

# D11 Job Application Tutorial

Thank you for your interest in employment with Colorado Springs School District 11.

We continually seek employees who are dedicated to our students and committed to their success. We believe every employee is important to the District's mission and goals, and as a whole we provide excellent, distinctive educational experiences that equip students for success today and in the future.”

This Tutorial will show you how to use our online job application system so that you may become part of our dynamic, collaborative community which empowers students to profoundly impact our world.

To begin, from the D11 homepage, look for the **D11 Careers** link or type [www.d11.org/jobs](http://www.d11.org/jobs) in your web address bar.

The screenshot shows the Colorado Springs School District 11 homepage. The browser address bar at the top contains 'd11.org'. A blue arrow points from the text 'type www.d11.org/jobs in your web address bar.' to the address bar. Another blue arrow points from the text 'look for the D11 Careers link' to the 'D11 Careers' link in the navigation menu. The navigation menu includes 'DISTRICT HOME', 'OUR SCHOOLS', 'TRANSLATE', and 'USER OPTIONS'. The main content area features the Colorado Springs School District 11 logo and a 'SchoolCHOICE' banner. The banner text reads: 'Find the right school for your student and apply today for the 2020-2021 school year. Visit d11.org/choice to learn more!' and 'Choice window now open'. A sidebar menu on the right contains links for 'Contact Us', 'D11 Careers', 'Choice', 'Capital Projects', 'MLO Updates', 'Status', 'Connect', 'Enroll', 'District Security', and 'Menu'.

As you scroll down this page, you will find useful information, and answers to Frequently Asked Questions.

FAQ Sheet



You may find specific information for each job category by selecting ESP (Educational Support Professionals), Executive Professionals, Teachers, or Guest Staff (Substitutes).

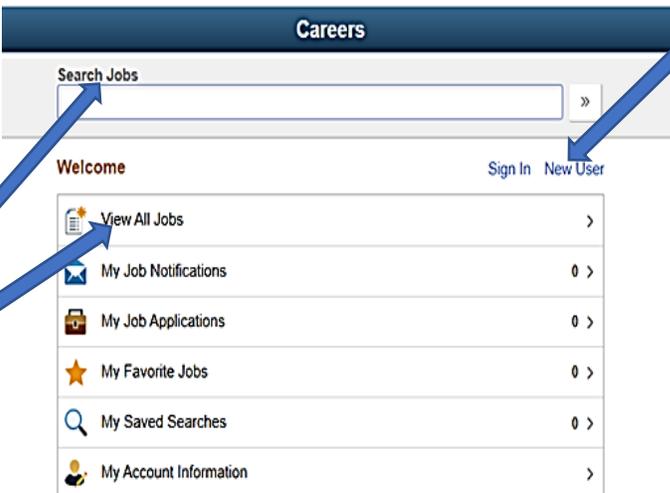
Gather everything you will need, such as a resume or transcripts before beginning your application.

Click the link for **Internal Candidates** if you are a D11 employee. (Only employees with an active D11 password will be able to access the Internal job postings)

Or select **External Candidates** if you are not currently working at D11.

Note: if you have selected the option for **External Candidates** and are taken to an Oracle Peoplesoft page to log in with an employee ID number, please clear your browsing data then close the browser and begin again.

**External Candidates** will sign in on the **Careers** page



The screenshot shows the 'Careers' page header with a 'Search Jobs' input field and a '»' button. Below the header is a 'Welcome' message and links for 'Sign In' and 'New User'. A menu on the left contains links for 'View All Jobs', 'My Job Notifications', 'My Job Applications', 'My Favorite Jobs', 'My Saved Searches', and 'My Account Information'. Blue arrows point from text annotations to the 'Search Jobs' field, the 'New User' link, and the 'View All Jobs' link.

Click **New User** to Create an account or **Sign In** if you are returning.

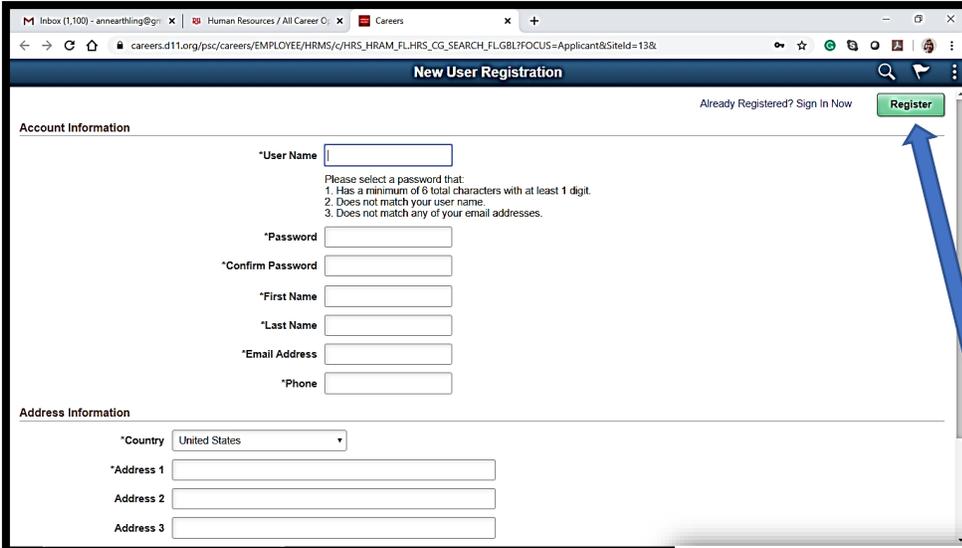
You may also **Search Jobs** or **View All Jobs**

## New Users

Create a **User Name** and **Password**.

Note: The Password box will fill with dots when you are done typing your password.....  
but will still record exactly what you have entered.

Make note of your User Name and Password so that you can log in again.



The screenshot shows the 'New User Registration' form. It includes sections for 'Account Information' and 'Address Information'. The 'Account Information' section has fields for \*User Name, \*Password, \*Confirm Password, \*First Name, \*Last Name, \*Email Address, and \*Phone. The 'Address Information' section has a \*Country dropdown (set to United States) and three \*Address fields. A green 'Register' button is located at the top right of the form. A blue arrow points from the 'Register' button to the 'I agree to the Terms and Conditions' checkbox in the bottom callout box.

Fill out your contact information.

At the bottom of the page, check the box to agree to the Terms and Conditions,

then scroll back up to the top and click the green **Register** button.

[View Terms and Conditions](#)

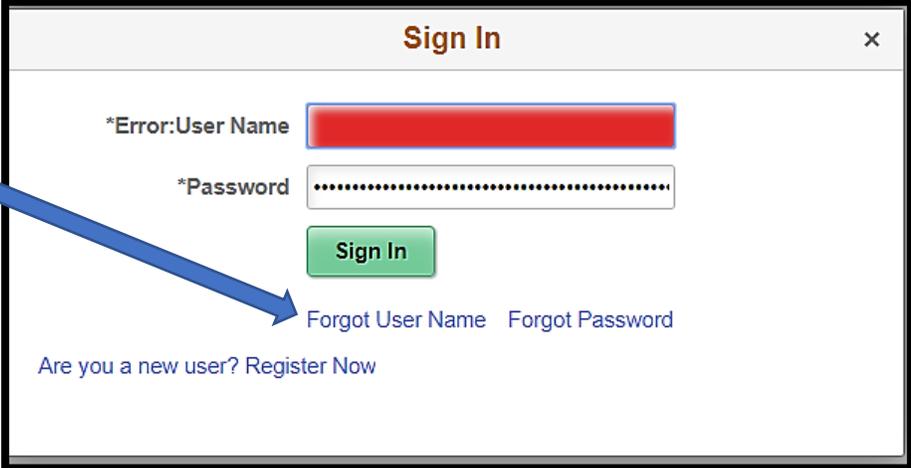
I agree to the Terms and Conditions

## Returning Users

If you are having difficulty logging in, click **Forgot User Name**.

Your User Name will be emailed to you.

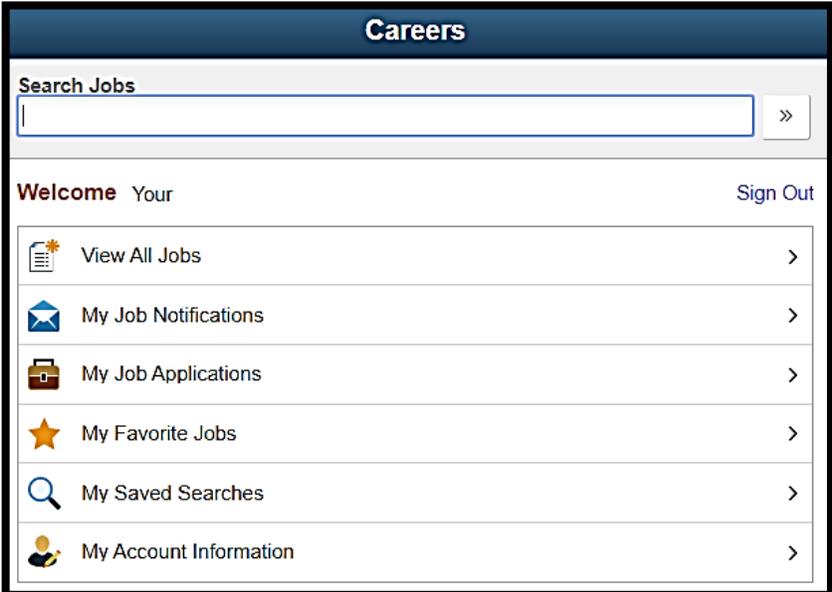
To reset your password, click **Forgot Password** and a temporary password will be emailed to you.



The screenshot shows a 'Sign In' window with a title bar containing 'Sign In' and a close button 'x'. Below the title bar, there is an error message '\*Error:User Name' next to a red input field. Below that is a password field labeled '\*Password' with a masked password '.....'. A green 'Sign In' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot User Name' and 'Forgot Password'. A blue arrow points from the 'Forgot User Name' link in the text to the 'Forgot User Name' link in the screenshot. At the very bottom, there is a link: 'Are you a new user? Register Now'.

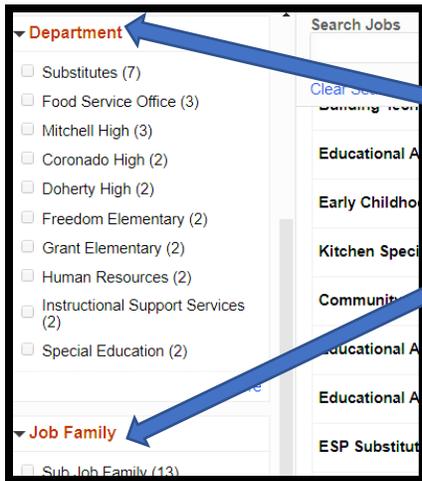
Once you have logged in, you will again see the **Careers** page.

Type the name of the job you want to apply for in the search bar or **View All Jobs**.



The screenshot shows the 'Careers' page. At the top, there is a search bar labeled 'Search Jobs' with a search icon '»'. Below the search bar, there is a 'Welcome Your' message and a 'Sign Out' link. A list of user options is displayed, each with an icon and a right-pointing arrow:

- View All Jobs (document icon)
- My Job Notifications (envelope icon)
- My Job Applications (briefcase icon)
- My Favorite Jobs (star icon)
- My Saved Searches (magnifying glass icon)
- My Account Information (person icon)



The list of jobs can be filtered by checking boxes on the left side of the screen to select a Department or Job Family

To select the job that you wish to apply for, scroll to the right and click the arrow >

Elementary	Freedom Elementary	Instructional Asst Job Family	01/22/2020	>
gh	Palmer High	Food Service Job Family	01/21/2020	>
y Prep	Community Prep	Executive Job Family	01/20/2020	>
Elementa	Trailblazer Elementa	Instructional Asst Job Family	01/17/2020	>

This will take you to the Job Description. After you read the description, scroll up to click **Apply for Job** in the top right corner.



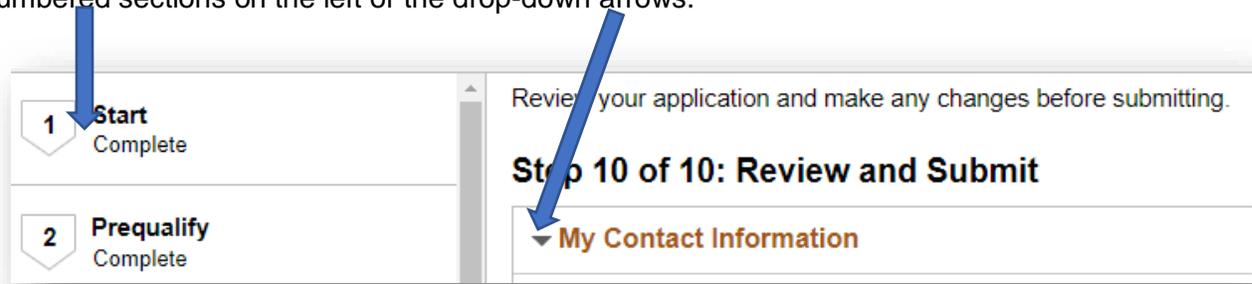
As you complete each section of the application, be sure to fill out as much information as you can then click **Next** in the top right corner to move on to the following section.

You may also choose to save your application as a draft and finish it later.

If a question does not apply to you, enter **N/A** or Not Applicable.

You must fill out all boxes with an asterisk \* beside them or you will not be able to go forward.

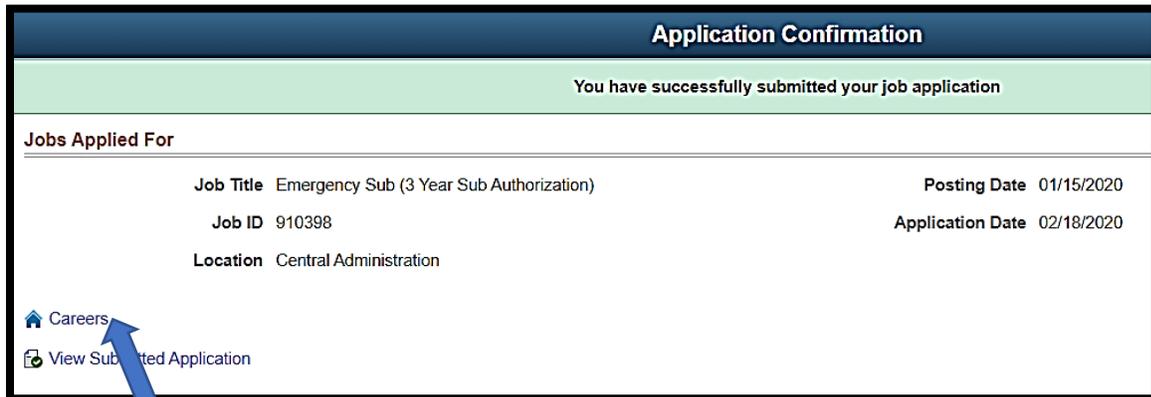
On the last page of the job application, you can review or update your answers by clicking the numbered sections on the left or the drop-down arrows.



After you have finished reviewing your application, in the upper right corner, click **Submit**.



A confirmation page will show that your application has been received.

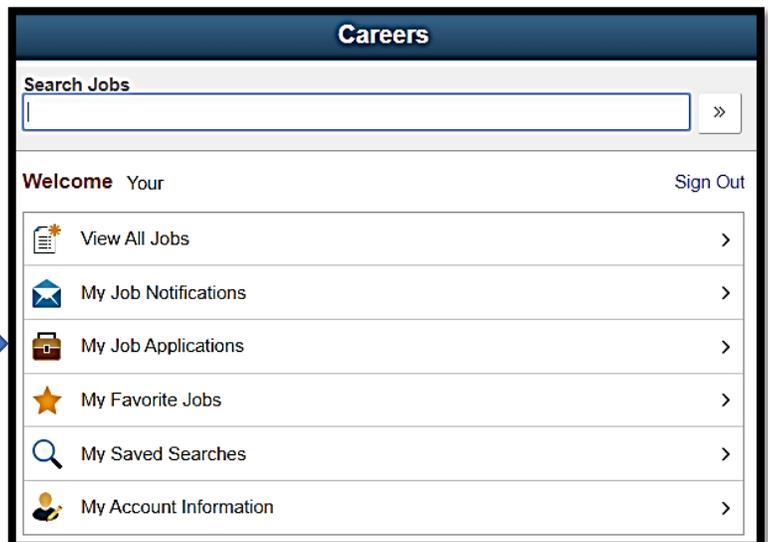


Click on **Careers** if you would like to apply for another job or upload attachments to your application such as a cover letter or transcripts.

You will find your previous applications and drafts under **My Job Applications**.



This is also where you may upload your attachments.



Refer to the **FAQ** sheet for more help with entering a CDE license or uploading attachments.