



NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

- (1) **To register:** click <https://ncpubliccharters.org/jobs/candidate-panel-2/candidate-registration/> to register yourself as a candidate. Enter your name, username, password, email, and click **Register account**.

A registration form with six input fields and a submit button. The fields are labeled: "First name *", "Last name *", "Username *", "Password *", "Password (repeat) *", and "E-mail *". Each label is circled in red. Below the fields is a button labeled "Register account".

- To login:** If you already registered, select **Candidate Login** under **Jobs** in the main website menu. Enter your username and password, and click **Login**.

A login form with two input fields and a submit button. The fields are labeled: "Username or Email *" and "Password *". Both labels are circled in red. Below the fields is a "Remember me" checkbox and a "Login" button. A link "Not a member? Register" is located to the right of the "Login" button.

- (2) Once you log in or register, click **My Resume** (sheet of paper icon) to enter and submit your resume to the job board.

A user dashboard with two sections: "MANAGE" and "ACCOUNT". Under "MANAGE", there are three buttons: "My Resume" (with a sheet of paper icon, circled in red), "My Applications" (with a folder icon), and "My Bookmarks" (with a bookmark icon). Under "ACCOUNT", there are three buttons: "Logout" (with a power icon), "Change Password" (with an asterisk icon), and "Delete Account" (with a trash can icon).



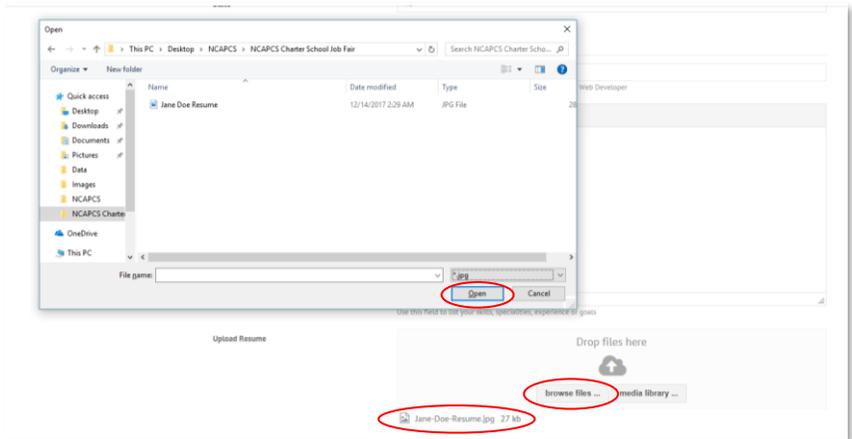
NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

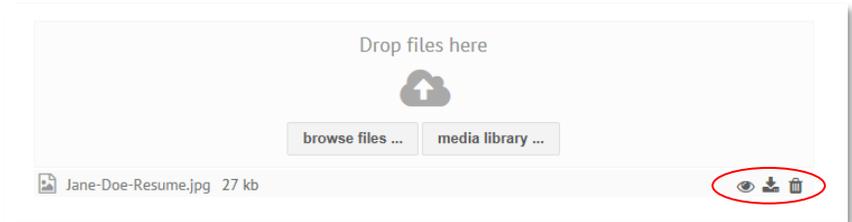
(3) There are two ways to provide resume details to the job board:

Uploading Your Resume (recommended if you already have a resume)

Click **browse files** beside Upload Resume in the Resume section. Select the desired file and click **Open**. The file will appear below the Upload Resume field.



Hovering your cursor over the uploaded file populates options to view file, download it, or delete it.



If you do not have a resume to upload, see the next page.



NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

Completing the Web Form (Recommended if you do not already have a resume)

Account Information, Address, and Resume

Enter your name, email, phone number, city, state, and professional headline (photo and profile summary are optional).

Account Information

First Name *

Last Name *

Email Address *
This field will be shown only to registered employers.

Phone Number *
This field will be shown only to registered employers.

Your Photo

Drop files here

IMAG0015-1.jpg 207 kb

Address

City *
For example: "Chicago," "London," "Anywhere" or "Telecommute."

State *

Resume

Professional Headline *
Describe yourself in few words, for example: Experienced Web Developer

Profile Summary

B *I* ABC



NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

Experience

Click **Add Experience** under **Experience** to enter one of your occupations. Enter the following information

Start Date	Finish Date (click This is my current position if applicable)	Company Name
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Position Title	Job Description
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Once complete, click **Save**, and the occupation you just entered should appear. Click **Add Experience** again to enter another one of your occupations. Repeat until you have finished.

The screenshot shows a form for adding work experience. The fields are: 'Started' (date), 'Finished' (date), a checkbox for 'This is my current position', 'Company Name', 'Position Title *', 'Description' (text area), and a 'Save' button at the bottom.

Education

Click **Add Education** under **Education** to begin entering your educational background. Enter the following information.

Start Date	Finish Date (click I am currently studying here if applicable)	Institution
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Title	Description (i.e. the degree you earned)
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Once complete, click **Save**, and the education information you just entered should appear. Click **Add Education** again to enter another one of your schools/programs. Repeat until you have finished.

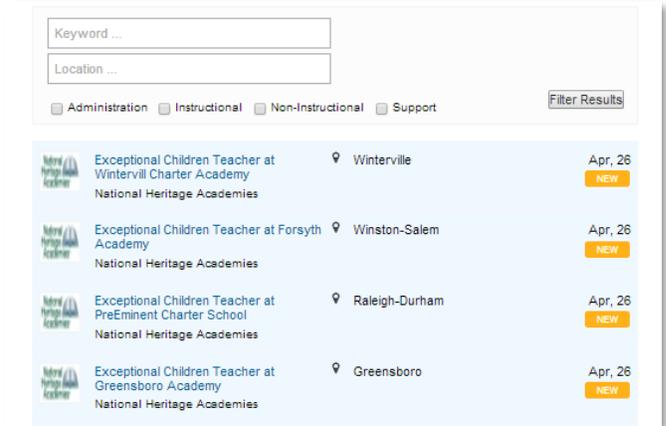
The screenshot shows a form for adding education. The fields are: 'Started' (date), 'Finished' (date), a checkbox for 'I am currently studying here', 'Institution', 'Title *', 'Description' (text area), and a 'Save' button at the bottom.



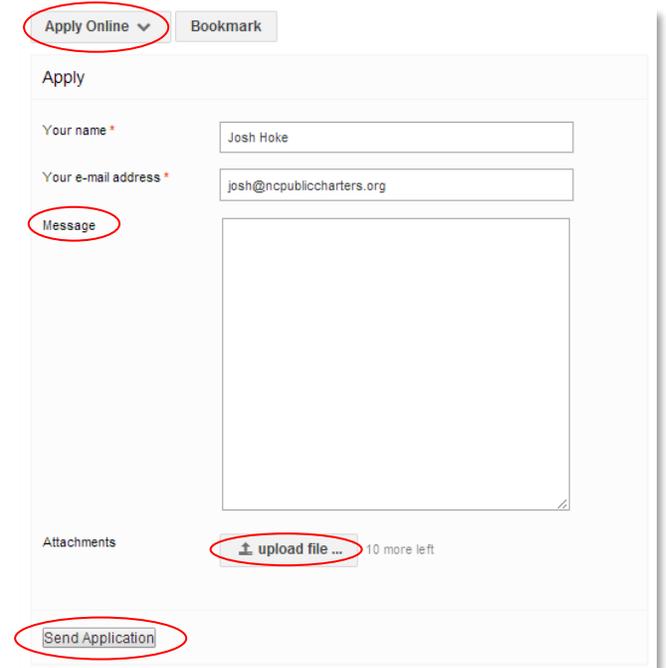
NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

- (4) Once your resume is complete either on the web form or uploaded, click **Jobs** under the website’s main menu to search for job postings, and click on the job title to view its description. You can also select **Advanced Search** to look for jobs, for example, in certain locations.



- (5) If after reading the description you would like to apply, click **Apply Online**. A dropdown will appear that automatically populates your name and email address. Click **upload file** to attach your resume, cover letter, and any other documents. It is recommended that you not only upload your resume, but you also upload your cover letter or enter it in the Message field. The more information you provide the better response you will receive from employers. Once both are uploaded/complete, click **Send Application**, and the light blue prompt will appear telling you your application is sent.





NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

- (6) To view jobs you have applied for along with the status of each application, click **My Dashboard** under the **Resumes Menu** then **My Applications** (envelope icon). Any job postings to which you have submitted applications will appear. (Note: the more information you enter in your resume, the higher percentage profile completion you will see).

Profile Completion (67%)

MANAGE

- My Resume
- My Applications
- My Bookmarks

ACCOUNT

- Logout
- Change Password
- Delete Account

Home > My Applications

JOB	SENT	STATUS
Exceptional Children Teacher at Winterville Charter Academy at National Heritage Academies	less than a minute ago	NEW

- (7) If you find a job posting of interest, but you are not ready to apply for it yet, you can click **Bookmark** instead of Send Application. Bookmarking a job posting allows you to save the post under **My Bookmarks** (ribbon icon) in your dashboard so you do not have to search for the post again when you want to view or apply for it later.

Apply Online ▾ **Bookmark**

Profile Completion (75%)

MANAGE

- My Resume
- My Applications
- My Bookmarks

ACCOUNT

- Logout
- Change Password
- Delete Account

My Bookmarks

Home > My Bookmarks

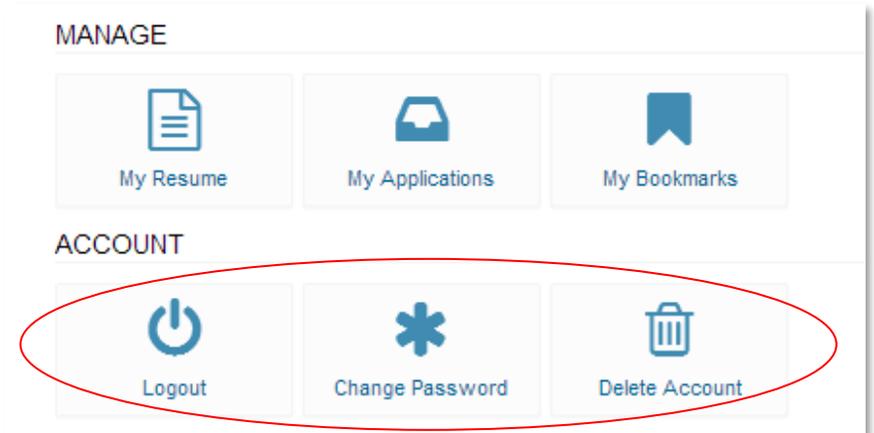
JOB	EXPIRES	STATUS
Executive Director ACTIVE	June 3, 2016	Delete



NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Guide: Candidates

- (8) The options to **Logout**, **Change Password**, or **Delete Account**, are available under the ACCOUNT section of the Employer Dashboard.



Please keep your resume and cover letter updated as much as possible. Not only can candidates view job postings posted to the job board, schools can view candidate resumes posted to the job board if they want to search for someone with certain qualifications. Resume postings more than six months old will be deleted.

We appreciate your support towards the Association. In response to that, we want to continue offering better ways to meet the needs of our state's charter schools. Among those ways is providing this job board exclusive to the NC charter schools with the goal of being the one-stop shop for charter school opportunities in North Carolina. If you have any questions about the job board, contact josh@ncpubliccharters.org.