

HOW TO APPLY – INTERNAL EMPLOYEE

(Current Active Employee: sub, sup, student, NTA, classified, certificated, & management)

QUICK START GUIDE

Follow these simple steps to search for openings and submit your application.



Your future starts here.

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

1 Go to Career Opportunities

Under your employee main page, click "Career Opportunities" or "Opportunities".

Career Opportunities

HR Talent

Search

Profile

Time and Attendance

Pay

Benefits

Learning

Performance

Career Opportunities

Job Posting

OR

Opportunities

Overview

Welcome to the New Employee Experience. Explore our new employee portal to learn how we can make it easier to maximize your wellness and productivity on the job.

Get Started

Time Off

Pay

Benefits

Opportunities

It will take you to the Posting Board.

2 Filter by Subject

Once in the Posting Board area, click the tornado (filter icon) for Subject to apply.

Career Opportunities

Career Planning Job Search Applications

Job Search

Search Open Jobs

Category

Sub Category

Work Type

Location

Job Title

Example: English Position

Job Search

Q English

Search Open Jobs starts with: English

Clear Refine

Pool-Teacher, English Secondary (7-12)

Certificated

Posted 2 months ago

Example: Non-teacher Position

Job Search

Q Custodian

Search Open Jobs starts with: Custodian

Category equals: Classified

Clear Refine

Custodian

Classified

Posted a month ago

3 Select the Opening

Double click on the opening to apply.

Job Search

Q English

Search Open Jobs starts with: English

Clear Refine

Pool-Teacher, English Secondary (7-12)

Certificated

Posted 2 months ago

4 Review Job Posting

Review the job details to ensure it is the position you want to apply for.

Job Posting

Pool-Teacher, English Secondary (7-12) - 397

Certificated | Full Time 12 Months

Posted 2 months ago

Apply before June 30, 2026

Apply

Save

f X v

5 Apply to Start

Click "Apply" to start the application process.



6 Complete All Application Steps

Complete each section and click "Next" to move forward.

- Application Tasks**
Initial step to start. Click "Next".
- Employment History**
Add your employment history (include any outside experience).
- Credentials**
Review, correct, or add missing credentials. Add all credentials held.
- Education**
Review, correct, or add missing degrees. Add all degrees held. (Updates here do not cross over to the main profile.)
- Screening Questions**
4 questions. Provide responses to each question.
- References**
Review, correct, or add references. Check the box if they will complete the letter of support. (Two Letters of Support are required.)
- Attachments**
Upload transcripts, Verifications of Experience, Cover Letter, and Resume (if not already in your profile). (Uploads here do not cross over to the main profile.)
- Submit Application**
Final step. Click "Submit Application".

7 You're All Set!

Congratulations! Your application has been successfully attached to the selected position.



Thank you for your interest and for being part of Fresno Unified School District!

IMPORTANT NOTES



- Two Letters of Support are **REQUIRED**.
- All screening questions must be answered.
- Missing required items may automatically screen your application as **incomplete**.
- Attachments added in the application will **NOT** update your main profile.

QUICK TIPS FOR SUCCESS



Update your employment history including any outside experience.



Add all credentials and degrees you currently hold.



Provide two references who can complete a letter of support for you.



Review each section carefully and click "Next" to continue.

NEED HELP?



For assistance, please contact Human Resources at:

(559) 457-3500

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