

Applying for Internal Transfer Using the Talent Portal

MMSD is pleased to be using the Talent Portal, located in Classlink, to post jobs for internal transfer!

Principals and Central Office administrators have been consistently sharing that they are looking for up-to-date information about our staff's skills and experience, which were not available in our old transfer system. Staff applying for transfer have also been looking for a way to be able to share their background with potential supervisors.

What is the Talent Portal?

- The Talent Portal is a system to manage
- You may also hear reference to "Cornerstone" which is the name of the software supporting our Talent Portal.



Where can I find the Talent Portal?

- Click the Classlink icon  on the desktop of an MMSD-issued computer, or by logging in to the Staff Only page at <https://www.madison.k12.wi.us/staffonly>.

How do I log in?

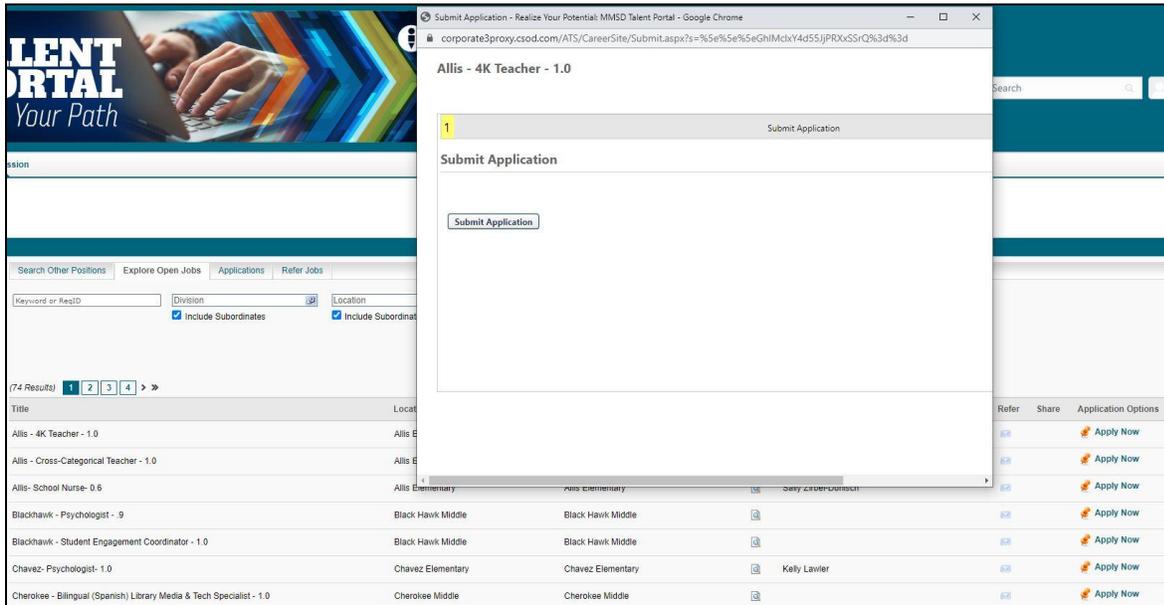
- Log in using your network/email credentials
- No need to memorize a separate username and password!

How do I view jobs?

- Hover your cursor over *Succession* in the top menu, and select "Career Center"
- Select "Explore Open Jobs" tab
- Hit the "Search" button

How do I apply?

- Click the "Apply Now" link next to the posting, and a "Submit Application" window will pop up.



- This new system allows you to upload your resume, and it will parse as much information as it can, directly from your resume.
- The Talent Portal also allows you to hand-key additional information about your background after uploading your resume.
- If you do not have a current resume, you can also key in your work history, certifications, and education.
- You will need to complete a separate application for each internal position you are applying to.

I've applied for transfer in the past. Where is my prior information?

- Historical transfer information cannot be placed into our new system; if you wish to apply to transfer, you will need to upload your resume or type in your information into Talent Management.

When are open positions posted for internal/transfer?

- Internal postings stay open from Friday through the following Wednesday each week.
- As new positions become known, they are posted on the upcoming Friday.
- **Teachers:** All vacancies known through the fourth Friday in June are posted for transfer. After that point, we begin the “no post” period, and no new teacher unit vacancies can be posted for transfer. After the 3rd Friday in September, HR again begins to post vacancies for transfer through the end of first semester.
- **EAs:** All vacancies known through July 31 are posted for transfer. After that point, we begin the “no post” period and no new EA unit vacancies can be posted for transfer. Vacancies occurring after August 1 through the first four weeks of school will not be posted.
- The purpose of the no-post period is to stop the movement of educational staff (which continuously creates new vacancies).

Do internal teacher transfer applicants need to do a first-round video interview?

Yes. Even if you did one last year or the year prior, you will be invited to answer a few short questions via video interview. This allows our principals to access all of your responses, just as they access external candidate responses. ALL internal candidates who meet minimum requirements for the position will be forwarded onto the Principal or Hiring Authority for consideration.