

## **NEW APPLICANTS: APPLYING FOR JOBS - STEP-BY-STEP INSTRUCTIONS**

- 1. Thank you for your interest in working at Highline Public Schools. Prior to applying for a job, all first-time users must register to create an account in our Online Application Portal: <u>https://highlinejobs.hrmplus.net</u>
- 2. To get started, please select the **Register** button which will take you to the registration page; you will use the register button only once when you create your account.



**UPDATE APPLICATION**: If you have previously completed the registration process and want to update your application and/or apply for a jobs, click on the Update Application button below. 3. Registering is a simple task only requires you to enter your email address (district employees should use your Highline work email); your first and last name and create a password (**must be at least 8 characters in length**). Click Register and your account will be created.



4. You will then be in the My Profile section of the new system. This has 6 tabs that you will need to complete (Personal Info, Contact Info, Disclosure, Interests, Preferences, Confidential Information).

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Continue through the next four pages of the My Profile activity; you will complete the My Profile section only one time. Once the My Profile section is completed, the only time you will have to come back to this section is if you want/need to make changes to your profile information. You will **not** have to fill out this information every time you want to apply to a position. Click on the My Checklist button to continue with the application.

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5. You will then see My Checklist which lists each of the activities you will eventually review and update. Some checklist items are required while others are optional. The "Status" of each activity in the checklist shows whether that activity is required or optional; the key to the "Status" symbols is located to the left of the checklist.

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6. <u>At any time after you have completed My Profile you can go to JOB OPENINGS on the main menu where you can view information regarding current openings.</u> Click the pdf icon to view the job posting information. Click the Apply button to apply for the job. A list of the jobs you have applied for is maintained in My Checklist, My Jobs.

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If you need assistance with this activity, please contact us: jobs@highlineschools.org 206-631-3008

Thank you! Human Resources Department Highline Public Schools