

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- Delete outdated PDF files and replace them with updated PDF files.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

Job Candidate Registration

Please complete the form provided below to create your new account.

Your First Name:

Your Last Name:

Email Address:

Desired Password:

Your IEIN or Telephone Number (10-digit, no hyphens):

Register

Back to Login

Regional Office of Education #3

Create New Account or Login

Login

Please enter your email address and password below to log into your account.

Email Address:

Your Password:

Login

Register

Regional Office of Education #3

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.

Registered Job Applicant Account Profile

First Name	Last Name	Email Address	IEIN/Phone #
Job	Seeker	jobseeker@yahoo.com	123456

Welcome Job Seeker.

Your IEIN number (or telephone number) is 123456.

This is a unique identifier that prospective employers use to locate files that you upload to the server.

- Use This Link To Upload Files: [UPLOAD FILES](#)
- Use This Link To Display My Files: [DISPLAY MY FILES](#)
- Use This Link To Select Jobs From The Job Board That You Are Interested In: [SELECT JOBS](#)
- Use This Link To Delete Files From The System: [DELETE FILES](#)

To put your mind at ease, your password is MD5 encrypted.

Here's what your password looks like in our database:

2c351862c85cdc76aed0dff52a4904b4

The advantage is that it will be very difficult for anyone to steal your password.

The disadvantage is that we won't be able to tell you what your password is if you forget it.

(upload_max_filesize = 10M)

[Logout](#)



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.

Welcome Job Seeker

Use this panel to upload PDF files for employers to review:

Upload Files

Drop files here or Click to upload.

[RESET FORM](#)

PDF FILES ONLY! Prior to uploading PDF files, please shrink the file sizes using an online service such as [Sedja.com](#) or [Shrink PDF](#)

Allowable files include:

- Letter of Interest/Application
- Resume
- Copies of Transcripts, Illinois Teaching Certificates and Licenses
- Letters of Recommendation
- District Application Form (if any)

Google Drive enables you to export any file to PDF. Just open the document and select File > Download as > PDF Document and you're done.

[Return To Profile Page](#)



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.

Job Seeker's Uploaded Files

- [123456_JobSeeker_Letter-of-Recommendation-Job-Seeker.pdf](#)

[Return to Profile Panel](#)



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

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.

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

<p>When the Employer receives the email message, she/he can easily click the first hyperlink and see a list of your files.</p>	<p style="text-align: center;">Searching by IEIN or Telephone Number</p> <p style="text-align: center;">1 record(s) found!</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">RESULTS</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1. 123456_JobSeeker_Letter-of-Recommendation-Job-Seeker.pdf</td> </tr> </tbody> </table>	RESULTS	1. 123456_JobSeeker_Letter-of-Recommendation-Job-Seeker.pdf
RESULTS			
1. 123456_JobSeeker_Letter-of-Recommendation-Job-Seeker.pdf			
<p style="text-align: center;">Search by IEIN or Telephone Number</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px auto; width: 80%;"> <input style="width: 90%;" type="text" value="Search Something..."/> <input style="width: 10%; margin-left: 5px;" type="button" value="Search"/> </div>	<p>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.</p>		

Job Candidate File Manager

Welcome Job Seeker. You can use this panel to delete files from the system. Please be aware that deleting files is a two-step process: the actual file must be deleted AND the reference to the file in the database must be removed. You'll notice that there are two buttons under the Actions column for each file that you have in the system. To delete a file, please click the green button first and then click the red button.

Please be aware that if you delete a file, that file is permanently removed from the server and cannot be restored.

ID	File Name	Date/Time Uploaded	Actions
4	123456_JobSeeker_Letter-of-Recommendation-Job-Seeker.pdf	2019-02-07 09:15:58	<input style="margin-right: 5px;" type="button" value="1) Delete Files"/> <input type="button" value="2) Delete Data"/>

[Return to Profile Page](#)



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.