

**ADMINISTRATIVE CIRCULAR NO. 54**  
Office of the Superintendent

**SAN DIEGO CITY SCHOOLS**

**Date:** January 6, 2006

**To:** Year-Round School Principals, Division and Department Heads, and San Diego Education Association Representatives

**Subject:** 2006 SPRING CERTIFICATED INTERSESSION APPLICATIONS

**Department and/or Persons Concerned:** Certificated Staff

**Due Date:** January 27, 2006

**Reference:** Review the following application process.

**Action Requested:** Applicants submit on-line application for intersession positions.

**Brief Explanation:**

The spring intersession program for the 2006 school year has been scheduled on the following dates: April 17 through April 28, 2006.

Every teacher who wishes to be considered for spring intersession employment must submit an electronic bid during the posting period effective January 17, 2006, through January 27, 2006.

**THE PROGRAM**

The elementary and middle school intersession program provides four hours of instruction per day, and five hours of pay with the exception of Brooklyn elementary which will be offering a full-day program.

**ELIGIBILITY**

Submitting an application does not guarantee an offer of employment. An intersession assignment to a school site is always contingent upon student enrollment. Positions may be canceled if student enrollments are too low. Offers of intersession employment will be made based on district needs and staffing requirements as described in Article 17 of the negotiated contract between the Board of Education and the San Diego Education Association. The assignment offered would be dependent upon the credential needed for the literacy and math courses. Listed below are some general guidelines used in the selection of the intersession staff:

1. Most recent performance evaluation (must be effective in all areas)
2. Grade level, subject, training, recency of experience and credentials
3. Availability to work the entire session
4. District seniority
5. Recency of intersession employment

**COMPENSATION**

The 2005-06 intersession salary schedule can be accessed through the San Diego City Schools website at [www.sandi.net](http://www.sandi.net) – click on “employment” then scroll to salary schedules, Summer School and Intersession.

**HOW TO APPLY**

All bids for the 2006 spring intersession positions will be made via the new PeopleSoft eRecruit module. This process is fast, easy and usually takes five minutes or less to complete. Directions for applying on-line can be found on the San Diego City Schools Human Resource Services Division website at [www.sandi.net](http://www.sandi.net) – click on “employment” and look under Hot Topics. Or you can access the page directly by typing [http://www.sandi.net/personnel/erecruit/apply\\_on\\_erecruit.pdf](http://www.sandi.net/personnel/erecruit/apply_on_erecruit.pdf) in your web browser. Please review the application directions carefully. On-line applications submitted on or before the deadline will be used to determine staffing eligibility for intersession.

Questions regarding this circular or staffing certificated intersession may be directed to:

Elementary Sites:

Lisa Ruiz (619) 725-8012  
Connie Velazquez (619) 725-8049

Middle / Secondary Sites:

Sonja Elston (619) 725-8050

Ruth G. Peshkoff  
Chief Human Resources Officer

APPROVED:



Carl A. Cohn  
Superintendent of Schools

CAC: lr

Attachment

Distribution: List A, C, D, E, F, H, and S

# Using eRecruit to Apply for a Job



## Step 1

Open your web browser and go to:  
<https://dwa.sandi.net>

## Step 2

2.1 Login using your six-digit employee ID and your password.

2.2 Click **Sign In**.

If you need to change your password:

- Go to <https://dwa.sandi.net/passwd>
- 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 Sdcsmnnn

(nnnn=the last four digits of your SSN).

Example: Your SSN is 546-66-3463. Your default password will be Sdc3463.

- If you cannot change your password or if you do not remember your password, please call the Help Desk: 619-725-7500.



## Step 3

Click the **Human Resources 8.8** link.



## Step 4

Click the **Recruiting Activities Home** link.



## Step 5

Click the **View Job Postings** link.



**Recruiting Activities Home**

**Applications**  
Find a posting, view job requirements for other positions, perform a job search, or apply for another internal position.

- [View Job Postings](#)
- [Job Requirements](#)
- [Create/Update Resume](#)
- [Job Search Agent](#)
- [Job Search Agent Results](#)
- [Additional Attachments](#)

Go To: [Employee Home](#)

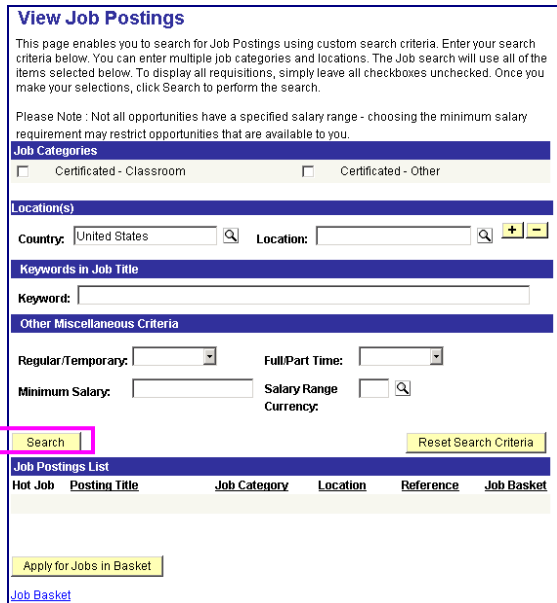
## Step 6

**View openings.**

### 6.1 Click **Search**.

A list of all jobs currently available for bidding will display.

**Note:** The Posting Title will indicate whether the job is for Intersession, Summer School, or Post and Bid.



**View Job Postings**

This page enables you to search for Job Postings using custom search criteria. Enter your search criteria below. You can enter multiple job categories and locations. The Job search will use all of the items selected below. To display all requisitions, simply leave all checkboxes unchecked. Once you make your selections, click Search to perform the search.

Please Note : Not all opportunities have a specified salary range - choosing the minimum salary requirement may restrict opportunities that are available to you.

**Job Categories**

Certificated - Classroom       Certificated - Other

**Location(s)**

Country:       Location:      

**Keywords in Job Title**

Keyword:

**Other Miscellaneous Criteria**

Regular/Temporary:       Full/Part Time:

Minimum Salary:       Salary Range       Currency:

**Job Postings List**

Hot Job	Posting Title	Job Category	Location	Reference	Job Basket

[Job Basket](#)

**Step 7**  
**Apply for jobs.**

7.1 Click the hyperlink under **Posting Title** to display the full job posting.

*Note:* The Posting Title will indicate whether the job is for **Intersession, Summer School, or 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.

7.2 Select the **Job Basket** checkbox for all jobs you wish to apply for.

*Note:* Since recruitment periods for Intersession, Summer School, and Post and Bid may overlap, be very careful in making your selections.

7.3 Click the **Apply for Jobs in Basket** pushbutton.

We’re almost there! We just need to confirm some information about you...

**View Job Postings**

This page enables you to search for Job Postings using custom search criteria. Enter your search criteria below. You can enter multiple job categories and locations. The Job search will use all of the items selected below. To display all requisitions, simply leave all checkboxes unchecked. Once you make your selections, click Search to perform the search.

Please Note: Not all opportunities have a specified salary range - choosing the minimum salary requirement may restrict opportunities that are available to you.

**Job Categories**

Building Services  Clerical  Construction/Maintenance/Repair  Duplicating  
 Food Services  Gardening  Management, Certificated  Management, Classified  
 Miscellaneous  Paraeducators  Professional and Technical  School Police  
 Secretarial  Teacher, Classroom  Teacher, Non-Classroom  Warehousing/Transportation

**Location(s)**

Country: United States Location: Audubon Elementary

**Keywords in Job Title**

Keyword: Summer

**Other Miscellaneous Criteria**

Regular/Temporary: Full Part Time:  
 Minimum Salary: Salary Range: Currency:

Search Reset Search Criteria

Hot Job	Posting Title	Job Category	Location	Reference	Job Basket
	<a href="#">Summer/Intersession Math Tch</a>	Teacher, Classroom	Audubon Elementary	290172	<input checked="" type="checkbox"/>

Apply for Jobs in Basket  
 Job Basket

**Step 8**  
**Provide contact information.**

**IMPORTANT:** Although this portion of the process is called “online resume”, **DO NOT SUBMIT OR ATTACH A RESUME!**

8.1 Click the radio button for “**I am not providing a resume.**”

8.2 Select Resume Language as **English.**

8.3 Click Next.

**Apply for Job**

1-2-3-4

**Your Online Resume**

Send your resume by completing the following pages. Move between the pages by clicking the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

Remember, the more information you give the easier it is for our recruitment specialists to match your skills, experience and fields of interest with our current job opportunities.

If you have an existing resume you can include it by selecting one of the following options.

Attach Resume File  Paste Resume Text  I am not providing a resume

Resume Language: English

Next

**Step 9**  
**Confirm contact details.**

9.1 Your contact details should default into the fields. Make sure an **email address** is included and is correct. Edit any details that are incorrect and click the **Refresh Name** pushbutton.

9.2 Click Next.

**Apply for Job**

1-2-3-4

**Contact Details**

Enter your name, address, telephone number and e-mail address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Name Format: United States Change Country Refresh Name

**Name**

Prefix: Middle: James  
 First: Toren Last: Allen Suffix:

Name: Allen,Toren

Address: Edit Address

Telephone: Country Code: Phone Type: Home  
 Email Address: Email Type: Home

Previous Next

\* Required Field

## Step 10

### Confirm Current and Prior Employment details.

- 10.1 **Edit, Delete,** or **Add** your **CURRENT** Employer (which means your work location).
- 10.2 For first time applicants using eRecruit, click **Add** to add an Employer.
- 10.3 Change the **Start Date** field with the approximate date you started at your current location. This does not have to be exact, as we pull the seniority information from your personnel record.
- 10.4 Complete the **Employer** field with your current work location (i.e., Adams Elementary).
- 10.5 **Country** will default as United States.
- 10.6 Click **OK**.
- 10.7 Click **Next**.

**Apply for Job**  
1 2 3 4

### Current and Prior Employment

This page shows a summary of your employment history. To add employment information to the summary, click the Add button below. To change information for period of employment, click the Edit button next to the name of the employer. To delete employment information from the summary, click the Delete button next to the Edit button.

Start Date	End Date	Employer	Edit	Delete
08/30/2004		Adams Elementary	Edit	Delete

**Add**

Previous Next

PeopleSoft

**Apply for Job**  
1 2 3 4

### Employment Details

Start Date: 08/30/2004 (required) (date) (12/31/2000)  
End Date: (required) (date) (12/31/2000)  
Employer: (Adams Elementary)  
Title: (required)  
Country: (United States)  
City: (required)  
State: (required)  
Telephone: (required)  
Comments: (required)

**OK**

\* Required Field

**Apply for Job**  
1 2 3 4

### Current and Prior Employment

This page shows a summary of your employment history. To add employment information to the summary, click the Add button below. To change information for period of employment, click the Edit button next to the name of the employer. To delete employment information from the summary, click the Delete button next to the Edit button.

Start Date	End Date	Employer	Edit	Delete
08/30/2004		Adams Elementary	Edit	Delete

**Add**

Previous **Next**

## Step 11

### Submit your resume.

**IMPORTANT:** Although this portion of the process is called “online resume”, remember, you are not actually submitting a resume; you are submitting your online application.

- 11.1 Click **Submit**.  
An email will be generated after submission to notify you that your “resume” (your online application) has been received.
- 11.2 Click **OK**.

**Apply for Job**  
1 2 3 4

### Submit Resume

If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your email address, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.

You will be notified by e-mail when we have received the resume.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.

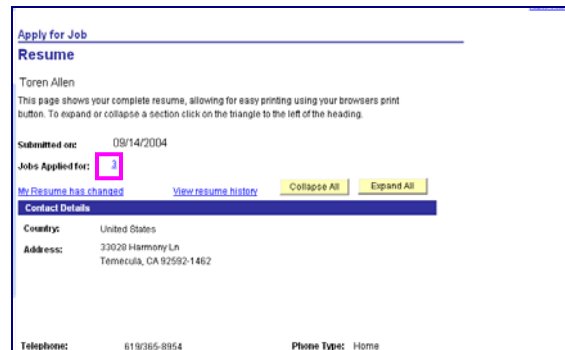
**Submit**

Previous

## Step 12

View the number of jobs applied for.

- 12.1 Click the **Jobs Applied for** number to view the jobs you've applied for.



## Step 13

You can track the status of your applications on the **View Applicant Status** page.

- 13.1 Log in and navigate to: Employee Self Service → Recruiting Activities → Recruiting Activities Home → Application Status



- 13.2 The **View Application Status** will display. You will be able to see what your application status is throughout the process.

Examples of statuses you may see include:

### 020-Applied

Confirms that you have applied for the job posting

### 050-Routed

Your application has been routed to Manager/Principal for consideration

### 078-Hire Decided

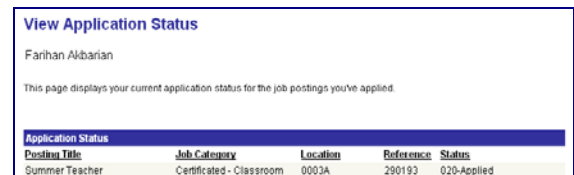
Manager/Principal has selected you for job

### 090-Hired

All processes complete both at hiring location/school site and HR. You have been hired into the position

### 110-Rejected

You were not selected for the job posting



## Step 14

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

Congratulations...you have successfully applied for a job on eRecruit!

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

