

THE INCIDER

Presented by:

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
TALENT MANAGEMENT
HUMAN RESOURCE SERVICES





TOPICS FOR TODAY

- WHY SACRAMENTO CITY UNIFIED SCHOOL
- DISTRICT APPLICATION (EDJOIN PROFILE)
- RESUME DEVELOPMENT
- TEST TAKING TIPS
- INTERVIEW TIPS
- AVAILABLE POSITIONS (SALARY)

WHY SACRAMENTO CITY UNIFIED SCHOOL DISTRICT?

ED JOIN

HOW TO SUBMIT AN APPLICATION

01

MY INFO PAGE

- Personal and contact information
- red asterisk signifies a required section to complete. If a question does not apply to you write "NA"

02

EMPLOYMENT/EDUCATION/ REFERENCES PAGE

- Expand each employer field to input your employment experience information
- You will submit you 3 most recent places of employment List your present and past education
- Expand College, School, University attended if you have units in progress or a completed certificate/degree
- Click to expand and input contact information for each reference
- It's important to list as accurate or up to date info as possible so they need to be contacted

03

ATTACHMENTS

- Attach any required documents listed on job posting
- Choose the intended attachment type
- Click the select file button to add the document from your own files
- Click add attachment button, you may opt to add to both application and profile for future positions

04

SAVE/SUBMIT

- Complete final review of application and attachments
- Hit Save to save your work if you are not quite ready to submit
- Click submit, you will then receive a message that your application has been successfully completed

RESUME DEVELOPMENT

RESUMES ARE A REFLECTION OF BOTH YOUR SKILLS AND ACCOMPLISHMENTS THROUGHOUT YOUR PROFESSIONAL DEVELOPMENT. BE SURE TO USE THESE TIPS TO AMPLIFY YOUR AMAZING ATTRIBUTES!

- **DETERMINE YOUR RESUME FORMAT: REVERSE-CHRONOLOGICAL (FOCUS ON EXPERIENCE), FUNCTIONAL (FOCUS ON SKILLS), OR COMBINATION (BOTH EXPERIENCE AND SKILLS)**
- **CONSISTENT FORMAT (FONT TYPE, SIZE, SPACING, ETC.)**
- **TAILOR YOUR SKILLS TO THE JOB DESCRIPTION**
- **INSERT ACTION VERBS - RATHER THAN DESCRIBE YOUR JOB, PAINT A VIVID PICTURE OF YOUR EXPERTISE AND PROFESSIONAL WINS**
- **ADD ANY ACHIEVEMENTS TO YOUR EXPERIENCE SECTION**

EX: EMPLOYEE OF THE MONTH, TOP SALES REP, APPOINTED LEAD, ETC.

LETS TALK INTERVIEW TIPS





**TAKING TEST CAN BE
CONFUSING AND DIFFICULT.**

**SO, WE HAVE A TUTORIAL ON
TEST TAKING TIPS FOR
THE NCLB TEST.**



WHY SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

THANK YOU
& HAVE A GREAT DAY.



**FOR MORE INCIDER INFORMATION
PLEASE REACH OUT TO OUR
RECRUITMENT DEPARTMENT AT**

916-643-7498

RECRUITSCUSD@SCUSD.EDU

