



Human Resource Services

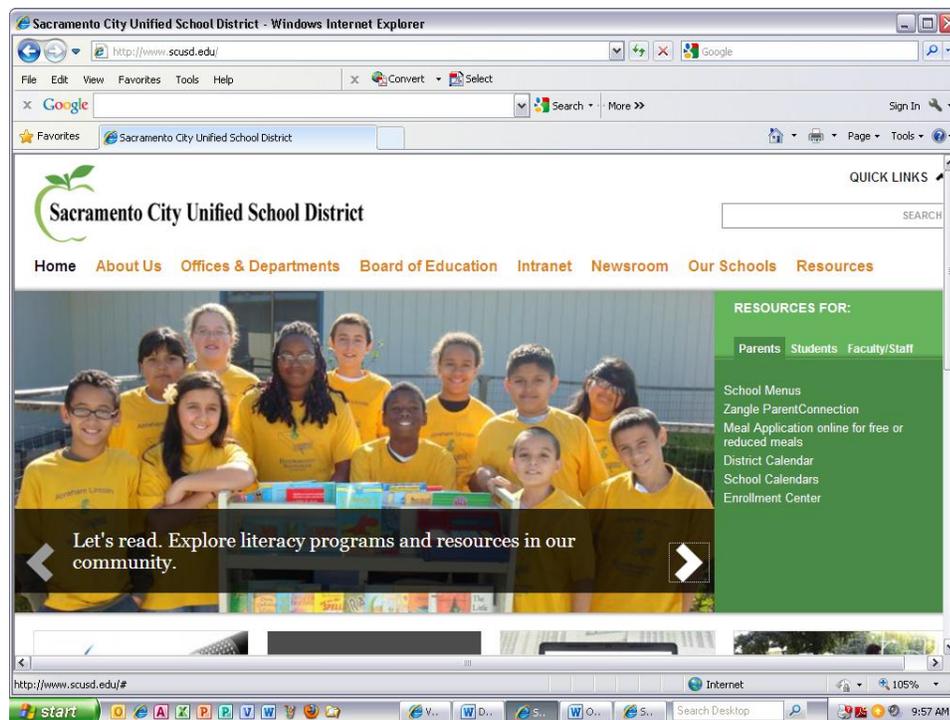
On-Line Application System

SearchSoft: Applicant Access

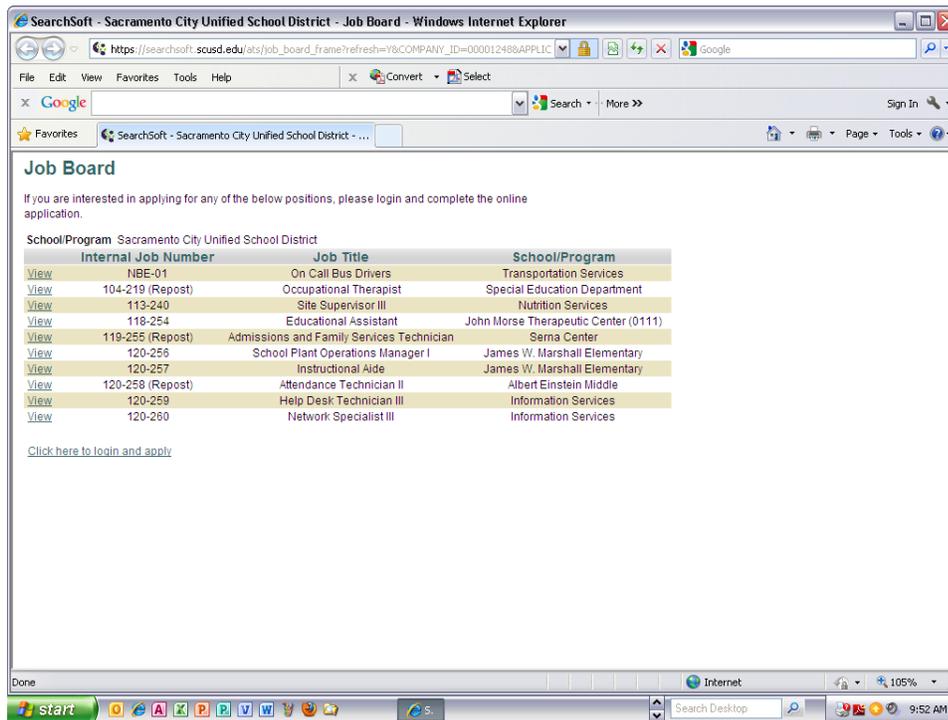
Employees and outside applicants may apply for certificated, classified, and management positions by accessing the district web page, www.scusd.edu, 24-hours per day, and seven days a week. The SearchSoft on-line application system will take applicants through the application process step-by-step.

View Open Positions, Preview On-Line Application Questions, and Applicant Login

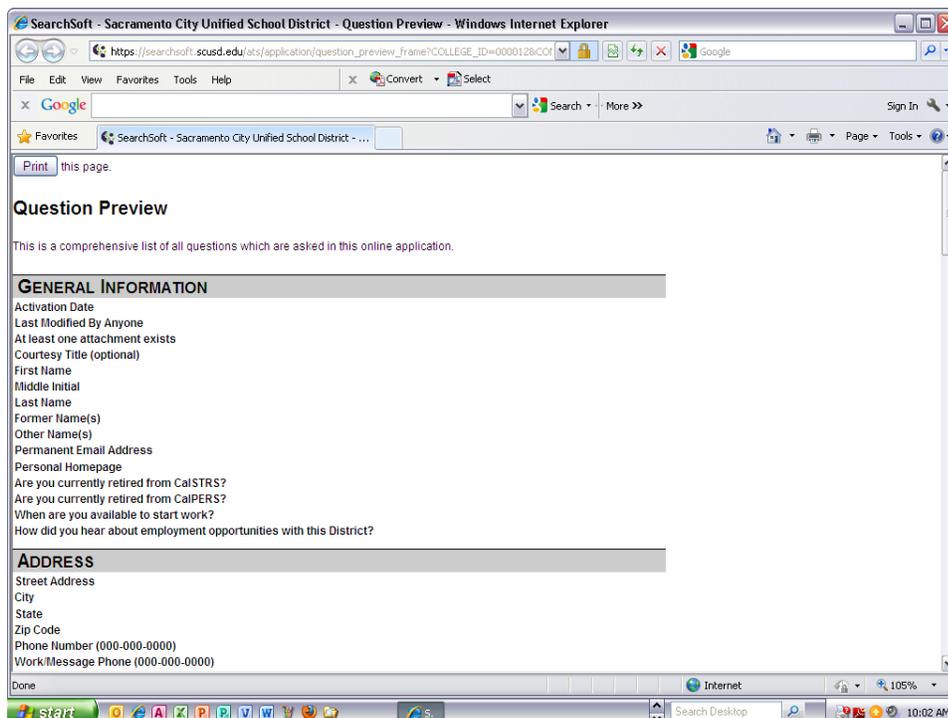
1. Access the system by clicking on **Internet Explorer**.
2. Enter the Sacramento City Unified School District Internet web page address: www.scusd.edu



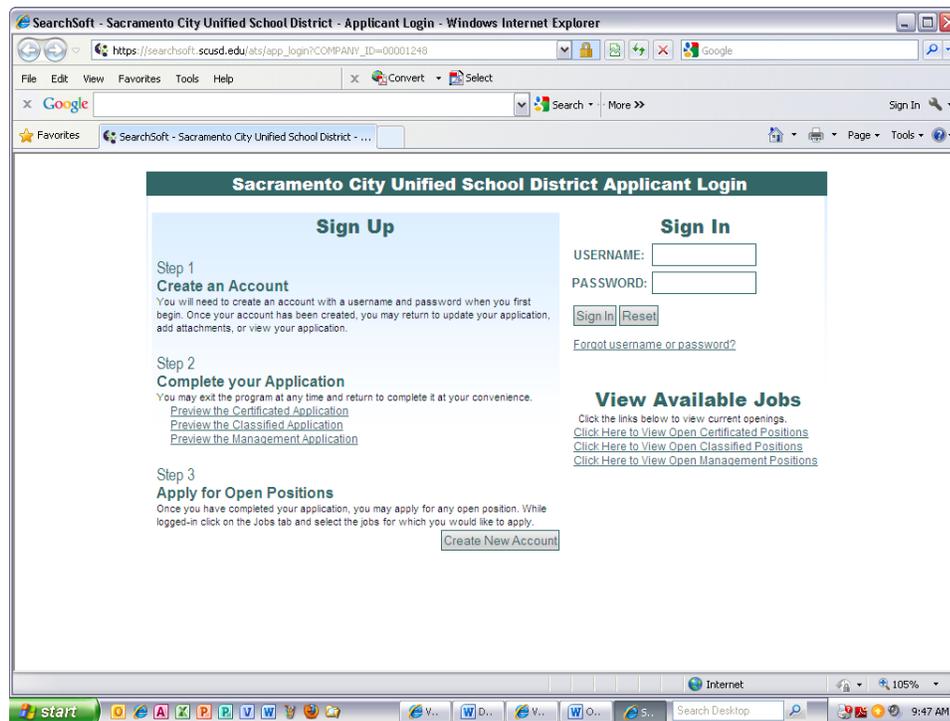
3. View Open Positions on the Job Board: Click on **Offices and Departments** and then **Human Resources**. Click on **Employment**. Click on **Link to Posted Vacancies and On-Line Application**. Scroll down to **View Open Positions on the Job Board** and click on the **Certificated, Classified, or Management** links. You do not have to login to the system to view open positions. (Classified Job Board is illustrated below.)



4. Preview On-Line Application Questions: Click on **Offices and Departments** and then **Human Resources**. Click on **Employment**. Click on **Link to Posted Vacancies and On-Line Application**. Scroll down to **Preview On-Line Application Questions** and click on the **Certificated, Classified, or Management** links. You do not have to login to the system to preview application questions. (Classified On-Line Application Questions are illustrated below.)



5. **Applicant Login:** Click on **Offices and Departments** and then **Human Resources**. Click on **Employment**. Click on **Link to Posted Vacancies and On-Line Application**. Click on **Applicant Login: Complete/Update Your Application or Apply for Vacancies** on the right-hand side of the screen to login to your Sacramento City Unified School District application. You must be logged into the system in order to complete or update your application. If you have not created a username and password, please follow the directions listed below in Step 1.



Step 1. Create an Account

Applicants need to create an account with a username and password. Once an account has been created, an applicant can enter, update, or view their application. **Keep a record of your username and password for future reference so you can edit your application and apply for open positions.** Access will not be granted to the system without a correct username and password.

1. Follow steps one through five above. Click on **Create New Account Button** and enter the following information: first name, middle initial, last name, social security number, email address, personal homepage, applicant type, username, password, and confirm password. **Username and password must be at least six characters.** Be sure to check the information you entered is correct. **Write down your username and password on the last page of this packet and keep the information in a safe area.**

Note: **Only one application is needed per applicant type** (certificated, classified, management), and open positions correspond accordingly for viewing. If you check certificated as your applicant type and you are logged in, you will view certificated open positions and not the classified or management positions and so on.

2. Click on **Save and Next Button** located at the bottom of the screen to establish your account. This account allows you to enter the application system at any time to submit or update your application information.

3. Once you have established an account, you will be advanced to the Success screen. Click on the **Login Button** to move forward in the system to the Disclaimer screen. You must **Accept** the honesty disclaimer in order to complete or update your application. If you decline the honesty disclaimer, you will not be allowed to edit any of your original application information. You will be immediately logged out of the system and sent back to the login screen.

Step 2. Starting Your Application

Once you have established your account and are still logged in, click on the **Application** tab located at the top of the screen. Each window in the application has a **Save and Next** button, or an **Add** button followed with a **Save and Next** button at the bottom of each window. Fill in the information requested, and move to the next page by clicking the **Save and Next** button. If you do not click on the **Save and Next** button, the information on the current page will not be saved. The **Reset** button undoes all of the changes made to the page since it was last saved. Once you have filled out every section of the application you can move to different areas by using the menu located above the application.

Required fields are marked with an asterisk (*). If these fields are left blank, your application will be considered incomplete until you enter information into all of these fields.

You can exit the program at any time and return to complete your application at your convenience. You will need to remember the username and password that you just created. Your user account will enable you to log back into your application to finish any incomplete sections, or to update any of the information that may have changed. Applications must be complete in order to be considered. You must have at least three References.

It is extremely important to log out once you are finished with your application. Please do not close the browser or leave the computer unattended until you have successfully logged out.

The system will automatically email you once you have filled in certain sections of the application and are logged out. This does not necessarily mean that your application is complete. An automatic email will also be generated if you have not filled in a required field in the application. This can happen if your application is complete, but you have a blank record where there is a required field. If you need to delete a blank record, go to the appropriate screen, click in the blank box after View and Edit, and click on **Delete**.

Step 3. Apply for Open Positions

Once you have completed your application, you can apply for any open position. While you are logged-in, click on the **Jobs** tab located at the top of the page. Scroll down to view the jobs listing, and click on **View/Apply** for more information on the position. If you want to apply for the position, click on the **Apply for this Job** button. You can continue to apply for as many open positions that you are qualified for. To view all the positions you have expressed an interest in, click on **Applied Jobs** on the left-hand side of the screen. You may withdraw your interest by viewing the job and then clicking the button to withdraw interest.

Review Position Description Prior to Applying for a Position

All applicants are encouraged to review position descriptions on the district web page, www.scusd.edu, prior to applying for job vacancies to verify minimum qualifications, i.e., education, experience, and testing requirements. Position descriptions are located under **Employment**. Scroll down and click on **Position Descriptions**.

Changing Your Account Information to Revise Your Password

To change your account information, simply click on the Account Information link on the left-hand side of the screen to change your password. Be sure to follow the instructions where given. Please note that if you change your password, the next time you login, you will need to enter the updated account information. Passwords must be at least six characters.

Forgot Your Password?

1. Click on **Internet Explorer**.
2. Enter Internet address: **www.scusd.edu**
3. Click on **Employment**.
4. Click on **Applicant Login** to advance to the Login screen.
5. Click on **Forgot Your Password**, where you will be prompted to enter a username or email address. If you enter your username or the email address that you entered into your application, then an email will be sent to the account you have entered into your application. You do not have to enter both your username and email address. The system will be able to find your password with either piece of information.

Note: If you do not receive an email back from the applicant-tracking system with your information, go to your Internet provider (browser) and check blocked spam. Your spam blocking may be set too high.

6. If you don't remember the username or email address you used, contact Human Resource Services for assistance.

Searching for Jobs

To search for jobs that fit your criteria, start by clicking the Job Search link located on the left-hand side of the screen. Next, enter the search criteria into the specified areas and click Search. Within seconds you will see a listing of all of the jobs matching your criteria.

Sorting Results

To sort the search results, click on any of the underlined column headings to sort the list by that heading. Click once to sort by ascending value (i.e., a to z) or twice to sort by descending value (i.e., z to a).

It is important to keep your application and email address up-to-date.