



CANDIDATE: RECRUITMENT FAQs

1) I received an email that I have been offered a job with Jeffco Public Schools. How do I accept?

Navigate to Jeffco Job Board, log in with your candidate user name and password. Click on My Job Notifications. Click on Job Offer. Review your offer letter, then accept the offer. The National ID requested is your social security number. Do not enter dashes when entering the national id number.

2) How do I change my application once I have applied to a job opening?

The system does not allow any changes to your application once submitted. Log into Jeffco Job Board, select My Job Applications; use the button in the top right hand corner to withdraw application. Then, search for job opening, and reapply.

3) I know of a position that will be coming up, how do I get my profile ready?

Create user profile or review contact information if profile already exists. You will not be able to upload resume, cover letter or complete your application until you apply for a position. To be prepared, have your resume, cover letter and references ready for upload upon finding a position you are interested in.

4) How do I upload my letters of recommendation?

The system does not allow recommendation letters to be uploaded separately. You will have the opportunity to provide letters directly to the school/department during the interview process. Or, merge it with your resume and attach resume to your job application.

5) I am a charter employee with Jeffco Public Schools, and I do not have a career tile. How do I apply as an internal applicant?

Charter employees are considered external applicants in the system. Apply to the Jeffco Job Board and click on the external applicant link.

6) Why doesn't my work history carry forward from application to application?

Certain job applications will require employment history. If you have applied to a position that requires this, the employment history will carry forward in future applications for external applicants only. If job application does not require employment history, that section will not display.



CANDIDATE: RECRUITMENT FAQs (CONT'D)

7) How do I re-set my password in the application system?

<https://jeffcopublicschools.org/employment/jobs>

Forgot User Name and/or password – click on “Sign In”

- Forgot User Name – you will need your email address from when you created your profile (can't remember your email address? Please call the Welcome Center at 303-982-6515)
- Forgot Password – you will need your user name from when you created your profile (can't remember your user name? Please call the Welcome Center at 303-982-6515)

8) I am unable to re-set my password in the application system. What do I do?

Clear your browsing history, and if you have tried the reset password and were unsuccessful, then contact Jeffco Technology Support Center at 303-982-2200.

9) I created a profile using a wrong email address. How can I correct my email address?

Contact Jeffco Technology Support Center at 303-982-2200 to create a ticket OR contact Welcome Center at 303-982-6515 for further assistance.

10) What document format can I upload?

Microsoft Word (.docx); PDF Document (.pdf); Plain Text (.txt); Rich Text Format (.rtf); OpenDocument Format (.odt)

11) What document format CANNOT be uploaded?

Google Doc (.gdoc); Word 2003 (.doc)

12) Where are all of my documents from the old applicant tracking system (TeacherMatch)?

Information from TeacherMatch did NOT transfer over to the new applicant tracking system, PeopleSoft Recruit. You will need to create a new application and upload your resume and cover letter if required.