

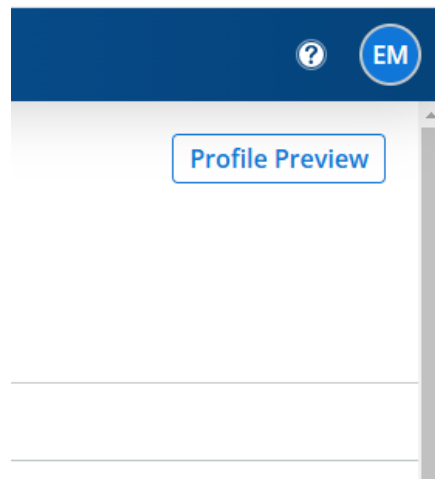
Changing an Application Type from Internal to External

Please note that the Rockwood School District Human Resources Department **cannot** change a candidate's application from Internal to External.

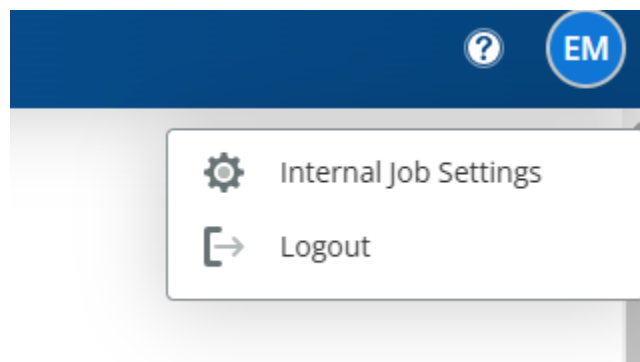
Only candidates can switch the application type from internal to external.

Step 1: Login to your Applicant Tracker Account

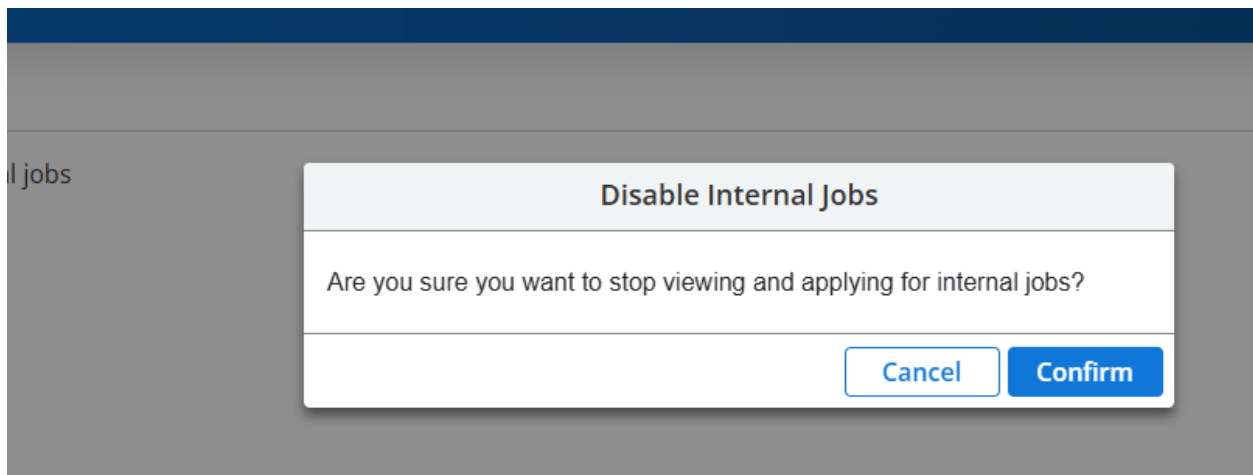
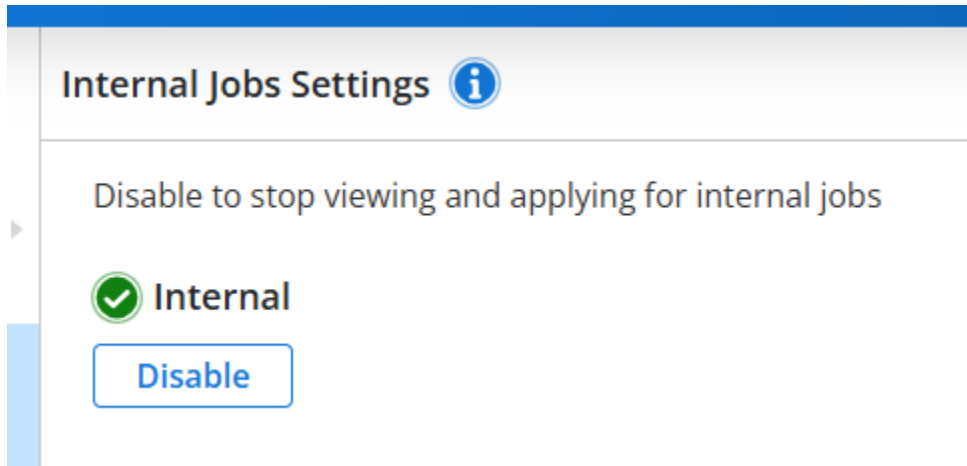
Step 2: Go to the top Right Corner where your initials are located and click on your initials



Step 3: Select Internal Job Settings



Step 4: Click on Disable and confirm your status



Step 5: You can now submit an external application