

Applying For a Position Internal Applicants

To begin the application process, proceed to the following web address:

<https://southumpqua.tedk12.com/hire/index.aspx>. This is where all internal and external applicants will apply for a position. The application for internal applicants is significantly shorter. If you already have an account, log in with your user name and password. For more information, see the bottom of page 2

Username Password English | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

SOUTH UMPQUA SD 19
SOUTH UMPQUA SD 19

[Job Listings](#) [Help](#)

This page is for current employees only.

New Internal Applicants
In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.
If you have already created an internal account, you may login with your existing username and password to see all internal jobs.
 [I am not an employee.](#)

Non-Employees
If you are not currently eligible for status as an internal or transfer account, please [return to job listings page.](#)

I already have an Internal Account
Login at the top of the page and [return to job listings page.](#) Once Logged in you will be able to view internal job postings.

Click on “internal” at the top of the page.

On the next two pages, you will confirm that you are an employee and click “continue”

SOUTH UMPQUA SD 19
SOUTH UMPQUA SD 19

[Job Listings](#) [Help](#)

This page is for current employees only.

I am a current employee of SOUTH UMPQUA SD 19
Enter district email

I am not a current employee of SOUTH UMPQUA SD 19
If you are not a current employee, please [Browse our Available Jobs](#) and fill out a new application for a currently posted position.

Enter your district email.

Username Password English | [Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

SOUTH UMPQUA SD 19
SOUTH UMPQUA SD 19

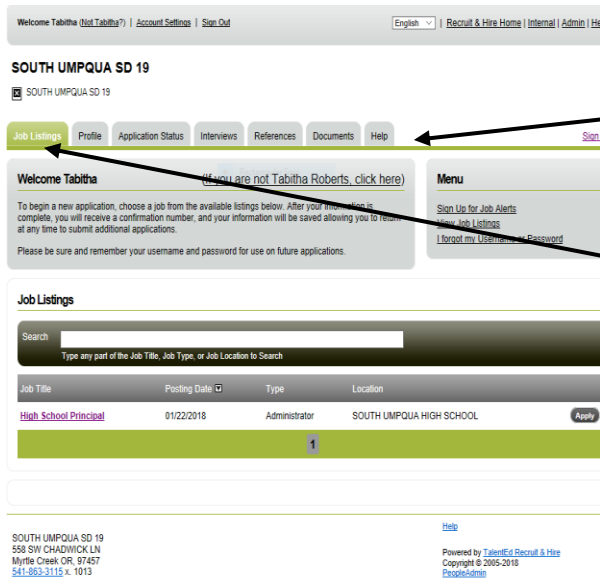
[Job Listings](#) [Help](#)

Profile Information
Fields marked with an asterisk (*) are required.

First Name *
Last Name *
Username *
Password *
Confirm Password *
Email
Confirm Email
Security Question *
Security Answer *

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.

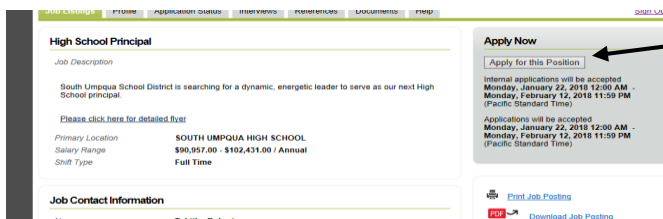
Fill out profile information, and click Continue



Information can be entered and saved before you apply for a position by going to the tabs at the top of the screen.

To see job listings, click the tab in the upper left corner. **To see internal listings, you must be signed in as an internal candidate.**

All open positions are listed at the bottom of the page. Click “Apply” to choose a position.



The posting for the selected position will appear, and you will click “Apply for this Position”.

At this point, you will be taken to the internal application. You must complete each page of the application before you can move on. You can come back and change anything in your application before it is submitted. After this initial setup, you can access your account by going to the web address listed at the top of this handout, and enter your username and password. If you need to change your account to an internal account, click “Account Settings” at the top of the page, and change your account type on the right hand side of the page to internal. If you have ANY questions or issues, please contact Human Resources immediately, and we will help you through the process.