

Applying for Jobs with Georgetown ISD

The following instructions explain how to apply for jobs using Georgetown ISD’s Fast Track job applicant system online. The Georgetown ISD website has a link to current job postings.

Viewing Job Postings & Details

The list of job postings will display:

All Posted Positions Via Employee Access							View Details of Highlighted Position
Apply	Category	Position Description	Assignment Description	Location	Department	Group	Apply for Selected Position(s)
<input type="checkbox"/>		Mentor	*				Log In
<input type="checkbox"/>	Maintenance	Maintenance	HVAC Technician	Support Svcs	Manual Trades	HVAC Technician	
<input type="checkbox"/>	Teacher	Teachers	Secondary	Georgetown High School	Career and Technology	Career Technology Educati	

Check the box on the far left for any job you are interested in, and then click **View Details of Highlighted Position** (button on the right):

The screenshot shows a table with three rows: Mentor, Maintenance, and Teachers. The 'Teachers' row is highlighted in yellow, and its checkbox is checked. To the right of the table, three buttons are stacked vertically: 'View Details of Highlighted Position', 'Apply for Selected Position(s)', and 'Log In'. A blue arrow points from the 'View Details of Highlighted Position' button back to the 'Teachers' row in the table.

The job details page will open. On this page you can review the salary information, the job description, and other details. If you meet the position requirements, click on the **Apply for Position** button.

The screenshot shows the 'Apply For Position' page. At the top, there are two buttons: 'Apply For Position' and 'Back'. Below this is a 'Position Information' section with the following details:

- Listing ID: 111025001
- Position: Teachers
- Assignment: Secondary
- Location: Georgetown High School
- Department: Career and Technology
- Group: Career Technology Education
- Wage/Salary: Teacher Salary Scale/187 Days
- Salary Matrix: TCH1112
- Step Range: 0 - \$43,192.00 to 0 - \$43,192.00 (contract)
- Subject: Family Consumer Science (must be certified)
- Employment Type: Full Time
- Job Descriptions: Teacher - Family Consumer Science (Attachment) [View](#)
- Application Deadline: Until Filled

Below the position information is a 'Detailed Job Description' section:

- Job Description: Teacher - Family Consumer Science
- Reports To: Principal
- Status: Exempt
- Teacher Salary Scale/187 Days
- Primary Purpose: Provide students with appropriate learning activities and experiences designed to help them fulfill their potential for intellectual, emotional, physical, and social growth. Enable students to develop competencies and skills to function successfully in society.
- Qualifications: Knowledge of core academic subject assigned. General knowledge of curriculum and instruction. Ability to instruct students and manage their behavior. Strong organizational, communication, and interpersonal skills.

Applying for a Position : Logging In

After you check “Apply for Position” on a job details page, the **Log In** screen will appear.

Existing Users Please Log In

Username:

Password:

Log In

[Forgot your username/password?](#)

New Users Please Create a Profile

I Would Like To Create a New Profile

Your Email Address:

* Your First Name:

* Your Last Name:

* Your Username:

* Your Password:

* Re-Enter Password:

* Your SSN:

* Re-Enter SSN:

Create Profile

Back

New Users:

If you have never before applied online using the Fast Track system, **check the box** that says “**I Would Like to Create A Profile**” and then fill out the required fields and click **Create Profile**.

Existing Users:

If you have applied for a position with Georgetown ISD using the Fast Track system before, **you MUST use the same username and password** you created originally to start your new application. Fill out this information in the top section and then click Log In.

Forgot your username or password? If you have forgotten your user name and password, click on the link that says [Forgot your username/password?](#) and then enter the email address you used when you applied and click [Send Account Info](#). Your application information will be emailed to you.

Existing Users Please Log In

Username:

Password:

Log In

[Forgot your username/password?](#)

Applying for a Position: Starting an Application

After you have logged in or created your profile, you will see the job application page. The number of sections you are required to complete will vary depending on the job type, but you will see a listing page that shows each section you need to fill out. **Each section will be marked Incomplete in red to begin with. Click on the Add button for the first incomplete section to begin entering required information.**

Job Listing

Listing: 111025001	Type: Full Time
Position: Teachers	Dept: Career and Technology
Assignment: Secondary	Group: Career Technology Edu
Location: Georgetown High School	Deadline: Until Filled
Appl. Status:	

[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

[Submit to HR](#)

[Cancel Application](#)

[Return to Profile](#)

Contact Information — Incomplete [Add](#)

Contact information including your name, phone number and address.

Education History — Incomplete [Add](#)

Your educational background including High School and post-High School education, degrees, GPA and dates.

Certifications/Licenses — Incomplete [Add](#)

Any certifications or licenses you may have.

Employment History — Incomplete [Add](#)

Your employment history, including contacts, salary and dates.

Years Of Experience — Incomplete [Edit](#)

Your specific years of experience as related to this position.

General Questions — Incomplete [Add](#)

You will be required to answer general questions about your qualifications for this position.

Attachments — Optional [Add](#)

You can attach documents related to this position such as your resume, cover letter and letter(s) of recommendation.

Comments — Optional [Add](#)

Any comments you may have regarding your application for this position.

Applying for a Position: Completing & Saving a Section of the Application

When you are working on a section of the application, you will see any required fields listed with an asterisk beside them (*). Complete all required fields, then check the box at the top of the screen that says you have completed the section to the best of your ability. Then click the Save button.

I Have Completed This Contact Information To The Best Of My Abilities:

Name and Contact Information
*** Your name information can only be changed by contacting HR.**

* First Name: MARY Middle: * Last Name:
* Street Address: 101 N. MAIN ST International Address
Address Line 2: P.O. Box:
* Postal Code: 78626
* City: GEORGETOWN * State: TX * Country: USA
* Primary Phone: (512) 555-1234 Ext:
Alternate Phone: Ext:

If you do not have data for a section such as employment history, education history, or certifications, you can leave the entire section blank but you still must check the box at the top of the screen that says you have completed that section to the best of your abilities, then click Save, before that section can be completed.

Applicant Information
Username: Email:
First Name: MARY Middle: Last Name:
I Have Completed This Employment History To The Best Of My Abilities:

Employment History
Records will be resorted by Starting Date after saving.
Enter the Starting/Ending Dates as accurately as possible.
Fields marked with an asterisk * must be filled in for each Employment History record you would like to submit, otherwise all fields must be blank.

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* Company: Starting Date: Ending Date:
Address: Starting Salary: 0.00 Ending Salary: 0.00
City/State/Zip: * Contact Name:
* Contact Phone: Ext:
* Position Title: Contact Email:
Responsibilities:

You will be returned to the main application page after you save a section. **The section you just finished will be marked “Complete” instead of “Incomplete”.** You can return to a section by clicking Edit, or move on to the next Incomplete section and **click Add to update the information in that section.**

Job Listing

Listing: 111025001	Type: Full Time
Position: Teachers	Dept: Career and Technology
Assignment: Secondary	Group: Career Technology Edu
Location: Georgetown High School	Deadline: Until Filled
Appl. Status: Not Submitted	

[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information

Contact information including your name, phone number and address. **Completed**

Education History

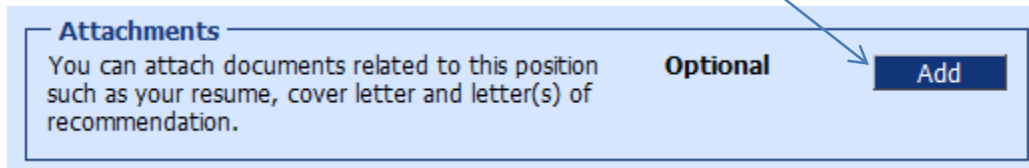
Your educational background including High School and post-High School education, degrees, GPA and dates. **Incomplete**

Certifications/Licenses

Any certifications or licenses you may have. **Incomplete**

Applying for a Position: Attaching a Resume & Cover Letter

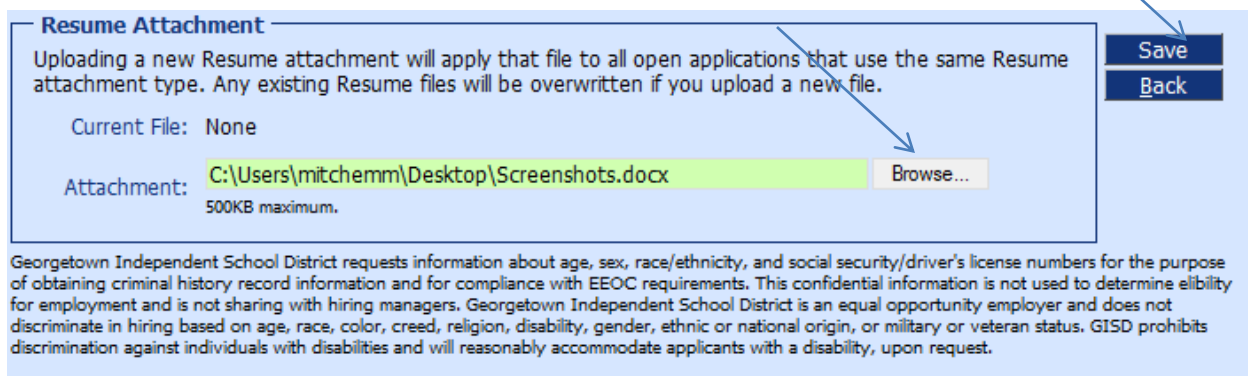
If you have a resume & cover letter, those items can be attached to your online application in the Attachments section of the application. **Click the Add button** in the Attachments section to upload them.



The attachments window will open. If you have previously uploaded a resume or cover letter, that will be listed here. **If you have never uploaded a resume or cover letter, the File column will say "Not Entered"**. Click the **Update** link to upload a resume or cover letter:



The attachment window will open. This window will allow you to **click the Browse button to find a file on your computer to upload**. The file types allowed are : Word or text documents, PDF files, and Excel spreadsheets. After you have selected the file, you can click the **Save button**.



You will be returned to the Attachments window, where you can repeat the steps to upload a cover letter, or just click Back if you are done updating this section.

Applying for a Position: Submitting Your Application to HR

You can only submit your application to HR once you have completed all required sections of the application. The “Submit to HR” button will appear grayed out and cannot be used until the application is completed as required. **Once all required sections have been updated from Incomplete to Completed, the Submit to HR button can be used.** Click this button to submit your application to HR.

Job Listing

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[View Details Of This Job Listing](#)

This position has 8 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information

Contact information including your name, phone number and address. **Completed** [Edit](#)

Submit to HR

Cancel Application

Return to Profile

Once you click the Submit to HR button, you will be sent to the **Applicant Profile page**. You will see the application listed here and can click the **Edit button** if you need to return to it to update any section. You can also update an section individually by clicking on the Update links on this page. **Please note that once your application moves to the processing stage, it can no longer be edited.**

Profile Data for MARY MITCHEM

	Profile Section	Status	Last Updated
Update	Email Address and Username/Password	Completed	10/31/2011
Update	Name and Contact Information	Completed	10/31/2011
Update	Education History	Completed	10/31/2011
Update	Certifications/Licenses	Completed	10/31/2011
Update	Employment History	Completed	10/31/2011
Update	Years Of Experience	Completed	10/31/2011
Update	General Questions	Completed	10/31/2011
Update	Attachments	Completed	10/31/2011
Update	Comments	Optional	

2 New Messages

View Messages

Log Out

View Posted Positions

Your Applications

Open (1)
Processing (0)
Closed (0)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	Teachers	Secondary	Georgetown High School	2	Submitted	Until Filled	111025001

If you wish to apply for additional jobs, click on **the View Posted Positions** button here and you can apply for an additional posted position. Note that application sections that are the same for other positions do not have to be completed again.

Applying for a Position: Email Notifications

If you included an email address in your account profile, you will receive the following email notifications:

- New Profile email notification (subject line: “New Profile Set-Up”)
- New Application Started email notification (subject line: “Application Started”)
- New Application Submitted email notification (subject line: “Application Submission”)

You will also receive an automated email notification if the position requirements change and you must re-submit your application, and if the position is filled by another applicant.

You will be contacted personally by the hiring manager if you are selected for an interview, and also by the human resources if you are being considered for hire.