



School District of Pickens County

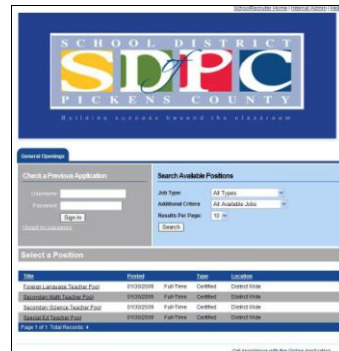
Building success beyond the classroom

USING SCHOOLRECRUITER

Important!! Throughout the screens, you will see **Continue** or **Save and Continue**. Some screens have **Continue** at the top and **Continue** at the bottom. You only have to click one or the other, not both. Make sure to click **Continue** one place or the other. Otherwise, your information will not be accepted.

SEEING JOB OPENINGS OR APPLYING FOR POSITIONS

- Go to the SDPC Web site at www.pickens.k12.sc.us.
- Go to Human Resource Services/ Vacancies.



- Click on a position to see a **Job description**.
- To apply for the position, click on **Apply for This Position**.



- If you have applied for a job through SchoolRecruiter before, **log in** with the user name and password you created.
- If you have not applied before, you must **Create a New Account**.



Human Resource Services

CREATING AN ACCOUNT

- If you have not applied before, click on **Create a New Account and Apply**.



- Answer the **Applicant Profile** questions.
- Make sure your e-mail address is correct because all correspondence will come through e-mail.
- All fields marked with * must be completed.

PICKENS COUNTY
Building success beyond the classroom

General Openings

Fields in bold and marked with an asterisk (*) are required.

Applicant Profile

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area to edit and update your application. Enter your current valid email address. We will use the below email address for future correspondence.

First Name

Last Name

Username *

Password *

Confirm Password *

Email

Confirm Email

- After completing the information, click **Save**.

Internet Explorer

http://netAccountProfile.asp?SID=...

General Openings

Fields in bold and marked with an asterisk (*) are required.

Applicant Profile

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application. Enter your current valid email address. We will use the below email address for future correspondence.

First Name

Last Name

Username *

Password *

Confirm Password *

Email

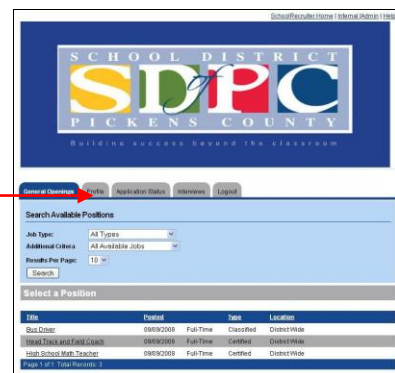
Confirm Email

Security Question * **What was the name of your first pet?**

Security Question Answer *

Cancel Save

- The next screen will show five tabs: **General Openings, Profile, Application Status, Interviews, Logout**.
- Click on the **Profile** tab.



- Complete the required **Personal Information**.
- When you have finished, click **Save and Continue**.

This screenshot shows the 'Updating Profile Information' screen. The 'Personal Information' section is highlighted, showing fields for Contact Information (First Name, Last Name, Middle Name, Other Name) and Internal information (Current Building, Current Grade, Current Subject). A red arrow points from the 'Save and Continue' button in the previous step to the 'Save and Continue' button on this screen.

This screenshot shows the bottom portion of the 'Updating Profile Information' screen. It includes the 'Save and Continue' button, a 'Get Assistance with the Online Application' link, and contact information for Pickens County Schools. A red arrow points from the 'Save and Continue' button in the previous step to this button.

ADDING ATTACHMENTS & COMPLETING THE PROCESS

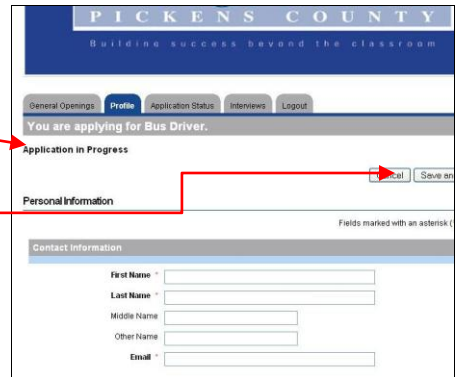
- At the next screen, you have the option of adding **Attachments: Resume, Cover Letter and/or Transcripts**.
- When you have attached the documents, click **Continue**.

This screenshot shows the 'Updating profile information' screen with the 'Attachments' section. It includes fields for Resume, Cover Letter, and Transcripts, each with a 'Browse' button and a 'Delete' button. A red arrow points from the 'Continue' button in the previous step to the 'Continue' button on this screen.

- **Review Your Information.**
- If changes are needed, click **Previous** to go to previous screens.
- Once you have finished, click **Complete**.
- To apply for the position, click on **Apply for This Position**.

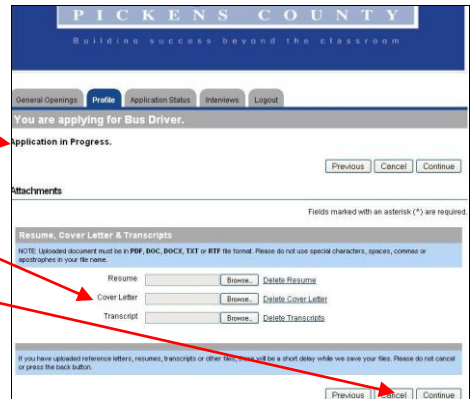
This screenshot shows the 'Review Your Information' screen. It displays a summary of the user's profile information, including the 'Personal Information' and 'Contact Information' sections. A red arrow points from the 'Review Your Information' section in the previous step to this screen.

- The next screen will be **Application in Progress | Personal Information**.



- Make any changes needed, then click **Save and Continue**.

- The next screen will be **Application in Progress | Attachments**.



- You have another opportunity to add **Attachments**.
- When you have attached all documents, click **Continue**.

- Next, you see **Application in Progress | Review Your Information**.



- Complete the information requested under **Application Confirmation Statement**.

- Click **Save and Submit**.

- You will receive the following message: **Your application was successfully submitted**.

- **Print** the page for your records and **check your e-mail** for confirmation.

NEXT STEPS

- After you have created your account and have applied for a position, the principal, director, or administrator will review your information. You will be notified by e-mail if he/she wants to interview you.
- You can check the status of your application and interviews at any time by logging in to **SchoolRecruiter** and clicking the **Application Status** tab.

ASSISTANCE AVAILABLE

- A computer is always available at Central Services, 1348 Griffin Mill Road, Easley, and at the Adult Learning Center, 106 Glazner Street, Easley for interested applicants.
- A scanner is also set up so that applicants can scan resumes, cover letters and/or references when only hard copies are available.
- The Adult Learning Center will work with anyone who needs help with technology skills. Contact ALC at 855-8198 or <http://alc.pickens.k12.sc.us/> for information about technology classes.