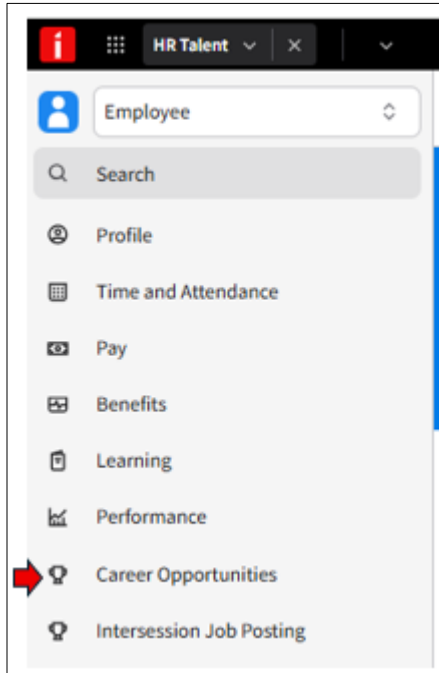
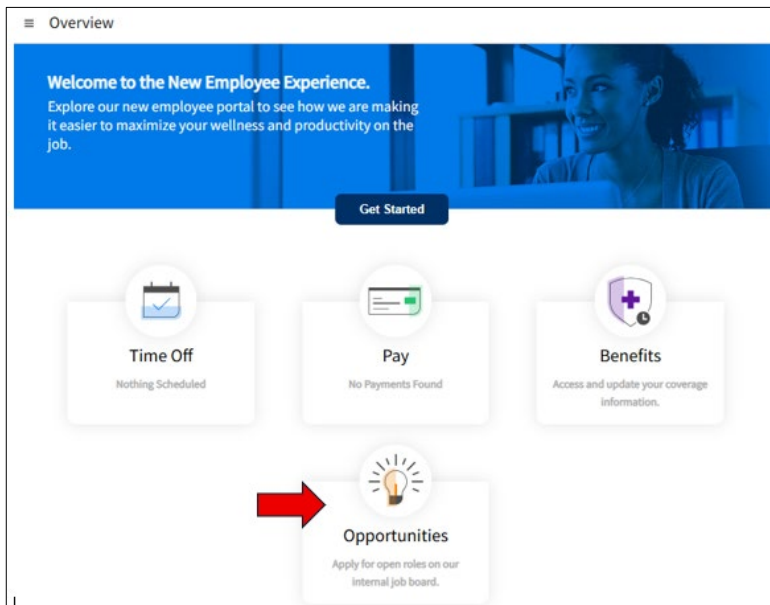
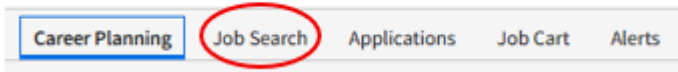


## Fresno Unified School District

How to Apply – Internal Applicant (current active employee (sub, sup, student, NTA, classified, certificated, & management) – How to Apply

|              |                                                                                                                    |
|--------------|--------------------------------------------------------------------------------------------------------------------|
| Prerequisite | Job Posting Created and Posted                                                                                     |
| Purpose      | Self-Service application portal for both Internal and External candidates to review job postings and apply online. |
| Roles        | All Internal Candidate (Current Active Employees)                                                                  |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| # | Steps and Data Value                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1 | <p>Under your employee main page, click “Career Opportunities” or “Opportunities”</p> <div><p>OR</p></div> <p>If you choose “Career Opportunities”, Click on Job Search to the Posting Board</p>  <p>If you choose “Opportunities”, it will take you straight to the Posting Board.</p> |

## Fresno Unified School District

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- 2 Once in the Posting Board area, filter by clicking on the tornado for Subject to apply

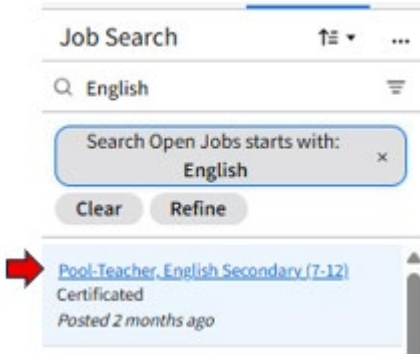
The screenshot shows the 'Career Opportunities' page with the 'Job Search' tab selected. On the left, there are several filter categories: Featured Jobs, Category, Sub Category, Workplace Type, Work Type, Location, Job Title, and Job ID. A red arrow points to the 'Search Open Jobs' button. To the right, a search result for 'English' is displayed, showing 'Search Open Jobs starts with: English', 'Clear', 'Refine', and a link to 'Pool-Teacher, English Secondary (7-12)' which is 'Certificated' and 'Posted 2 months ago'.

Example of non-teacher position:

The screenshot shows the 'Career Opportunities' page with the 'Job Search' tab selected. On the left, there are several filter categories: Featured Jobs, Category, Sub Category, Workplace Type, Work Type, Location, Job Title, and Job ID. A red arrow points to the 'Search Open Jobs' button. Below the search bar, there are filters for 'Search Open Jobs starts with: Custodian' and 'Category equals: Classified'. Below these filters, there are three search results for 'Custodian', all 'Classified' and 'Posted a month ago'.

## Fresno Unified School District

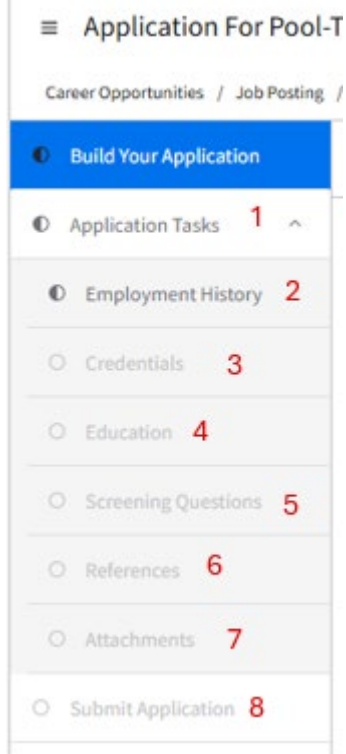
How to Apply – Internal Applicant (current active employee (sub, sup, student, NTA, classified, certificated, & management) – How to Apply

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | <p>Double click on the opening to apply</p>  <p>The screenshot shows a 'Job Search' interface. At the top, there's a search bar with 'English' entered. Below it, a filter box says 'Search Open Jobs starts with: English'. There are 'Clear' and 'Refine' buttons. A list of job results is shown below, with a red arrow pointing to the first result: 'Pool-Teacher, English Secondary (7-12)'. The result is labeled 'Certificated' and 'Posted 2 months ago'.</p>                                |
| 4 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5 | <p>Click apply to start the application process</p>  <p>The screenshot shows a 'Job Posting' page. The title is 'Pool-Teacher, English Secondary (7-12) - 397'. Below the title, it says 'Certificated   Full Time 12 Months'. Further down, it says 'Posted 2 months ago   Apply before June 30, 2026'. At the bottom, there are two buttons: 'Apply' and 'Save'. A red arrow points to the 'Apply' button. To the right of the buttons are social media icons for Facebook, X, and a link icon.</p> |

## Fresno Unified School District

How to Apply – Internal Applicant (current active employee (sub, sup, student, NTA, classified, certificated, & management) – How to Apply

6 Complete all areas



The screenshot shows a web application titled "Application For Pool-T". Below the title is a breadcrumb trail: "Career Opportunities / Job Posting /". A sidebar menu is visible on the left, with the following items:

- Build Your Application** (highlighted in blue)
- Application Tasks **1** (with a dropdown arrow)
- Employment History **2**
- Credentials **3**
- Education **4**
- Screening Questions **5**
- References **6**
- Attachments **7**
- Submit Application **8**

**1.Application Tasks** = Initial step to complete application. Click 'Next' to move to next step.

**2.Employment History** = add your employment history and include any outside experience. Click 'Next'.

**3.Credentials** = Review, correct or add missing credentials. **Add all credential if hold more than one credential.**

**4.Education** = Review, correct or add any missing degrees. **Add all degrees if hold more than one degree. (Note: This update in this section does not cross over to the main profile.)**

**5.Screening Questions** = 4 questions. Must provide responses to each question.

## Fresno Unified School District

How to Apply – Internal Applicant (current active employee (sub, sup, student, NTA, classified, certificated, & management) – How to Apply

**6. References** = Open, Review, correct or add any missing references. Check the box if the reference is someone you want to complete the letter of support.

Update Reference

First Name \* Last Name \*

First Supervisor

Country/Jurisdiction Code Phone Number

CA 559-457-3500

Email Address

Test@gmail.com

Relationship

Supervisor

☒ Would you like this reference to receive the form to provide your Letters of Support?

Cancel Submit

**Two Letter of Supports** are required documents as the system will automatically screen the applicant for incomplete application.

**7. Attachments** = add any transcripts, Verification Of Experience, Cover Letter and Resume not uploaded during creation of the profile account. (**NOTE:** any upload in this section for Attachments does not cross over to the main profile.)

**8. Submit Application** = Final step for submission of interest to the position. Click “Submit Application” as final step.

7 Congratulations! You have attached your application to the applied position