ROE #3 Job Interest Application System

Welcome to the ROE #3 Job Interest Application System.

Prospective job candidates who elect to use this system will be able to:

- Upload PDF files (resume, letter-of-interest, letters-of-recommendation, etc.)
- Select jobs from the ROE #3 Job Board
- Send email to each contact person at the district or school that posted the job. The email includes links to the PDF files on the server.
- Delete outdated PDF files and replace them with updated PDF files.

The first step in the process is to create an account on the server. The system requires 5 pieces of information about you:

- First Name
- Last Name
- Email address
- Password
- IEIN Number

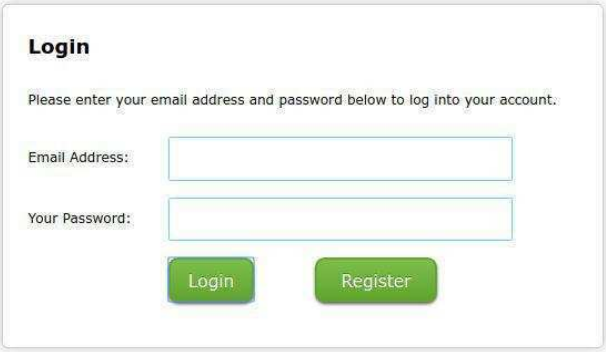
In lieu of an IEIN number, a telephone number can be substituted. It must be a 10-digit number with no hyphens (8005554567)

When the form is completely filled out, click the [Register] button.

No verification is required. You will not be emailed. Be sure to remember your password!

Create New Account

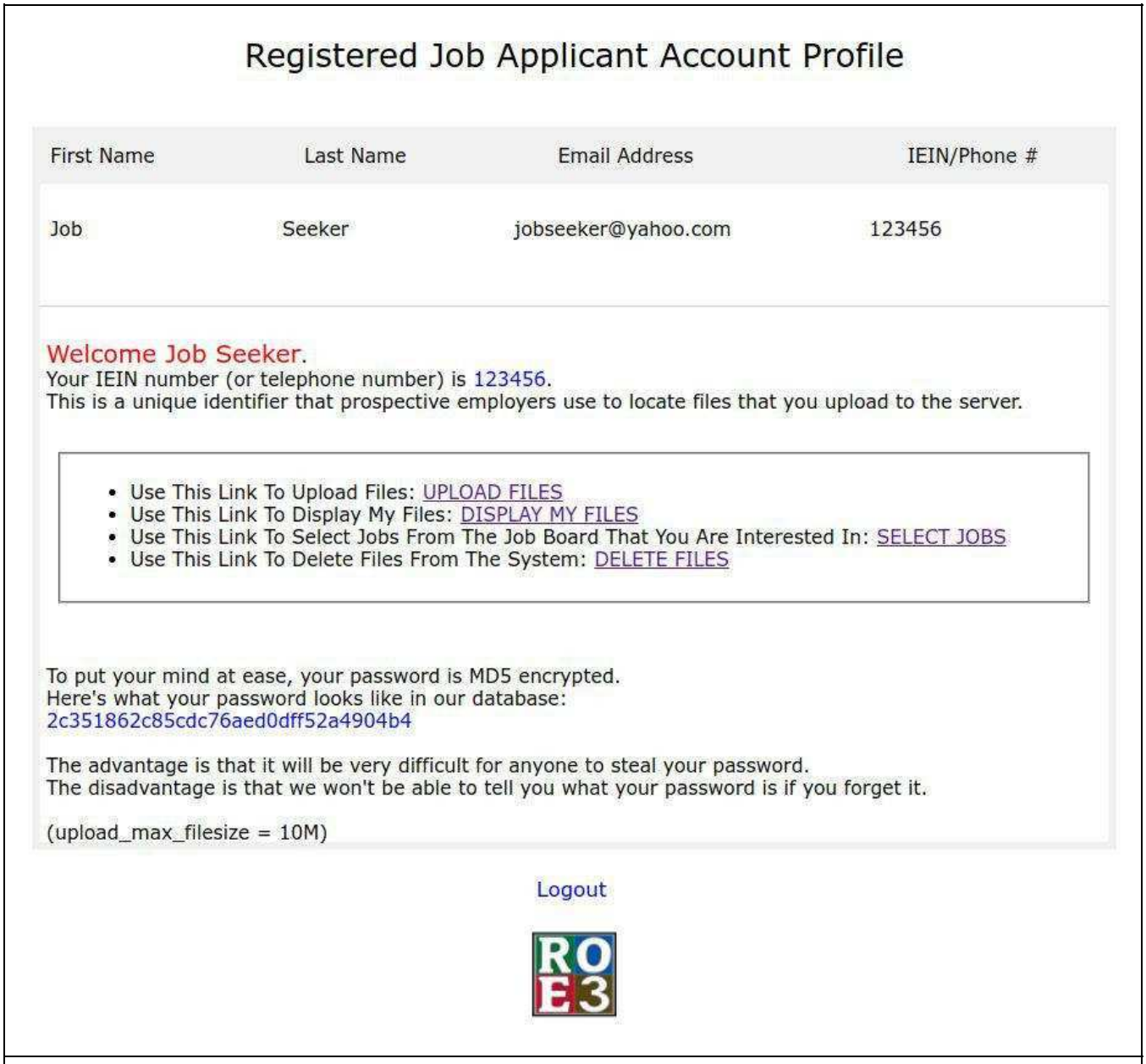
Create New Account or Login



Once you are registered, you can click the [Back to Login] button to get to the Login screen.

Login is simply typing in your email address and your password and clicking the [Login] button.

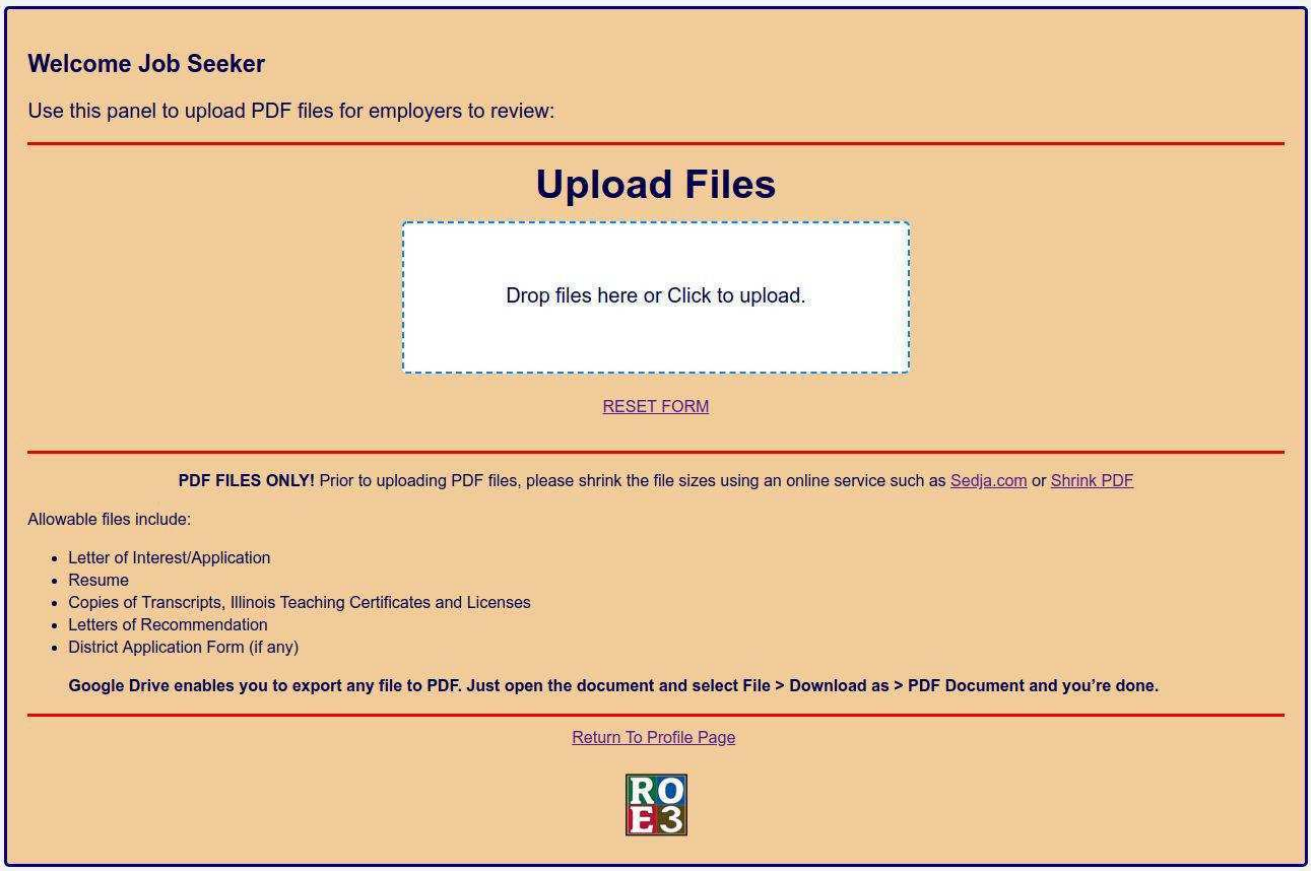
As a cautionary note, if you forget your password, we cannot recover it for you because it is encrypted. If you do happen to forget your password, you will need to contact the ROE #3 office and have them delete your account. Then you will have to register again.



After successfully registering and logging in, the job candidate lands on a Profile panel. This panel allows the candidate to do 4 things:

1. Upload Files
2. Display Those Files
3. Select Jobs From The ROE #3 Job Board
4. Delete Files

The panel reminds the candidate that the password is encrypted and cannot be recovered in the event that it is forgotten. It also shows that the maximum filesize that can be uploaded is 10 megabytes.



Candidates can upload files to the system by dragging their files onto the white target area or by clicking the area and using the computer's file manager to locate and select the files.

It is strongly recommended that only PDF files be uploaded. Examples of PDF files are listed on the panel. **We highly discourage the use of scanned documents**.

It is also strongly recommended that PDF files be pre-processed using a service such as Sedja.com or Shrink PDF prior to uploading. Not only will this improve the upload process, it will also improve the download process when prospective employers are reviewing your files.

Educational employers are placing a high value on candidates who show technological competence, such as the ability to use Google Docs.

It just so happens that Google Docs has a built-in ability to download files as PDF. Any files that are created in Google Docs can easily be converted to PDF and uploaded to this system. Files that are uploaded to Google Drive (such as Microsoft Word documents) can also be converted to PDF using their system.

We ask that job candidates limit the number and size of files they upload to the system. Employers will be impressed with quality more than quantity.

The 2nd thing on the Profile page's list of actions is the ability to display the files that have been uploaded. In this demo, the Job Seeker candidate uploaded a file called "Letter-of-Recommendation-Job-Seeker.pdf".

The system does three things to each file that's uploaded:

1. It prepends the user's name to the filename
2. It prepends the user's IEIN or telephone number to the filename
3. It strips all spaces out of the filename and joins the IEIN and user's name and filename together with underscores so that it has this form: IEIN_username_filename

By prepending the IEIN and username to the filename, the system creates a unique filename for each file that's uploaded to the system. It also records the filename in a database for reference so that it can be tracked and located.

If the listed file is clicked, it should open in a new tab or window for display.

When jobs are selected from the job listing (next page) and email messages are prepared to send to the contact persons at the districts/schools that posted those jobs, this same kind of listing is shown to those persons so that they can get a look at your credentials online.

With that in mind, it's very important to put your best foot forward and demonstrate your ability to compose a strong letter-of-introduction, a good resume, have solid letters-of-recommendation and upload only pertinent PDF documents that will make employers take notice.

Welcome Job Seeker

IEIN: 123456, Login: jobseeker@yahoo.com

Return to Profile Panel

Instructions:

Please review the listings on the more detailed ROE #3 Job Board prior to selecting the jobs for which you wish to send inquiries to specific districts. When you select jobs from the table below, notifications will be sent to the contact person from each specific district via email with a standard letter of interest and a link to your uploaded credentials.

Select Job(s):

Reset

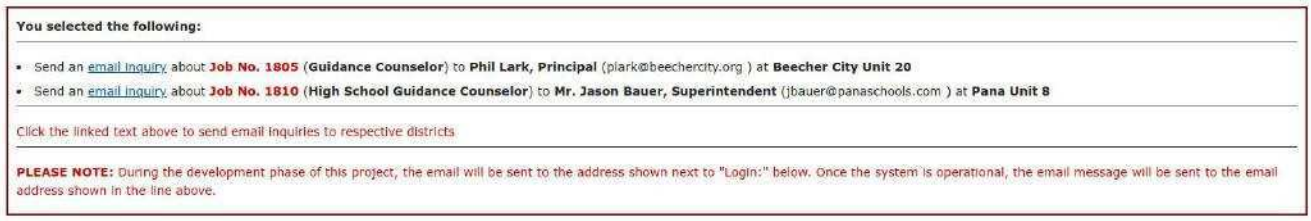
	Code	Title	District
☐	1797	Mechanical Ag Instructor	Altamont Unit 10
☐	1750	Mechanical Ag Instructor	Altamont Unit 10
☐	1732	Art Teacher	Beecher City Unit 20
☐	1779	Title Teacher	Beecher City Unit 20
☐	1781	Title Teacher	Beecher City Unit 20
☐	1805	Guidance Counselor	Beecher City Unit 20
☐	1793	High School Principal	Bond County Unit 2 (Greenville)
☐	1776	Pre-K Teacher	Bond County Unit 2 (Greenville)
☐	1778	Pre-K Aide	Bond County Unit 2 (Greenville)
☐	1747	Substitute Custodian	Brownstown Unit 201
☐	1771	Part-Time / Temporary Custodial-Maintenance	Brownstown Unit 201
☐	1724	High School English Teacher	Brownstown Unit 201
☐	1786	Principal	Dieterich Unit 30
☐	1791	Elementary Principal	Dieterich Unit 30
☐	1664	Football Coordinator	Effingham Unit 40
☐	1815	Track Coach- High School Assistant Boys	Effingham Unit 40
☐	1812	Bus Aide	Effingham Unit 40
☐	1808	Mentor Facilitator	Effingham Unit 40

After the PDF files are uploaded and the candidate is satisfied that those documents say “I’m the person you want to hire”, then it’s time to head to the **Select Jobs** panel to choose the job(s) that you wish to contact the district/school about.

In the Instructions: area is a link to the ROE #3 Job Board. While using the Select Jobs panel, you can peruse the ROE #3 Job Board to investigate each of the jobs that are listed in more detail.

After deciding which jobs are most suitable to your set of skills and qualifications, it’s time to select those jobs by clicking the checkbox(es) to the left of the jobs and then scrolling down to the bottom of the panel and clicking the [Submit] button.

There’s no limit to the number of items that can be selected during a session. In this “how to”, the candidate selected two jobs from the list. (see next page)



You selected the following:

- Send an email inquiry about **Job No. 1805** (**Guidance Counselor**) to **Phil Lark, Principal** (plark@beechercity.org) at **Beecher City Unit 20**
- Send an email inquiry about **Job No. 1810** (**High School Guidance Counselor**) to **Mr. Jason Bauer, Superintendent** (jbauer@panaschools.com) at **Pana Unit 8**

Click the linked text above to send email inquiries to respective districts

PLEASE NOTE: During the development phase of this project, the email will be sent to the address shown next to "Login:" below. Once the system is operational, the email message will be sent to the email address shown in the line above.

Since the graphic above is quite small, it appears at the top of the Select Jobs panel and shows the following:

You selected the following:

Send an email inquiry about **Job No. 1805** (**Guidance Counselor**) to **Phil Lark, Principal** (plark@beechercity.org) at **Beecher City Unit 20**

Send an email inquiry about **Job No. 1810** (**High School Guidance Counselor**) to **Mr. Jason Bauer, Superintendent** (jbauer@panaschools.com) at **Pana Unit 8**

Click the linked text above to send email inquiries to respective districts

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By clicking the email inquiry link in either listing, it will tell the system to send a prepared email to the person shown with the following information:

Hello!

I am interested in applying for the following position that **Beecher City Unit 20** advertised recently on the ROE #3 Job Board:

- **Guidance Counselor**

My uploaded files are available for viewing at:
https://lists.roe3.org/job/upload/search/candidate.php?iein=123456

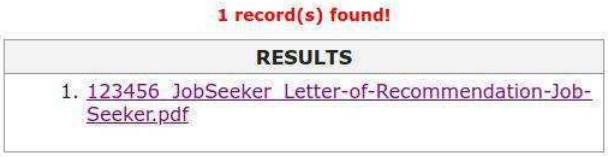
You can use any IEIN/Telephone Number to search the system at:

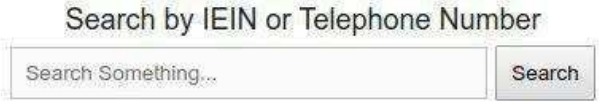
https://lists.roe3.org/job/upload/search/

Thank you very much for your time and consideration. I very much look forward to hearing from you.

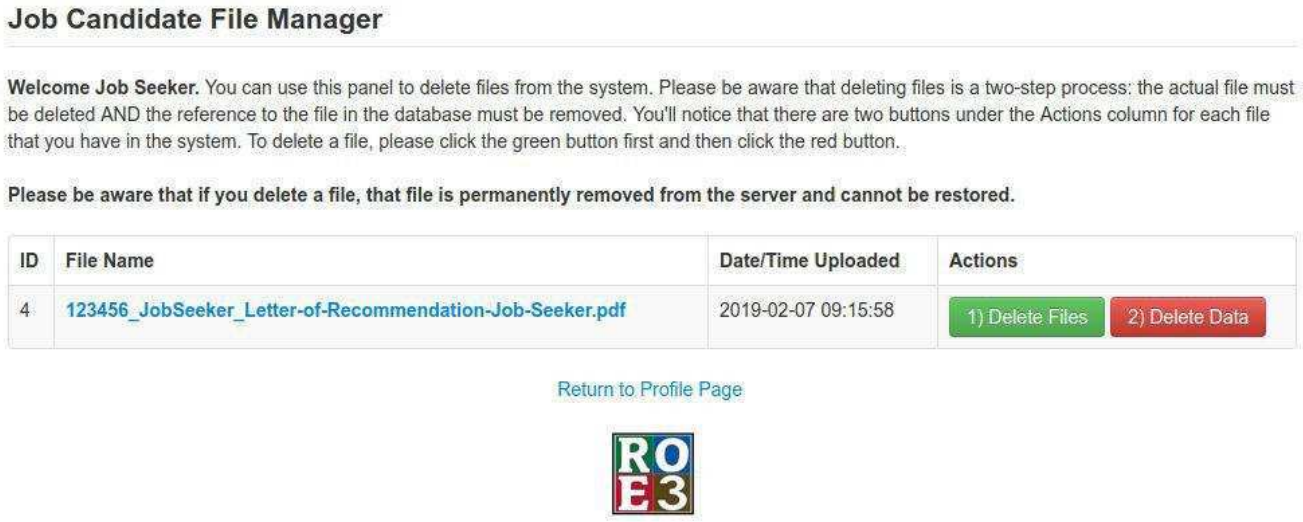
Sincerely,
Job Seeker

When the Employer receives the email message, she/he can easily click the first hyperlink and see a list of your files.





The second link in the email message takes them to a panel that allows them to search the system for any candidate's files as long as they know the IEIN or telephone number.



The last action that a job candidate can take is to delete files from the system. This is a two-step process and must be performed in order.

Why would someone want to delete a file from the system? Perhaps a resume has been updated. If that's the case, one would first delete the old resume from the system (click the green button and then the red button) and then upload a new resume to the system.

If you have any questions about using the system, please don't hesitate to contact the Regional Office of Education #3 at 618-283-5011.