



Mukilteo
School District

Recruit & Hire Application Frequently Asked Questions

General

- Q: I forgot my username or password. How can I retrieve it?
A: The Human Resources Department does not have access to your username or password. From the main job listings page under *Menu*, click the "I Forgot My Username or Password" link.
- Q: How can I screen or sort the list of open positions?
A: You can sort the open positions in various ways by clicking on individual column headings above the list of positions.
- Q: When do I need to use this online system?
A: The district is using this system to process all classified, certificated, administrative and extra-curricular hiring and internal transfers.
- Q: How will I know if I am being considered for an interview?
A: After you submit your application for a position, the district will screen your application for completeness and the degree to which you qualify for the position. Should you be selected for further consideration, including an interview, you will be notified either through the email address you provided or by phone. Therefore, you should monitor your personal email account (including your junk mail account).
- Q: Is this a secure website, and is my data secure?
A: Yes. All data transfers use 128-bit or 256-bit encryption depending on your computer's capabilities. This is the same type of encryption used for most online banking transactions.

Application

- Q: How do I apply for a job?
A: Click on the title of the job you have interest in (e.g. "Maintenance Technician"). After reviewing the job description, click on *Apply for This Position*. You will then create a new account or log in to an existing account you have already created. You must complete all required fields (which can change depending upon the position you are applying for). You must review your application for accuracy, and must affirm/initial your application. Finally, click on "Save and Submit" at the end of the application. When your application is successfully submitted, you will receive a confirmation number which you can use to reference a specific application.
- Q: Do I have to complete an entire new application for each position I apply for?
A: Previously submitted application information will carry over into subsequent applications; however, you are strongly encouraged to review your application information to ensure it corresponds directly to the new position you are applying for.
- Q: Can I save my incomplete application and return to complete it at a later time?
A: Yes. You may log out of your application at any time and return to it later. When you are ready to complete your application, enter your username and password. You will be allowed to continue your application if the job posting has not closed.



Mukilteo
School District

Q: How often am I required to update my information or application materials?

A: Applicants can provide updated or additional information at any time. Changes or additions will only apply to future applications from that point forward. It will not alter any information in previous applications.

Q: Do I have to complete the application in a specific order?

A: Yes. The system requires you to proceed sequentially through each section, and requires you to complete required fields before proceeding.

Q: How do I know the status of my application?

A: Log into your account and then click on the *Application Status* tab. If you have already applied for a job it will be listed under the *Current Applications* section. If you want to view additional details about a job you have applied for, click on the *Job Title* associated with the job. If you have applied for jobs in the past that have been filled, it will be listed under the *Applications for Closed or Filled Jobs* section.

Q: How do I go back and change my application for a position I already applied for?

A: Applicants can provide updated or additional information at any time. Changes or additions will only apply to future applications from that point forward. It will not alter any information in previous applications.

Q: I'm no longer interested in a position I applied for, how do I remove my application?

A: To remove your name from the list of candidates for a specific position, you must log on to your online application, click on the *Application Status* button, and then click on *Withdraw* for each position you are no longer interested in.

Q: What is a Confidential Reference Survey and will I get a copy?

A: The Survey contains various position specific evaluative criteria and rating scales. It also includes some short answer questions to be completed by your reference. The references you list should be supervisory. The content is confidential between the district and your reference. Applicants will not be able to view the completed Surveys.

Q: I've completed my online profile and applied for one job already. Are the Confidential Reference Surveys emailed one-time only or sent for each job I apply for?

A: The Reference Surveys are updated annually, and are sent based upon each type of application you complete and your selection of the references you have listed. For example, when you complete a classified application for the first time and apply for a position, the classified Confidential Reference Survey will be sent to the references you have selected. Thereafter, when you apply for other classified positions the Reference Surveys will not be sent again unless you select different references or if it is a new school year. If you then apply for a certificated position (a different type of application), the certificated Confidential Reference Survey will be sent to your references you have selected. References will be asked to provide feedback on you based upon the type of position for which you are applying.



Mukilteo
School District

Q: What materials do I need to submit with my application?

A: There are different application requirements for each application type. You are strongly encouraged to review the Application Requirements link on the Employment page.

For Paraeducators, upon hire, the District must complete the required paperwork to substantiate highly qualified status. All Paraeducators must submit:

1. Sufficient documentation to support that the paraeducator has earned a secondary school diploma or its recognized equivalent. Documentation could include:
 - a. high school diploma or transcripts, or
 - b. an official verification of a high school diploma equivalent (GED), or
 - c. a college transcript that shows the person has a high school diploma.
 - d. Foreign degrees should be translated by a credible party to ensure the above requirement has been met.
2. completed two years of study at an institution of higher education (minimum 72 college level credits); or
3. obtained an associate's (or higher) degree; or
4. passed the ETS Para Pro praxis test. If you have passed the ETS Para Pro praxis test, please provide a copy of the results to the human resources office

Attachments

Q: What types of files do you accept for Resume, Cover Letter, Letters of Reference?

A: All files attached to your application must be in .txt, .rtf, .pdf, .docx, or .doc format. If you need to upload an image or scan, you must convert it to one of these formats.

Q: Do you accept placement files?

A: No.

Q: If I only have a hard copy of a document, will you scan that document into my application for me?

A: No. Applicants should convert the hard document into an acceptable format and upload it into their application.

Q: How do I know if my references have submitted the Confidential Reference Survey?

A: Once you have logged on to your online application, click on the *References* tab. You will be able to see each of your references and if the Survey has been returned.

Q: If my reference hasn't completed and returned the Confidential Reference Survey, how do I send it to them again?

A: You should contact your reference and ask them to return it. If you need the form sent again, please contact us and we will resend it for you.