

Applicant Tracking: How to Apply for a Job

Application Website: <https://ccs.ted.peopleadmin.com/hire/index.aspx>

The link shown above takes you to the Applicant Tracking (TalentEd) Application login screen. Always use the same email address when logging in.

- View the job vacancies and click **Apply Now** in the blue box to the right.
- The *next* page will present **three** options.
 - First Box** Applicant Tracking
 - The **first** will prompt you to create a new account if you are a new applicant to this system.
 - Second Box** Applicant Tracking
 - The **second** allows you to log in if you have an *existing* account for this system with CCS.
 - Third Box** Applicant Tracking
 - The **third** gives you the option to transfer an account with another district that uses TalentEd.
- Once you have submitted your information in one of these three boxes, you will be taken to the actual application. On the right-hand side of the screen, you can see your progress as you move through the application.
- You must complete all required fields and click **Save and Continue** on each page to progress through the application. Please note that while you can leave the application at any time, you *must* click **Save and Continue** in order for the system to save your information on that page.
- Got stuck? Use the Live Chat feature in the application to get immediate real time help for your questions. **Additional Help- Call the direct line at [1-877-974-7437](tel:1-877-974-7437)**
- **Note:** that a period of *inactivity* will cause the system to log you *out*; **try not to** step away from your application without clicking **Save and Continue**, or entered data could be lost.
- Due to limited space for documents, please try to consolidate some documents into one scan to save space. Contact Tech Support if you have any issues. While uploading the documents to your application, please make sure the documents is in one of the following file types: **PDF (ensure Adobe Flash is installed), DOC, DOCX, TXT, RTF, TIF, JPG, GIF, or PNG**. Also, file names **cannot** have **special characters, spaces, commas, apostrophes**, and file sizes should be no larger than **10MB**. Try renaming the document and try to upload again.
- Once you have completed all pages and have reviewed your information, click **Save and Submit**.
- With your application **successfully submitted**, you will receive a **confirmation number**. You can use *this* confirmation number to reference your specific application.
- You will also be able to see the status of all applications you have submitted by clicking the **Application Status** tab in your account. Until you are offered a position and accept, HR will not know the application status.

Once your application has been submitted, you will *only* be able to update your **profile information (personal data)**, so please **review your application carefully** and ensure all required documents are uploaded into the application before submitting it.

Thank you for applying to Cumberland County Schools

Uploading Documents into the TalentEd Application

If you are experiencing issues with uploading various documents into the ATS/TalentEd Application, please review the information below.

1. Document files should not exceed **10MB** and cannot contain special characters, spaces, commas, or apostrophes. Rename the document and try uploading again.

2. Attachments should be one of the following file types:

- **PDF** (with updated Adobe Flash)
- **DOC** or **DOCX**
- **TXT** or **TIF**
- **RTF, JPG, GIF, or PNG**

3. We recommend that you log in on a personal computer, rather than a cellphone or other Android device. The new application works well on the latest version of the following browsers:

- Mozilla Firefox
- Google Chrome
- Apple Safari
- Microsoft Internet Explorer

4. **Clear out Cache files-** Your internet browser's cache stores certain information (snapshots) of webpages you visit on your computer or mobile device so that they'll load more quickly. However, your cache can prevent you from seeing updated content, or cause functional problems when stored content conflicts with live content. You can fix many browser problems simply by clearing your cache. Try this to help solve the issue.

5. If you try these ideas and still are unable to upload docs into the application, please contact Tech Support at 877.974.7437 or use the Chat Feature from within the application login screen for immediate contact.

IMPORTANT: It is best to upload all required documents into the application as you are applying.

If you withdraw from a position in order to add documents to the app, you must contact the school or department connected to the vacancy to make the application active again. Otherwise, you will not be considered.

The screenshot shows the 'Application In Progress' screen for Cumberland County Schools. The 'Attachments' section is highlighted in yellow. A red error message box is overlaid on the attachments, stating: 'No. - Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, JPG, GIF, or PNG file format. Please do not use special characters, spaces, commas or apostrophes in your file name.' Below the error message, there are three rows for uploading documents, each with a 'Choose File' button and a 'Delete' link. The first row is for 'All Transcripts *' and the other two are for 'Additional Doc'. The right sidebar shows a list of application sections: Personal Information, Qualifying Question, Education, Employment History, Job Skills, Testing Information, References (Three professional), Attachments (highlighted), Substitute Additional Document, and CCS Criminal Background Check.

The screenshot shows the login screen for Cumberland County Schools. At the top, there is a logo with a graduation cap and the text 'CUMBERLAND COUNTY SCHOOLS'. Below the logo, there are two buttons: 'Job Listings' and 'FAQ'. The main content area has a 'Welcome' section with the following text: 'To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. Please be sure and remember your username and password for use on future applications. Need help? Click here for applicant chat support or call the following number for support 1-877-974-7437'. On the right, there is a 'Menu' section with three links: 'Sign Up for Job Alerts', 'View Job Listings', and 'I forgot my Username or Password'.