



Guide to Apply for Management and Non-teaching Jobs Online at the San Diego Unified School District

1. Register to create an account prior to applying for a position, if you are a first time user. You must have an email account to create an online application account (the email account will be used for all correspondence). If you are having difficulty logging into your account please contact the SDUSD Human Resources office at 619-725-8195 during normal business hours or send an email to Jobs@sandi.net for assistance.

Create an account

1. Register to Apply Online (one time only) OR Login (if already registered)

In order to register and use the SDUSD Online Employment Center, you must have a valid email address that you can retrieve a message that our system sends containing your temporary login information to our system. Free email accounts can be obtained from many websites, including www.yahoo.com and www.hotmail.com. If you have already registered, click the "Login" link above to apply for jobs.

-----TO REGISTER FOR THE FIRST TIME, CLICK **HERE**-----

Click here to create an account

2. Log into your account.

Login

[Current Job Openings](#)
Click on this button to log into your account
Login [My Employment Profile](#)

3. (A) Click Update Personal Information and Update Education and Experience links to enter appropriate data. (B) Click Current Job Openings or click "If you are ready to view non-teaching job openings, please click [here](#)" to see a list of all job openings accepting applications.

My Employment Profile Page

[Current Job Openings](#) B

[Logout](#) [Change My Email Address](#) [Change My Password](#) [Update Personal Information](#) [Update Education and Experience](#)

A

My Employment Profile
Click link to open the Job Openings page
Click link to enter information used by ALL job application submissions

Your employment profile includes your name and address and other demographic information, education and work experience information that you have submitted, as well as any skills information that you have provided.

You can also view the current status of any application submitted online.

If you are ready to view non-teaching job openings, please click [here](#). B

4. Click on the Job Announcement link.

Job Announcement Page

Job Title	Location	Who May Apply	Close Date		
Administrative Aide (Pre-Qualified pool)		All Applicants	7/31/2008	Apply now!	Job Announcement
Administrative Assistant I (Pre-Qualified Pool)		All Applicants	7/31/2008	Apply now!	Job Announcement

- Complete the Application page. Fields with an * asterisk are required. Enter your name in the space provided at the bottom of your application and click the "Submit Application" button.

Non-teaching Application Page

Position for which you are applying:	Administrative Aide (Pre-qualified pool)
Last Name:	Rodgers
First Name:	Anthony
Applicant ID:	000-05-9168A
Address:	
City:	
State:	
Zip Code:	
Home Phone:	
Alternate Phone (Cell):	
Email Address:	arodgers@sandi.net
Do you have a California driver's license? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
If Yes, please enter your drivers license #:	
Are you a veteran? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
With or without accommodations, are you able to perform the essential functions of this position? *	<input type="radio"/> Yes <input type="radio"/> No
<p>I affirm (by entering my name below) that the statements provided are true and complete to the best of my knowledge. If I misrepresent or deliberately omit a fact in this application and/or in any documents attached to this application, I may be refused employment or, if employed, I may be terminated. Please enter your name below (your electronic signature). *</p>	
<input type="text"/>	
<input type="button" value="Submit Application"/>	

Annotations:

- This information on the application is populated from data entered in the "Update Personal Information" link on "My Employment Profile" page. If you have already completed this section, your entries will appear here.
- Enter your name here.
- This is a required field as highlighted by the (*) asterisk.

- Click 'here' link to complete Job Application Step 1 and progress to Step 2.

Job Application - Step 1

Job Application Step 1 of 3 Complete

Now, click [here](#) to proceed to Step 2 (your education information).

Note: Failure to complete all 3 job application steps will result in an incomplete application and will not be considered for initial screening.

Annotations:

- Select this link to view/update education information.

- Review your Training and Education. If the Training and Education listed is correct, select the link provided to proceed to Step 3. To modify Training/Education, complete the provided fields and click the Submit Training/Education button. Fields with an * asterisk are required. Click the link provided to proceed to Step 3.

Job Application - Step 2

If you are done entering post secondary education records or do not have any post secondary education records at this time, click [here](#) to proceed to Step 3.

Fields marked * are required.

If you do NOT need to add to the Training and Education listed below, select the link to proceed.

School Name	City	State	Diploma Awarded	Diploma Date	Major	Last Update
No training/education records.						
School Name *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Starting Date *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ending Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Still In Attending? *	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Diploma Awarded	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Major Subject(s) *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Minor Subject(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Units Completed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unit of Measure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Exit and Save Submitted Entries](#)

Annotations:

- Training/Education is populated from data entered in the "Update Education and Experience" link on "My Employment Profile" page. If you have already completed this section, your entries will appear here.
- Complete this section if you need to ADD additional Training and Education records. Click the "Submit Training/Education" button.

8. Review your Work Experience. If the Work Experience is correct, click the link provided to complete your application and return to the "My Employment Profile" page. To modify Work Experience, complete the provided fields and select the Submit Work Experience button. Fields with an * asterisk are required. Click the link provided to complete your application and return to the "My Employment Profile" page.

Job Application – Step 3

If you are done entering work experience records or do not have any work experience to submit application is complete. Click [here](#) to return to your online employment profile.

Employer Name	City	State	Starting Date	Ending Date	Last Update
No work experience records.					
<p>Job Title * <input type="text"/></p> <p>Employer Name * <input type="text"/></p> <p>City * <input type="text"/></p> <p>State * <input type="text"/></p> <p>Zip Code <input type="text"/></p> <p>Country <input type="text"/></p> <p>Starting Date * <input type="text"/> Calendar</p> <p>Ending Date <input type="text"/> Calendar</p> <p>Still Employed? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Supervisor Name * <input type="text"/></p> <p>Supervisor Phone * <input type="text"/></p> <p>Reason For Leaving <input type="text"/></p> <p>Starting Pay * <input type="text"/></p> <p>Starting Pay Basis * <input type="text"/></p> <p>Ending Pay <input type="text"/></p> <p>Ending Pay Basis <input type="text"/></p> <p>Number of hours worked per week * <input type="text"/></p> <p>May we contact this employer? * <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Tasks Performed * <input type="text"/></p>					
<p>After adding/updating experience, please click the link to the right to SAVE the new information entered.</p> <p><input type="button" value="Submit Work Experience"/></p>					

If you do NOT need to add to your Work Experience, select the link to complete your application.

Work Experience is populated from data entered in the "Update Education and Experience" link on "My Employment Profile" page.

Complete this section if you need to ADD additional Work Experience records.

Complete this section if you need to ADD additional Work Experience records. Click the "Submit" Work Experience" button.

Congratulations, your application is now complete! Check your email. Once you have submitted your application, you will receive a confirmation email. You will also be able to see the positions in which have applied in your "My Employment Profile" page under "Applications On File". If you do not see the job in which you have applied listed, we do not have your application on file and you will need to re-submit your application. Please contact the SDUSD Human Resources office at 619-725-8195 during business hours of Monday-Friday 8:00AM-5:00PM Pacific Standard Time if you have any further questions.