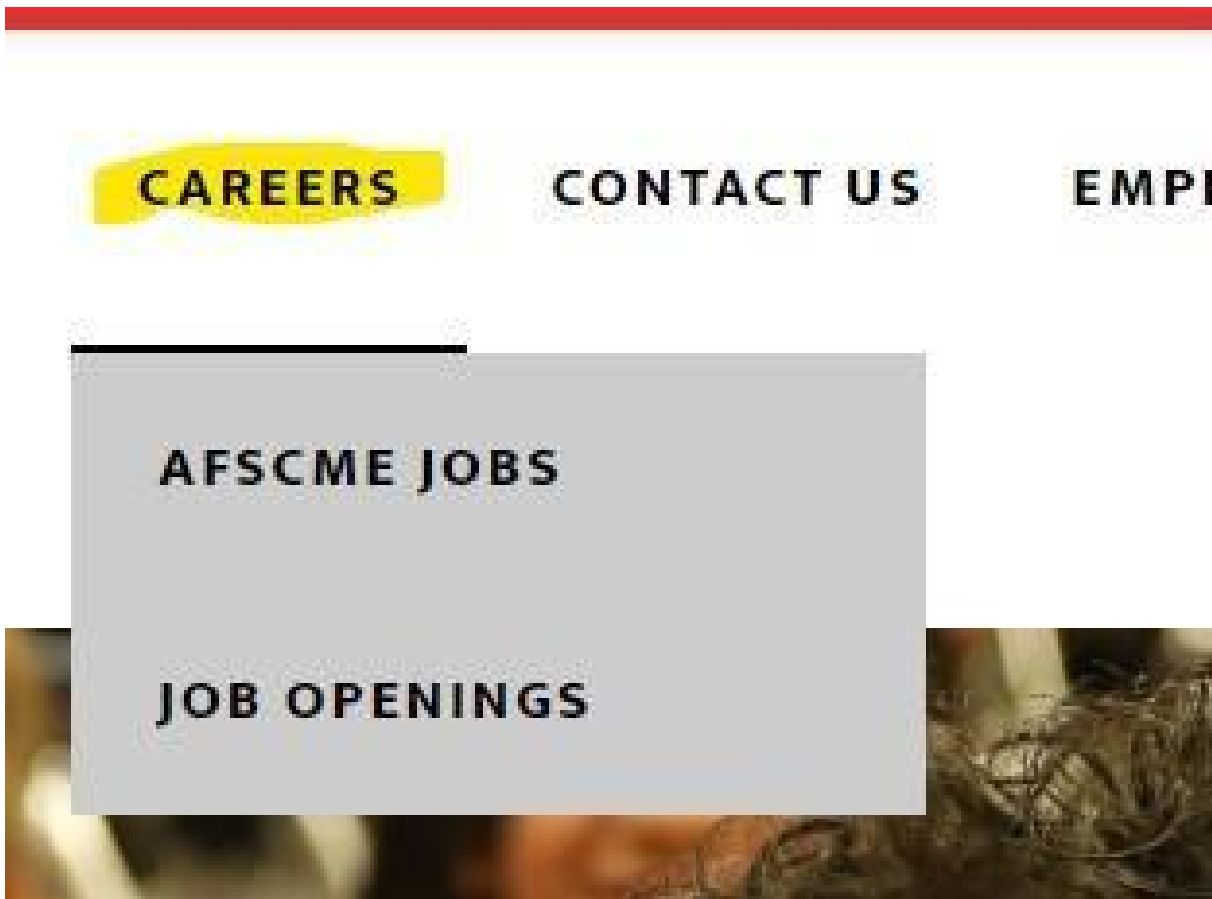
You will then see the applicant portal. The log in screen has changed slightly. It will now prompt you to sign in using your non-district account before being able to log in for internal employees. Click Sign In / Sign Up

It will take you to this screen:

Notice in the bottom of the screen it says If you are a returning applicant and have not completed the new sign in process, you must click Sign Up.

You will enter the email address you used when you first applied using the new applicant portal website (it will be a non-district email). Enter the username, click Continue. It will then prompt you to enter your password (as shown in the photo above). If you do not remember the password, a 'Forgot password?' button should be available just above the 'Continue' button.

Once you complete the sign up process, it will prompt you to verify the account by accessing the email associated with your applicant account (again, this would be your non-district email).

Once you have verified your account, it will take you to the standard applicant portal page. From there, you can set up an internal account.

To set up an internal account, click "Internal" in the upper right-hand corner:

Username gratteauzinnele@waterloos Password •••••••••••••••••••• [Sign In]   Hire Home | Internal | Admin | Help

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UNFOLDING FUTURES

Job Listings   FAQ

You'll then be asked to start the process by confirming you are in fact an employee. Click the "Yes, I am an employee." button:

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

[Yes, I am an employee.]

The system confirms employment by having you enter your district email address, like below. Once your email is in the text box, click "Continue" and make sure there aren't any typos in your email:

I am a current employee of Waterloo Community School District

Please confirm that you are a current employee by entering your district email address below:

doej@waterlooschools.org

Cancel   Continue

You'll then set up your profile. You need to answer any questions with a red asterisk (*) next to it. See the example below where only the required questions are answered:

Profile Information

Fields marked with an asterisk (*) are required.

First Name *	John
Last Name *	Doe
Username *	doej@waterlooschools.org
Password *	••••••••
Confirm Password *	••••••••
Email	
Confirm Email	
Security Question *	Who was your childhood hero ⌄
Security Answer *	Superman

Note:

- **Your username will need to be your district email address**
- **Your password will need letters, numbers, and one special character. If your chosen password lacks any of these elements, the system will give you an error message to add it in**
- **It can be the same as your district password, but currently it will not update when you are asked to change your password with the**

district. Keep this in mind if you have your browser fill in your passwords!

Once you've made an internal profile, you'll be logged in. It will display your first name, and will show a list of job openings. If you are looking for a particular internal posting, put the title of the job in the search bar to pull up matching postings:

Welcome John   (If you are not John Doe, click here)

Menu

Our District no longer takes paper applications or attachments for the following positions: Administrator, Teacher, Administrative Support, Clerical/Secretarial/Paraeducator, or Coach. To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

Need help? Click here for applicant chat support or call the following number for support 1-877-974-7437

Sign Up for Job Alerts
View Job Listings
I forgot my Username or Password

Job Listings

Search   custodian

Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date	Type	Location	
Substitute Custodian	01/01/2023	Substitute	ADMINISTRATION	Apply
Split Shift 2nd Custodian	01/26/2023	Maintenance	IRVING	Apply
Custodian	02/23/2023	Maintenance	WEST HIGH CUSTODIANS	Apply
West High Head Custodian	02/09/2023	Maintenance	WEST HIGH CUSTODIANS	Apply

Once you've found the job you want to apply for, click "Apply" to the right of the job you want. This will show you the full job description, and after reviewing that, click "Apply for this position:

| Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ | Sign Out |

Split Shift 2nd Custodian

Job Description

6 hour job
Irving - 5 hours
Technology Storage - 1 hour
M-F 3:30pm-9:30pm

Certification:

- High school diploma, GED or equivalent

Employment:

- Successful background check
- Complete physical, TB and drug screen
- Bending, twisting and lifting up to 50lbs
- Ability to work effectively, cooperatively, and respectfully with staff, students, etc. regardless of race, creed, color, gender, sexual orientation, gender identity, ethnic/national origin, religion, marital status, age, socio-economic status or disability

Apply Now

Apply for this Position

Internal applications will be accepted
Thursday, January 26, 2023 12:00 AM -
Thursday, February 2, 2023 4:30 PM
(Central Standard Time)

Applications will be accepted beginning
Thursday, February 2, 2023 12:00 AM
(Central Standard Time)

Print Job Posting

PDF Download Job Posting

This should take you to the internal application, which the first time through will ask again for your name and contact information.

Then it will ask all the questions from the internal application. These sections will fill in automatically on subsequent applications of the same type, saving you time. Be sure to update these sections if you change positions in the district!

Note: Once again, any questions with a * will need to be answered in order to proceed.

After the last section, you'll see a page confirming that you have applied. I want to point out this section here:

Please print this page for your records.

Application Confirmation #	**2410**
Name	**John Doe**
Username	**doej@waterlooschools.org**
Job Title	**Split Shift 2nd Custodian**
Job Posting ID	**98**

You may check the status of your application and interviews at any time by entering your user name and password on Waterloo Community School District careers homepage.

Note: References selected for this application were automatically sent a survey.

Print This Page

PDF Print Application

- **First off, you'll want to print or save a copy of this information for your records**
- **Additionally, you will be able to check the status of your application by returning to the Careers homepage**

Checking your application status:

If you leave the applicant portal and later want to check on your application, go to the district website and click on "Careers"
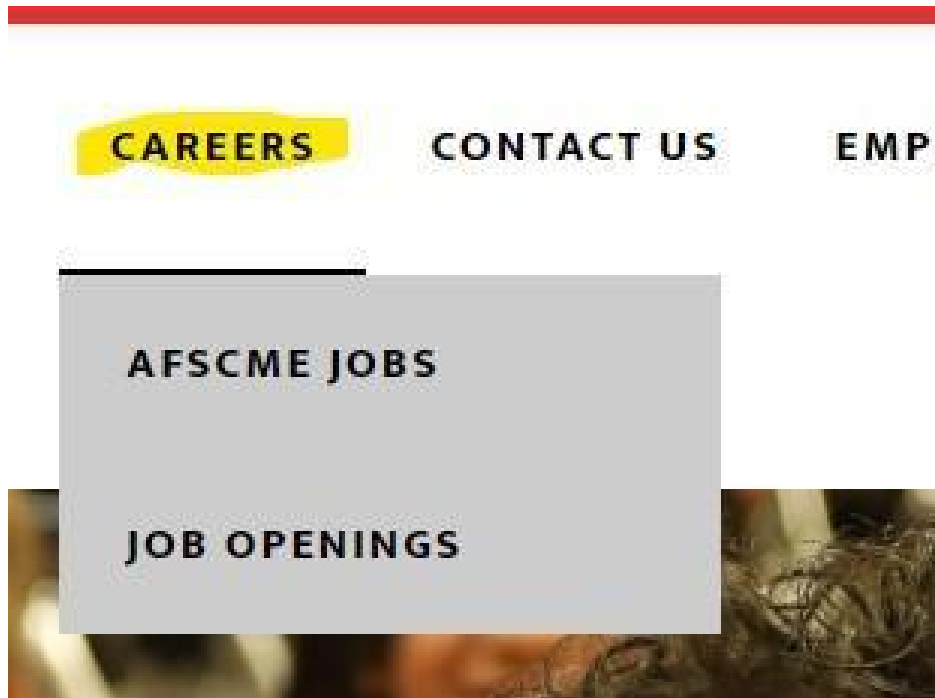
Since you already have an account, instead of clicking "Internal" you will enter your username and password in the areas on the top-left, then click the "Sign In" button:

Once logged in, scroll down and instead of staying on the "Job Listings" tab, you'll click on "Application Status"

- **You'll see the current status of your application for any positions you've applied for**
- **You'll also have the option to withdraw your application if you changed your mind**

| Job Listings | Profile | **Application Status** | Interviews | References | Documents | Job Offers | FAQ | Sign Out |

Current Applications for John Doe

Job Title	Status	Applied ▼	Conf# ▼	Comments
Split Shift 2nd Custodian	Application Received	03/02/2023	2410	PDF ↗ withdraw

Applications for Closed or Filled Jobs

Job Title	Status	Applied ▼	Conf# ▼	Comments
None				

The Application Status tab will show you your current applications as well as applications for jobs which have been closed or been filled by another applicant. You may only apply for a specific posting one time.

If you have any required assessments or tasks from HR, those will be listed under the "Required Assessments" heading. Please complete these as soon as possible; the District may choose to not consider applicants who have not completed their assessment.

If you are no longer interested in this position, you may click 'withdraw' to be removed from consideration.

Help

If you have any questions about this process, give us a call at Human Resources!