



NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Walkthrough: Candidates



Are you looking for a new career in charter schools in North Carolina? Our Association job board is a one-stop shop for charter school opportunities statewide! Use our job board to take some of the work in seeking charter school jobs off your hands!

- **Candidate registration is free!**
- **Log in to access our Candidate Dashboard where you can add your resume to our Candidate Directory.** Our directory enables our school and business members seeking candidates for open positions to find and contact you!
- **Get notified via email each time an employer responds to your listing in the candidate directory!** This enables you to respond to employers in a more-timely manner.
- **Our Candidate Dashboard contains a list of employers who contacted you, a list of favorite jobs, and a list of applied jobs.** Need to see all your employer messages, favorite jobs, and applied jobs in one place? No problem!
- **Our job board now includes internships and volunteer opportunities!** Because these lead to careers!





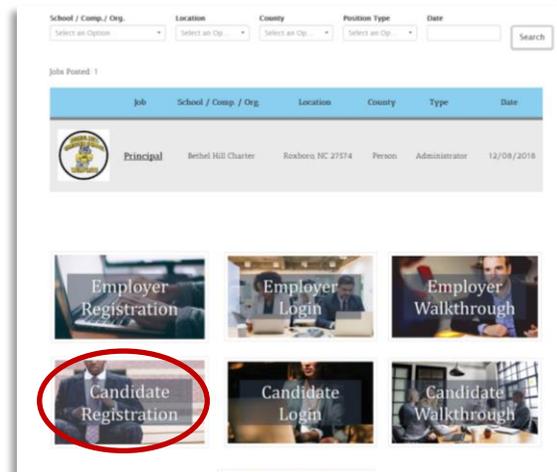
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Job Board Walkthrough: Candidates (cont.)

- (1) From the homepage, www.ncpubliccharters.org, click Jobs in the main menu to get to the Job Board



- (2) Click Candidate Registration.



- (3) Complete the candidate registration form.

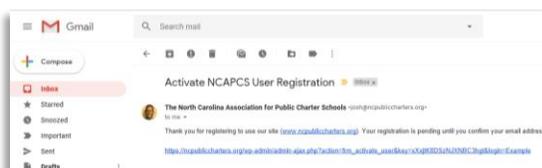
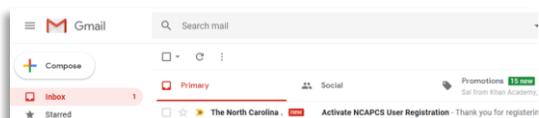
- (4) You will receive a message indicating that your registration is in pending status until you validate your email address.



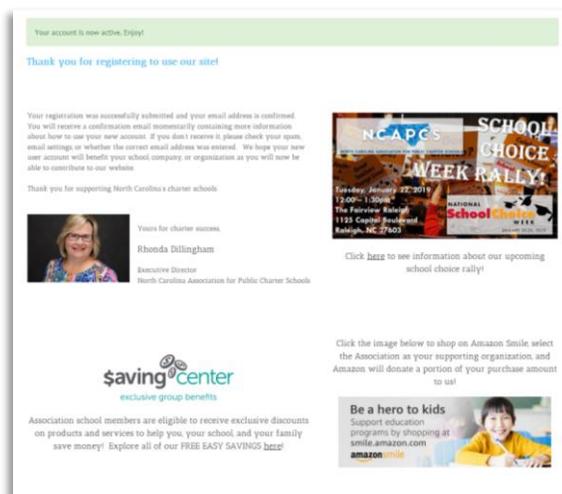
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Job Board Walkthrough: Candidates (cont.)

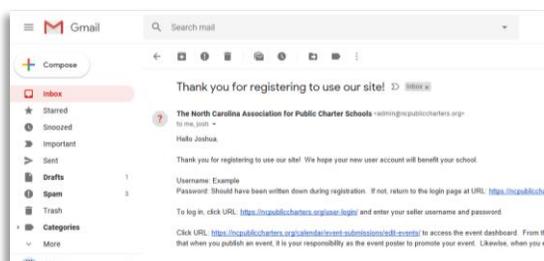
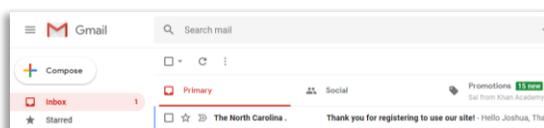
(5) Check your inbox to see a message telling you to activate your User Registration.



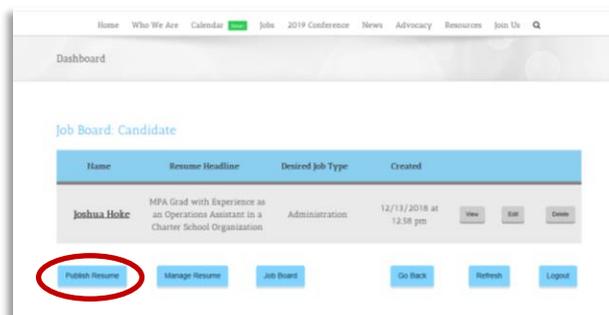
(6) Click the link to be directed to the successful registration page. Now, your user status becomes active.



(7) Return to your inbox to see a message confirming your registration and click the link to the dashboard. The dashboard is where you can post jobs.



(8) Return to your inbox to see a message confirming your registration and click the link to the dashboard. The dashboard is where you can post your resume to the candidate directory. Since it will be your first time, there will be nothing listed here until you publish your resume.





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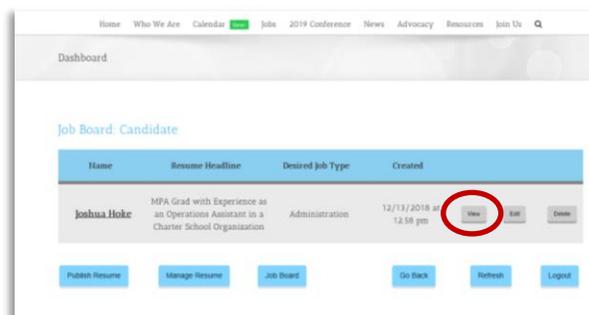
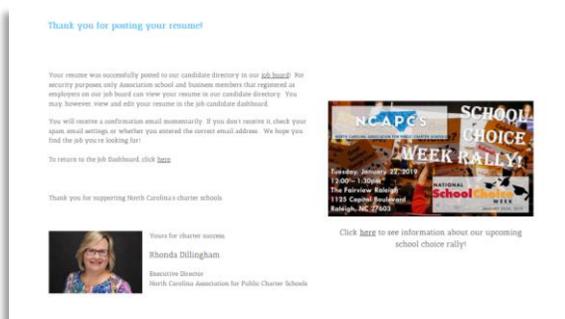
Job Board Walkthrough: Candidates (cont.)

- (9) The resume builder directs you to publish part of your resume in the input fields and upload your full resume. When employers view your profile in the candidate directory, they can get a sense of who you are and download your full resume if they are still interested and want to learn more. Complete the information on the resume builder and click Publish.

- (10) Upon posting, you will be taken to a successful resume posting page and receive an email confirmation. Note that for security purposes, only Association school and business members have access to and may find you on the candidate directory.

- (11) If you click on the job dashboard link on the successful job posting page or the email confirmation, you will now see the resume you just posted. Click View to see how your profile looks to employers.

Keyboard Tip: Hold CTRL and click Job Board to see it in a separate window.

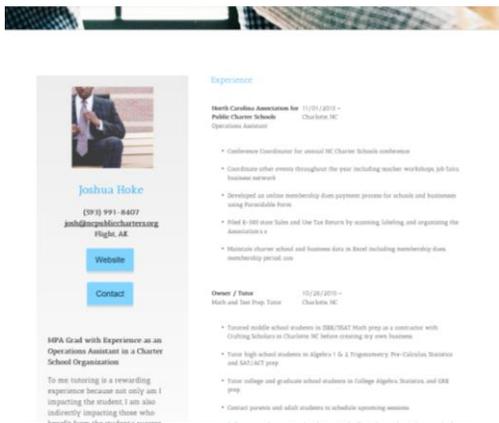




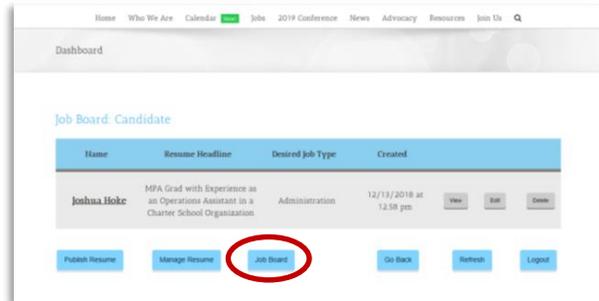
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Job Board Walkthrough: Candidates (cont.)

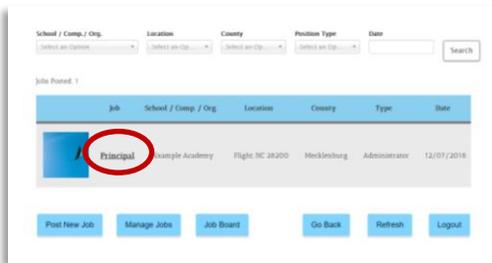
(12) A candidate profile will appear where employers (Association school and business members) may contact you for an open position at their school, company, or organization.



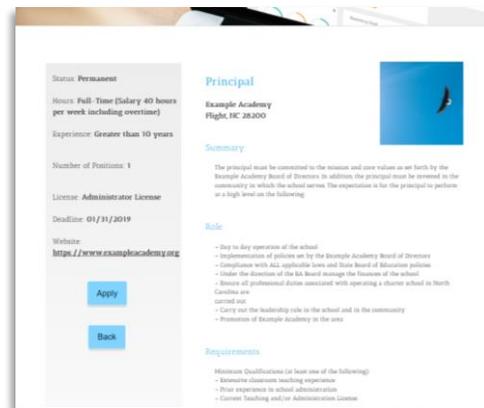
(13) You may also click Job Board to seek and apply for jobs.



(14) Click on a job to see more details.



(15) A job detail page will appear where you and other applicants can apply. No one will see the employer's contact information on our job board.

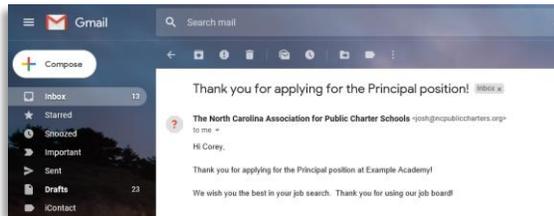




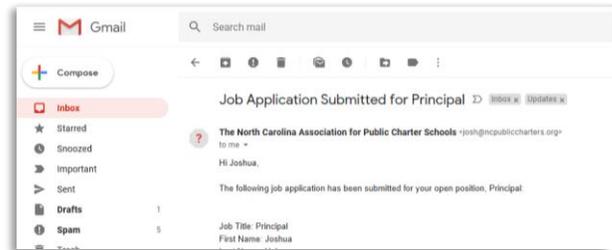
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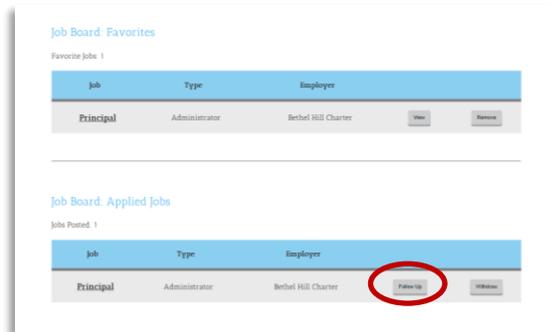
(16) You will receive an email confirmation entitled “Thank you for submitting your application to the (job) at (employer’s school / company / organization)”.



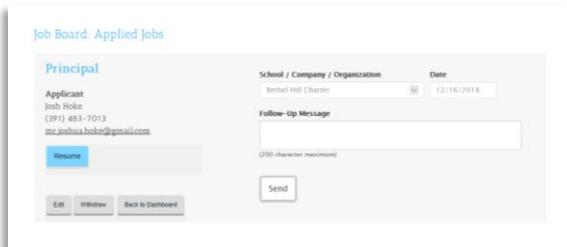
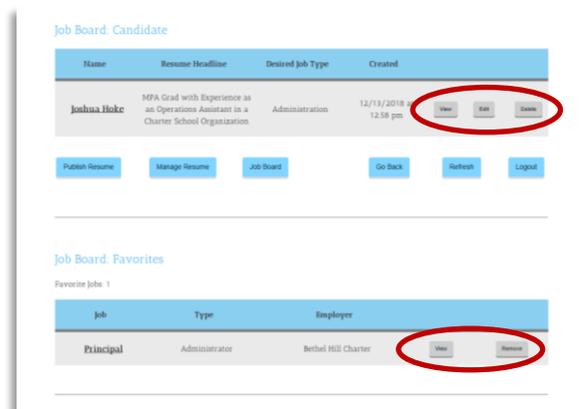
(17) Likewise, the employer will receive a confirmation email entitled “Job Application submitted for (job)” in their inbox.



(18) You may return to the Job Dashboard and also view jobs you indicated as favorite and jobs you’ve applied to so far. Click Follow up to send a follow-up message to the employer regarding your job application whenever the time is appropriate.



(19) You also have the capability to edit your resume, view your favorite jobs, and delete items including your resume and favorite jobs.





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Job Board Walkthrough: Candidates (cont.)

FAQs

Q : What should I do if I need to change details about my resume posting?

A: Log into your user account to access the Job Dashboard and see the resume you posted. Click Edit to make the necessary changes.

Q: What should I do if I find a job and I don't want to be contacted about other jobs?

A: Log into your user account to access the Job Dashboard Click Delete to remove your resume from the candidate directory. **Once a resume is deleted, the information cannot be retrieved.**

Q: Our school created an account already through your job board earlier this year. Can we use our exiting username and password?

A: Unfortunately not. We have transitioned to a job board with more robust features. Old user accounts have been deleted. The new board has better controls which will allow us to more efficiently manage our system.

Q: How is the information displayed on this job board more credible than a typical job board?

A: Like a small town, most everyone in the NC charter school sector knows most everyone. As a result, there's fewer variables with which to be concerned. You have likely met the person who posted the job (an administrator or admin. assistant) at a summit, conference, or roundtable usually making the information you see more credible. If someone suspicious happens to post on the job board, it will be much easier to identify and report. Additionally, making job posting only available to Association Members tightens the credibility and further exposes concerning content.

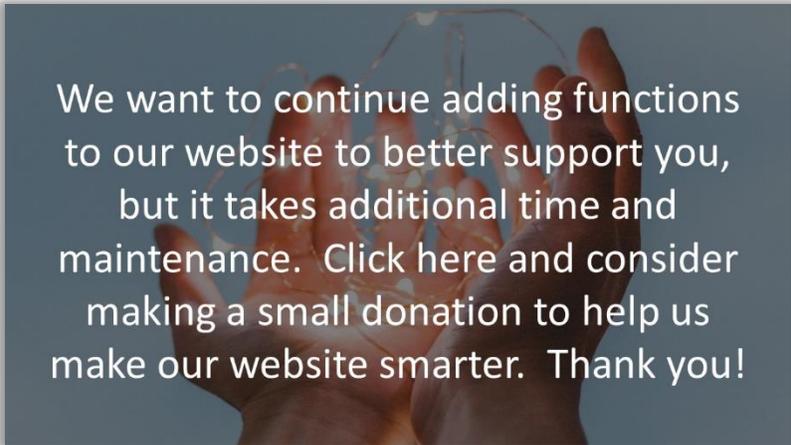


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Job Board Walkthrough: Candidates (cont.)

Q: How do you keep the job board secure?

1. **We validate registration.** To register to post on the job board, one must select among the list of existing options preventing a spammer from making up a school or business name.
2. **We validate email.** Upon submitting the registration form, user registration is under pending status until the email recipient confirms his/her email address in their inbox. Also, no one can submit the same email address in more than one registration.
3. **Each member is only allowed one user account.** Allowing one account per school ensures the credibility of the job board. Visitors can feel more secure in that the information they see on the calendar is true and accurate. A member that tries to create a second account will receive a notification that registration has already been submitted and will not be allowed to proceed.
4. **We use anti-spam tools.** We enable the widely-used spam-fighting service Akismet to check each registration, and we use reCAPTCHA on the form to validate a human registrant.
5. **We do not share the employer's contact information on our job board.** As mentioned in step (14) of the walkthrough, visitors do not see the employer's contact information unless the employer contacts them.
6. **We allow site users and visitors to report suspicious information.** Below the calendar is a short form to report suspicious, inappropriate, unlawful, or irrelevant information on the calendar. This increases the accountability and credibility of our calendar.



We want to continue adding functions to our website to better support you, but it takes additional time and maintenance. Click here and consider making a small donation to help us make our website smarter. Thank you!



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Job Board Walkthrough: Candidates (cont.)

Q: What content is prohibited from the job board?

A: Like most other sites that allow user-submitted content, the following is prohibited from our job board:

1. Content that is unlawful, libelous, defamatory, sexually explicit, obscene, abusive, violative of any third party's privacy rights, and/or contains personal information of third parties such as telephone numbers, street addresses, or email addresses
2. Vulgar language and inappropriate material
3. Content promoting dangerous activity
4. Content containing confidential, non-public information about NCAPCS
5. Photos, videos, software, comments, or other content that violates intellectual property rights of others
6. Content that degrades others based on gender, race, class, ethnicity, national origin, religion, sexual preference, disability, or other classification. This includes language intended to intimidate or incite violence.
7. Content that attacks someone personally or designed to provoke a negative response from one or more specific users (i.e., "trolling").
8. Content that provokes disruption to the NC charter school sector.
9. Content that is irrelevant to the NC charter school sector.
10. Instructions, software, links, or other materials that would harm other users' computers or allow other users to harm third parties, including without limitation by uploading viruses, worms, Trojan horses or other malicious, illegal, or unlawful code which is designed to interrupt, destroy, or limit the functionality of any software or hardware.
11. Links to an outside web site that displays inappropriate, malicious, untrue, inflammatory, unlawful or irrelevant content. This rule applies to mentioning or referencing a web site, even if the mention is not hyperlinked from your post. If you post a link or reference a web site that is inappropriate, NCAPCS may delete your user account.
12. Except for ticket sales, registration fees, and raffles, content that seeks commercial profit from the sale of products. Commercial activity is restricted to the Association Marketplace.
13. Content designed to encourage other users to violate these rules of conduct.

Q: How can I report issues, ask questions, or make suggestions about the marketplace?

A: You may submit a message through our Feedback form at the bottom of the job board.