

## Using eRecruit to Apply for a Job



<p><b>Step 1</b></p> <p>Open your web browser and go to:  <a href="https://dwa.sandi.net/psp/hcm/?cmd=login">https://dwa.sandi.net/psp/hcm/?cmd=login</a></p>	
<p><b>Step 2</b></p> <p>2.1 Login using your six-digit <b>employee ID</b> and your <b>password</b>.</p> <p>2.2 Click <b>Sign In</b>.</p> <p>If you need to change your password:</p> <ul style="list-style-type: none"> <li>Go to <a href="https://dwa.sandi.net/passwd">https://dwa.sandi.net/passwd</a></li> <li>Follow the prompts on the screen to change your password.                      Your User ID will be your six-digit Employee ID, as found on your paycheck.                      Your default Password will be Sdcsnnnn (nnnn=the last four digits of your SSN).                      Example: Your SSN is 546-66-3463. Your default password will be Sdcs3463.</li> <li>If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-209-4357 (HELP).</li> </ul>	
<p><b>Step 3</b></p> <p>Navigate to <b>Self Service</b>→<b>Recruiting Activities</b>→<b>Careers</b></p>	

#### Step 4 Search for Jobs

4.1 For a basic search of all available Job Openings, change **Posted** to "**Anytime**" and click **Search**.

*Note:* No more than 500 jobs will show in the basic search. If you don't find the job(s) you want, use the Advanced Search.

4.2 Or, to search for Job Openings using criteria, click the **Advanced Search** hyperlink.

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Favorites | Main Menu > Self Service > Recruiting Activities > Careers

Careers Home | Job Search | My Saved Jobs | My Saved Searches | My Career Tools

Careers Home  
Welcome Michele

Basic Job Search

Keywords:

Posted: **Anytime**

**Search** | [Advanced Search](#) | [Search Tips](#)

My Career Tools

- [1 Applications](#)
- [0 Cover Letters and Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Notifications

You do not have any notifications.

[Apply now without adding a job](#)

#### Step 5 Search for Job

If you selected **Advanced Search**...

5.1 Enter your search criteria as follows:

- Make sure **Find Jobs Posting Within** is set to "**Anytime**"
- To see jobs at a particular school or group of schools, click the school(s) you want in the **Select Locations** list. To select more than one school, hold the CTRL key while clicking the names of the schools you want.
- To **Enter Keywords**, search for whole words only, such as "English". (Partial word searches, such as "eng", are not supported.) The keyword search is not case sensitive.

5.2 Click either **Search** button to look for job postings

- If you do not get the expected search results, clear your web browser's cache and try again. For instructions, see "Clearing Your Cache" here: <http://www.sandi.net/peoplesoft/readandlearn/jobaids/index.asp>

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Job Search

Advanced Job Search

**Search** | Clear | Save Search | [Basic Search](#) | [Search Tips](#)

Enter Keywords:

Select Locations:

- All Locations
- A.L.B.A. High School
- ALBA Corn Day Sch-Lnda Vst
- Adams Elementary
- Aicott Elementary

To select multiple locations hold down the Ctrl key (Command key for Macs) while clicking selections

Select Job Families:

- All Job Families
- Building Services
- Clerical
- Construction/Maintenance/Repl
- Duplicating

Full Part Time:

Regular/Temporary:

Desired Pay:

Job Opening ID:

Recruiter:

Hiring Manager:

Find Jobs Posted Within: Last Month

Display Results Sorted By:

**Search** | Clear | Save Search | [Basic Search](#) | [Search Tips](#)

[Return to Previous Page](#)

**Step 6**  
View openings.

6.1 A list of all jobs matching search criteria currently available for bidding will display.

**Note:** The Posting Title will indicate whether the job is for **Interession, Summer School**, or a specific **Post and Bid**. Child Development Centers Post and Bid will be indicated by **“CDC”**. Since recruitment periods for some of these may overlap, make sure you are careful to select only the job(s) of the type you want.

6.2 Click on a **Posting Title** hyperlink to view the job description and obtain the Job ID number.

**Note:** Applicants must view posting descriptions to verify qualifications and to take note of the Job ID number. If there is a problem, HR will request that you provide the ID of the Job you’ve applied for.

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**Job Search**

Click icon to view Quick Search criteria

17 Results Found

Search Results

Select All Deselect All Save Jobs Apply Now First Previous Next Last

Select	Opened	Posting Title	ID #	Job Family	Location
<input type="checkbox"/>	07/08/2006	<a href="#">Regular Teacher</a>	104777	Teacher, Classroom	Garfield Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Resource Specialist</a>	104743	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104744	Teacher, Classroom	Kroc Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ILS</a>	104745	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ED</a>	104746	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - English</a>	104747	Teacher, Classroom	De Portola Middle School
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Humanities</a>	104750	Teacher, Classroom	San Diego SCPA
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - 3rd Span Immersion</a>	104751	Teacher, Classroom	Longfellow Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - Math Teacher</a>	104752	Teacher, Classroom	Johnson Elementary
<input type="checkbox"/>	07/01/2006	<a href="#">May/July - ELA Resource Tchr.</a>	104753	Teacher, Non-Classroom	Bell Junior High

Select All Deselect All Save Jobs Apply Now Refer Friend

**Step 7**  
View Job Description.

7.1 The Job Description page opens.

7.2 Click **Apply Now**.

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Job Description

Job Title: May/July - Resource Specialist  
Job ID: 104743  
Location: Kroc Middle School  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

Apply Now Refer Friend Return to Previous Page

**Credentials Required**  
Resource Specialist – RSP certification or eligibility, or Mid/Moderate or Moderate/Severe Credential required. CLAD or equivalent required, assignment includes English Language Learners. Must verify or be eligible to verify Elementary NCLB compliance upon entering the position.

**Grade Level**  
7-8

**How to Apply**  
Create an online resume through the Recruiting Activities > Create/Update Resume menu. After submitting your resume, attach the specific Job Requirements through the Recruiting Activities > Job Postings/Apply for Job menu. If you are selected for the Post & Bid transfer, you will be notified via email. You can also check your application status by clicking on the Application Status hyperlink on the Recruiting Activities Home Page. (Recruiting activities > Recruiting Activities Home)

**Other Information**  
2 positions. All bidders for this position must complete responses by 6/1 605 to three questions listed at: <http://www.surveymonkey.com/s.asp?u=482392156863>. Co-teaching with general education teacher and/or Learning Center teaching. Must commit to the year 4 restructuring plan and all of its components. The plan is available through the schools. Must commit to identified teach strategies and curriculum. Willingness to commit to after school activities. Extensive monitoring of student achievement as determined by assessment data. Requires ongoing comprehensive staff development on a regular basis, including weekly work with general education teachers. Interview maps include demonstration lesson.

**School Type**  
Middle School

**Work Year**  
Traditional School Year

Apply Now Refer Friend Return to Previous Page

**Step 8**

8.1 Select **Apply Without Using a Resume** (the only option).

8.2 Click **Continue**.

Apply Now

Choose Resume

Resume Options

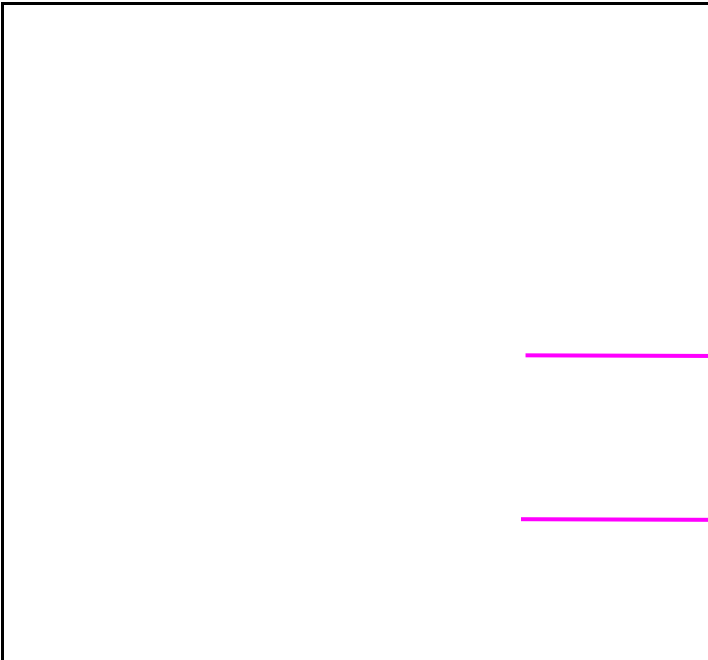
How would you like to proceed?

Apply without using a resume

Continue Return to Previous Page

**Step 9**  
Submit Application.

9.1 Click **Submit**.



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Apply Now

### Complete Application

You are applying for:

[May/July - Resource Specialist](#) [Remove](#)

[Add Another Job to Application](#)

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You have not added any resume to your application. [Use a Different Resume](#)

Payton Hall  
1234 Torrey Pines Dr  
San Diego, CA 92034

[Previous](#)
[Save](#)
[Submit](#)
[Close Application](#)
[Careers Home](#)
[Next](#)

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[Previous](#)
[Save](#)
[Submit](#)
[Close Application](#)
[Careers Home](#)
[Next](#)

**Step 10**  
**Confirm Application submission.**

10.1 Application has been submitted.

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### My Applications

You have successfully submitted your job application

My Applications

Display applications from:  [Refresh](#)

[First](#)
[Previous](#)
[Next](#)
[Last](#)

Application	Status	Application Date
<a href="#">SI/Regular Teacher</a>	Applied	07/09/2006 4:39PM
<a href="#">May/July - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - Resource Specialist</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM

**Step 11**  
**View the number of jobs applied for.**

11.1 Click the **My Careers Tools** hyperlink to view the jobs you've applied for and the statuses of those jobs.

Examples of statuses you may see include:

- Applied**  
Confirms that you have applied for the job posting
- Routed**  
Your application has been routed for Manager/Principal Consideration
- Hire Decided**  
Manager/Principal has selected you for job posting
- Hired**  
All processes complete both at hiring location/school site and HR. You have been hired into the position
- Rejected**  
You were not selected for the job posting

*Notes:*

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### My Career Tools

Payton Hall  
1234 Torrey Pines Dr  
San Diego, CA 92034

My Applications

Display applications from:  [Refresh](#)

[First](#)
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<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM
<a href="#">May/July - ILS</a>	Applied	07/13/2006 5:13PM

**Resumes**

You do not have any saved resumes.

**Cover Letters and Attachments**

You have not added any attachments

[Add Attachment](#)

[Return to Previous Page](#)

- This page does not display the Job Opening ID. See step 6 for instructions on obtaining the ID number.
- You can return to the My Career Tools page anytime to see the status of your applications.

### Step 12

After completing the application process, make sure to sign out by clicking the **Sign out** link.

Congratulations...you have successfully completed the application process!

Log back in whenever you would like to check the status of the job postings you have applied for.

