

EXTERNAL CANDIDATE PROFILE

QUICK START GUIDE

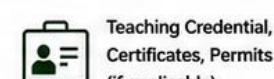
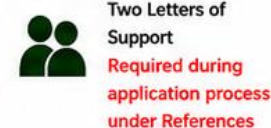
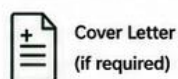


<https://www.fresnounified.org/departments/human-resources/career-opportunities/job-openings>

Follow these steps to create your account, complete your profile, and apply for jobs.

BEFORE YOU BEGIN

Have the following documents ready:



TIP: Having these documents ready before you begin will make the application process faster and easier.

1 REGISTER Create Your Account

- Go to Fresno Unified Employment page.
- Select the External Posting Board that you are interested in (Classified, Certificated or Management) and click Register.
- Complete all fields marked *.
- Create a password that meets the requirements.
- Complete the CAPTCHA and click Submit.

Create Account

First Name *

Last Name *

Email Address *

Password *

 Keep your email and password in a safe place.

2 UPLOAD YOUR RESUME

- Upload your current resume.
- Your employment history and education may auto-populate.
- A resume is **REQUIRED** for your application to be considered complete.

Upload Resume



 If you skip now, you can upload later in your profile.

3 REVIEW YOUR PERSONAL INFO

- Review your name, email, phone number and address on the left panel.
- If changes are needed, click Edit.
- Make corrections and click Submit.

Personal Information

Name

Email

Phone

Address

 Keep your contact information up to date.

4 COMPLETE YOUR PROFILE SECTIONS

Complete all sections below:

-  **Resume** – Upload or update.
-  **Employment History** – Review each job. Add missing info (reason for leaving, supervisor contact). Fix any * or ? items.
-  **Education** – Verify degree, major, school and graduation year. Click to open the Education section and make sure the degree is showing on the right side (drop-down menu). Delete the information on the left side. Attach your transcript(s).
-  **Attachments** – Upload cover letter, transcripts, letters of recommendation, VOE, etc.
-  **References** – Add (at least two). Two Letters of Support are **REQUIRED**.
-  **Profile Questions** – Answer all 17 questions.
-  **Credentials (if applicable)** – Add credential, enter dates and upload CTC credential.
-  **Identification Number** – Add your Social Security Number.

5 FINAL REVIEW CHECKLIST

Before applying, confirm you have completed:

- ☒ Personal Information
- ☒ Resume
- ☒ Employment History
- ☒ Education
- ☒ Attachments
- ☒ References
- ☒ Profile Questions
- ☒ Credentials (if applicable)
- ☒ Identification Number

 **Incomplete applications may not be considered.**

6 SEARCH & APPLY

- Click the suitcase icon in the top right corner.



- Return to Search for Jobs.

Search for Jobs

- Find a job you're interested in and submit your application.

 **You're all set! Good luck!**



IMPORTANT NOTES

- A resume is **REQUIRED**.
- Two Letters of Support are **REQUIRED**.
- All 17 Profile Questions must be answered.
- Missing required items may **automatically** screen your application as **incomplete**.



Upload your resume first to save time.



Review every section after the resume imports information.



Upload all required documents before you apply.



Complete every required field.
Don't skip any questions.

QUICK TIPS FOR SUCCESS

NEED HELP?

For assistance, please contact Human Resources at:
(559) 457-3500

Classified: HRClassifiedStaffing@fresnounified.org
Certificated: HRStaffing@fresnounified.org
Management: HRManagement@fresnounified.org