# Skyward FastTrack Transfer Applications for GISD Employees

The following instructions explain how to apply for transfer positions using Georgetown ISD's Fast Track job applicant system online. The Georgetown ISD website has a link to current job postings. These positions are open to all employees and outside applications.

However, you will be notified by email about transfer positions that are ONLY available to current GISD employees. These positions do not appear on the public GISD job postings page and can ONLY be viewed by logging into Skyward Employee Access.

Logging into Skyward Employee Access

To view details for and apply for internal position openings, log in to Skyward Employee Access. **Use the Skyward link under the Staff drop-down on the GISD homepage.**
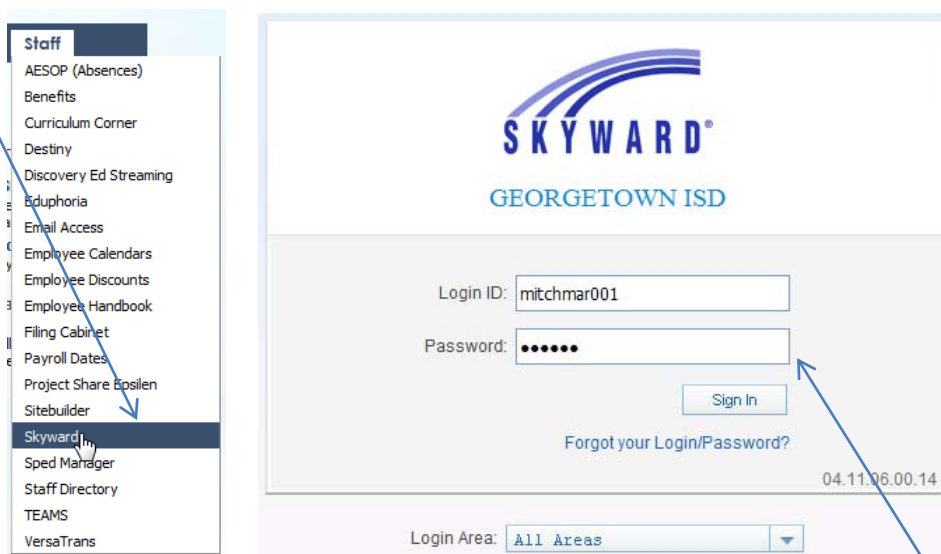

The login screen will appear.

Enter your Skyward Employee Access username & password and click Sign In.

> **Forgot your username or password?**
>
> *If you have forgotten this information, click on the link that says Forgot your Login/Password? and you will be given an option to have the information emailed to you at your GISD email address.*

Viewing Posted Transfer Positions in Fast Track

To view posted transfer positions, after you have logged into Employee Access, click on the button for Fast Track Open Positions.
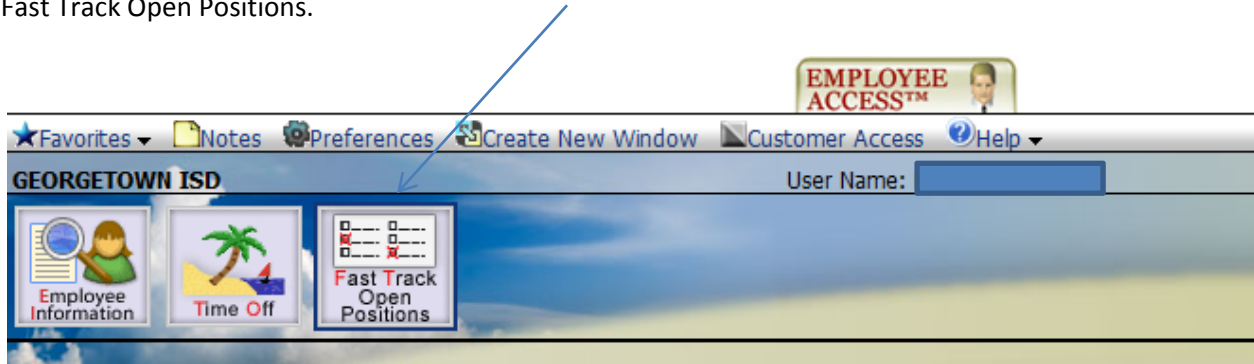
A list of all available job & volunteer positions available will appear. Note that positions ONLY available to current employees may appear in this list and NOT in the public job postings list on the website.

Check the box on the far left for any job you are interested in, and **then click View Details of Highlighted Position** (button on the right):
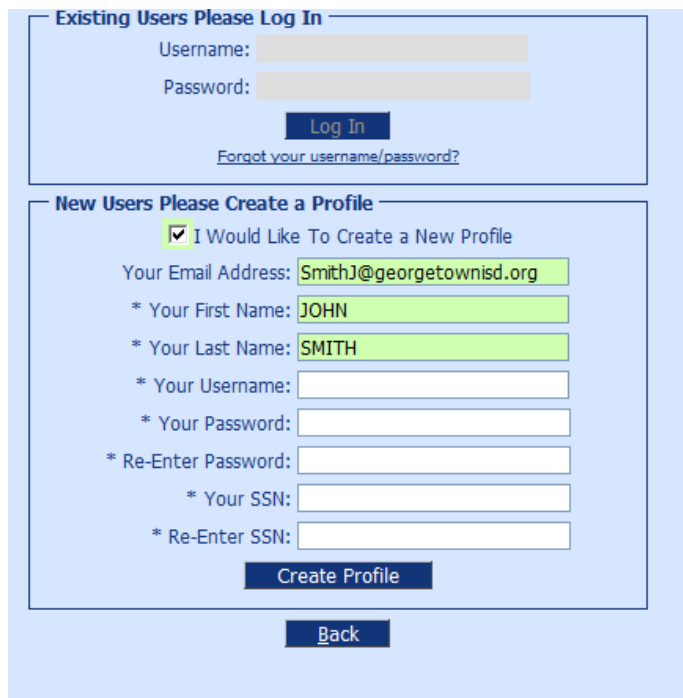
The job details page will open. On this page you can review the salary information, the job description, and other details. If you meet the position requirements, click on the **Apply for Position** button.

Apply For Position	Back

Position Information

Listing ID:	111025001	Wage/Salary:	Teacher Salary Scale/187 Days	
Position:	Teachers	Salary Matrix:	TCH1112	
Assignment:	Secondary	Step Range:	0 - $43,192.00 to 0 - $43,192.00 (contract)	
Location:	Georgetown High School	Subject:	Family Consumer Science (must be certified)	
Department:	Career and Technology	Employment Type:	Full Time	
Group:	Career Technology Education	Job Descriptions:	Teacher - Family Consumer Science (Attachment)	View
		Application Deadline:	Until Filled	

Detailed Job Description

Job Description: Teacher - Family Consumer Science
Reports To: Principal
Status: Exempt
Teacher Salary Scale/187 Days

Primary Purpose
Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.

Qualifications
Knowledge of core academic subject assigned.
General knowledge of curriculum and instruction.
Ability to instruct students and manage their behavior.
Strong organizational, communication, and interpersonal skills.

Applying for a Position : Logging In

After you check "Apply for Position" on a job details page, the **Log In screen** will appear.

<mark>The application system is a SEPARATE LOGIN & PROFILE THAN THE SKYWARD EMPLOYEE ACCESS. IF THIS IS THE FIRST TIME YOU HAVE APPLIED FOR A JOB USING FASTRACK YOU WILL NEED TO SET YOURSELF UP AS A NEW USER FOR THIS SYSTEM!!</mark>

New Users:

If you have never before applied online using the Fast Track system, **check the box** that says **"I Would Like to Create A Profile"** and then fill out the required fields and click **Create Profile. Your GISD email address and your name will pre-fill for you.**

Existing Users:

If you have applied for a position with Georgetown ISD using the Fast Track system before, **you MUST use the same username and password** you created originally to start your new application. **It may NOT the same as your Skyward login information since you are able to create your own username and password for FastTrack.** Fill out this information in the top section and then click Log In.

> *Forgot your username or password? If you have forgotten your user name and password, click on the link that says Forgot your username/password? and then enter the email address you used when you applied and click Send Account Info. Your application information will be emailed to you.*

Applying for a Position: Starting an Application

After you have logged in or created your profile, you will see the job application page. The number of sections you are required to complete will vary depending on the job type, but you will see a listing page that shows each section you need to fill out. **Each section will be marked Incomplete in red to begin with. Click on the Add button for the first incomplete section to begin entering required information.**

Job Listing

Listing:	111025001	Type:	Full Time
Position:	Teachers	Dept:	Career and Technology
Assignment:	Secondary	Group:	Career Technology Edu
Location:	Georgetown High School	Deadline:	Until Filled
Appl. Status:			

Submit to HR

Cancel Application

Return to Profile

View Details Of This Job Listing

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information

Contact information including your name, phone number and address.   **Incomplete**   Add

Education History

Your educational background including High School and post-High School education, degrees, GPA and dates.   **Incomplete**   Add

Certifications/Licenses

Any certifications or licenses you may have.   **Incomplete**   Add

Employment History

Your employment history, including contacts, salary and dates.   **Incomplete**   Add

Years Of Experience

Your specific years of experience as related to this position.   **Incomplete**   Edit

General Questions

You will be required to answer general questions about your qualifications for this position.   **Incomplete**   Add

Attachments

You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation.   **Optional**   Add

Comments

Any comments you may have regarding your application for this position.   **Optional**   Add

Applying for a Position: Completing & Saving a Section of the Application

When you are working on a section of the application, you will see any required fields listed with an asterisk beside them **(*).** INFORMATION AVAILABLE IN YOUR EMPLOYEE PROFILE (such as address, certifications, etc. will pre-fill for you.)

Complete all required fields, then check the box at the top of the screen that says you have completed the section to the best of your ability. Then click the Save button.

If you do not have data for a section such as employment history, education history, or certifications, **you can leave the entire section blank** but you still must check the box at the top of the screen that says you have completed that section to the best of your abilities, then click Save, before that section can be completed.

You will be returned to the main application page after you save a section. **The section you just finished will be marked "Complete" instead of "Incomplete".** You can return to a section by clicking Edit, or move on to the next Incomplete section and **click Add to update the information in that section.**

Job Listing

Listing:	111025001	Type:	Full Time
Position:	Teachers	Dept:	Career and Technology
Assignment:	Secondary	Group:	Career Technology Edu
Location:	Georgetown High School	Deadline:	Until Filled
Appl. Status:	Not Submitted		

Submit to HR

Cancel Application

Return to Profile

View Details Of This Job Listing

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information

Contact information including your name, phone number and address.

**Completed**   Edit

Education History

Your educational background including High School and post-High School education, degrees, GPA and dates.

Incomplete   Add

Certifications/Licenses

Any certifications or licenses you may have.

Incomplete   Add

# Applying for a Position: Attaching a Resume & Cover Letter

If you have a resume & cover letter, those items can be attached to your online application in the Attachments section of the application. **Click the Add button** in the Attachments section to upload them.
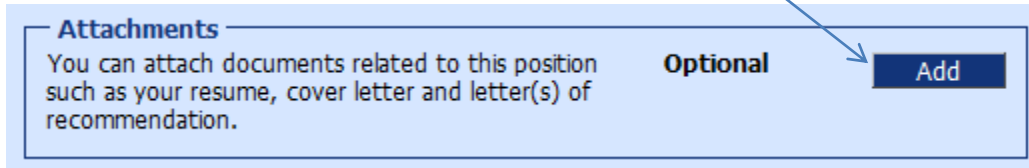
The attachments window will open. If you have previously uploaded a resume or cover letter, that will be listed here. **If you have never uploaded a resume or cover letter, the File column will say "Not Entered".** Click **the Update link** to upload a resume or cover letter:

The attachment window will open. This window will allow you to **click the Browse button to find a file on your computer to upload**. The file types allowed are : Word or text documents, PDF files, and Excel spreadsheets. After you have selected the file, you can click the **Save button.**
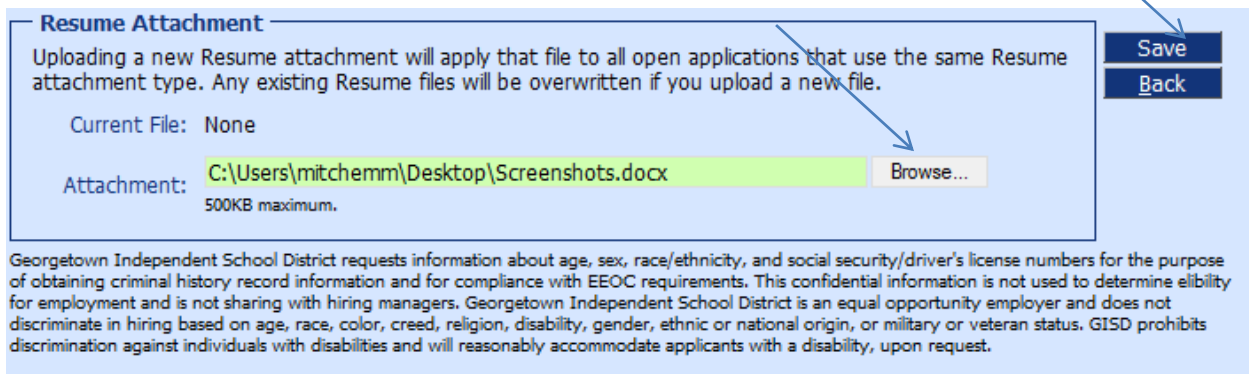
You will be returned to the Attachments window, where you can repeat the steps to upload a cover letter, or just click Back if you are done updating this section.

Applying for a Position: Submitting Your Application to HR

You can only submit your application to HR once you have completed all required sections of the application. The "Submit to HR" button will appear grayed out and cannot be used until the application is completed as required. **Once all required sections have been updated from Incomplete to Completed, the Submit to HR button can be used.** Click this button to submit your application to HR.

Once you click the Submit to HR button, you will be sent to the **Applicant Profile page.** You will see the application listed here and can click the **Edit button** if you need to return to it to update any section. You can also update an section inidividually by clicking on the Update links on this page. **Please note that once your application moves to the processing stage, it can no longer be edited.**

If you wish to apply for additional jobs, click on **the View Posted Positions** button here and you can apply for an additional posted position. Note that application sections that are the same for other positions do not have to be completed again.

Applying for a Position: Email Notifications

If you included an email address in your account profile, you will receive the following email notifications:

- New Profile email notification (subject line: "New Profile Set-Up")
- New Application Started email notification (subject line: "Application Started")
- New Application Submitted email notification (subject line: "Application Submission")

You will also receive an automated email notification if the position requirements change and you must re-submit your application, and if the position is filled by another applicant.

You will be contacted personally by the hiring manager if you are selected for an interview, and also by the human resources if you are being considered for hire.