Online Employee Transfer Application

This step by step document provides instruction on how to create your Employee Transfer Account, View Internal Job Postings, Complete your Employee Profile, and Apply for Transfer.

Transfer positions are posted separately from open positions, and are only available to eligible bargaining groups. The following bargaining groups are eligible for transfer:

<table>
<thead>
<tr>
<th>Bargaining Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSEA</td>
<td>Teachers and Certificated Employees</td>
</tr>
<tr>
<td>NESPA</td>
<td>Paraeducators and School Assistants</td>
</tr>
<tr>
<td>UWCU</td>
<td>Food Service Employees</td>
</tr>
<tr>
<td>SEIU</td>
<td>Custodians</td>
</tr>
</tbody>
</table>

Online transfer postings allow you to view or apply for transfer from any computer with internet access. Click on the “Employment” link located on the district website (www.nsd.org). Next, click “Employee Transfer” link on the left side of the Employment page, and finally click the “Create an Account or Sign In” link in the upper right corner.

The Employee Transfer Portal verifies that you are an eligible employee, and allows you to create an employee transfer account. The internal postings are not visible or accessible from the regular job openings portal.

If you were hired prior to November 2016, an account was created for you and you will need to activate the account by clicking “having trouble logging in?” if it is your first time accessing your transfer account. This will initiate account recovery and email you a temporary password.

If you were hired after November 2016, you will need to create a username and password following the instructions below.

How to Create Your Employee Transfer Account

Northshore School District
Transfer Application

Step 1
Log into your Account
Enter your username and password and click “Login.”
If you have previously logged into your transfer account but do not remember your password, click “having trouble logging in?” and initiate account recovery.
First Time Logging In?
If you were hired prior to November 2016, you will need to activate your account by clicking “having trouble logging in?” A temporary password will be sent to your District email.
If you were hired after November 2016, you will need to create a username and password by clicking “Create Account” and completing the required transfer account setup information.

Step 2
Complete your Application
While logged in, click on “My Application” in order to complete your application.
Applications must be completed to be eligible for transfer. You may exit the program at any time and return to complete it at your convenience.

Step 3
Apply for Open Positions
Once you have completed your application, you may apply for any open position. To view open positions, click on “2023” and then “All Jobs.” Select the jobs for which you would like to apply.
How to Create an Employee Transfer Account (cont.)

Step 1: To create your employee transfer account, click the Create Account button.

To create an Employee transfer account, you will need your 5 digit Employee Number and a valid email address. Only verified Employee transfer accounts will have access to internal transfer postings.

Step 2: Scroll to bottom of the page, and complete the transfer form. All fields are required.

Step 3: Once you have entered the required fields, click “Save and Next”.

### REQUIRED FIELDS:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name, Middle Initial, Last Name</td>
<td>Enter your name as it appears in NSD communications</td>
</tr>
<tr>
<td>Employee Number</td>
<td>Enter your 5 digit employee number. This is used to validate your current position.</td>
</tr>
<tr>
<td>Permanent Email Address</td>
<td>Enter a valid email address</td>
</tr>
<tr>
<td>Applicant Type</td>
<td>Check the box next to the type of position you currently hold:</td>
</tr>
<tr>
<td></td>
<td>Administrator–Certificated = Principal or Assistant Principal</td>
</tr>
<tr>
<td></td>
<td>Administrator–Classified = Director/Manager</td>
</tr>
<tr>
<td></td>
<td>Certified Teacher = Any NSEA member</td>
</tr>
<tr>
<td></td>
<td>Classified = Paraeducator, Custodian, Food Service or School Assistant</td>
</tr>
<tr>
<td>Username</td>
<td>Enter a unique username. DO NOT use the same one you used to apply for jobs in the past (or your administrative account)</td>
</tr>
<tr>
<td>Password</td>
<td>Enter a password of at least 8 characters</td>
</tr>
</tbody>
</table>
How to Create an Employee Transfer Account (cont.)

If you have correctly entered your information, you will see the screen below.

**Step 4:** Click the “Login” button to finish creating your account to continue to view postings or apply for transfer.

**Success**

You have successfully created a user account. This account allows you to enter the application system at any time to submit or update your application information.

By clicking the Login button below, you will be taken into the application system. From there you will be able to complete the application.

**NOTE:** If you are unable to complete the application, you will need to remember the username and password that you just created. Your user account will enable you to log back into your application to finish any incomplete sections or to update any of the information that may have changed.

Login

“A problem has occurred”

Below are two error messages that may occur while creating your employee transfer account:

**Error Message 1**

If you have attempted to use your previous username or you have selected a username that is already in use, you will receive the following message:

**A problem has occurred!**

Selected username conflicts with an existing record

Please go Back and try again.

**Error Message 2**

If you are not a member of an eligible bargaining group you will not be able to access the postings. If you receive the following message and are a member of an eligible bargaining group, please contact Megan Schrupp, HR Reporting & Data Analyst, at 425.408.7623 or mschrupp@nsd.org.

**A problem has occurred!**

Record not found in the employee database. Please contact your system administrator to resolve the issue.

Please go Back and try again.
How to View Job Postings

Once you have logged into the Employee Transfer portal, you will be on the Welcome page.

Step 1: To View Job Postings, click on the “Jobs” Tab.

You can apply for jobs from this page, but you still need to complete your employee profile and certify your application. Otherwise, your online transfer will be “incomplete”.

*Always remember to “Logout” once you are finished!*

How to Complete your Employee Profile and Apply for a Transfer

Step 1: Click on the “Application” tab to complete your Employee Profile.

Step 2: Read the Introduction page, and click “Next”.

Part of the application will be pre-filled with information from the HR system.

**These fields are pre-filled:**

Current Employee Profile for Transfers Form -

Please make sure all the fields on this page are filled out correctly. If any of these are left empty, your request for interview will not be considered. If any of this information is incorrect please contact HR.

- **Transfer Applicant Type:**
  - Classified

- **Social Security Number:** 0123456789

- **First Name:** Nancy

- **Middle Name:**

- **Last Name:** Northshore

- **Home Phone:** (012) 345-6789

- **Work Phone:** (098) 765-4321

- **Work Email Address:**

- **Alternate Email Address:**

- **Northshore School District:**

  12345 Main St.

  Northshore, WA 98101

  Phone: (555) 123-4567

  Email: info@northshore.org

  Fax: (555) 456-7890
How to Complete Your Employee Profile and Apply for a Transfer (cont.)

Step 3: Complete fields below. Required fields must be filled in for a complete application.

Step 4: Click “Save and Next” to save your information and complete your profile.

Current Position

Current School Assignment

Select all education information as it applies to you.
- Associate Degree
- Four year Degree
- High School Diploma or GED
- Masters Degree
- Other Certifications
- Passed WA ParaPro Assessment Test

You may select more than one.

Reason for Transfer Request

Contract Status

You must click “Save and Next” in order for your changes to be saved.

Undo  Save and Next

REQUIRED FIELDS

<table>
<thead>
<tr>
<th>Field</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Current Position</td>
<td>Enter the transfer-eligible position you currently have</td>
</tr>
<tr>
<td>Current School Assignment</td>
<td>Choose your current location from the dropdown box</td>
</tr>
<tr>
<td>Select All Education as it applies to you</td>
<td>You may select more than one by holding down the CNTL key</td>
</tr>
<tr>
<td>Reason for Transfer Request</td>
<td>Enter a brief summary</td>
</tr>
<tr>
<td>Contract Status</td>
<td>Teachers must choose their contract status; all other applicants choose Not Applicable</td>
</tr>
<tr>
<td>Summarize experience…</td>
<td>Enter information about your experience or attach a resume on the Attachments page.</td>
</tr>
</tbody>
</table>

Step 5: The Attachments page allows you to attach a resume, cover letter, or other applicable materials. Click the “+Add” button to add an attachment or the “Next” button to move on.
How to Complete your Employee Profile and Apply for a Transfer (cont.)

Step 6: Read the Certification of Application page. Click the “Yes” box followed by the Save and Next button verifying the accuracy of the information submitted and electronically signing your transfer application.

Step 7: Success! You have completed your online transfer profile. Click the “Next” button. You can review your online transfer file. If you need to edit any information, you can go back to previous screens by clicking on the drop down arrow “Current Page” and select the page you need to edit.

Step 8: Select the position(s): Click the “Jobs” tab.

From the Jobs tab, you will see all transfer postings listed. (Note: Classified employees will see all transfer postings including those for other bargaining groups. You may only apply for transfer within your bargaining group; all other applications will be discarded.)

Step 9: Click “View/Apply”.

Step 10: To apply and be considered for transfer, click the “Apply for this job” button.

If your application is complete, you will see the Success screen.

*Always remember to “Logout” once you are finished!*

You will be warned before you exit if your application is incomplete, and will receive an “Incomplete application” email if you continue to log out. **Your application must be complete to be considered for transfer!**

Who to contact in Human Resources with Questions or Issues

Certificated postings  Jennifer Vitulli  425.408.7608  jvitulli@nsd.org
Classified postings  Susan Martin  425.408.7609  smartin2@nsd.org
General Questions  HR Front Desk  425.408.7604  jobs@nsd.org