

Online Transfers – A Guide for Support Staff

The monthly Posting Bulletin, and the application form for transfers/promotions is published online, at the Employee Self-Service website.

How do I find the Employee Self-Service website?

Choose one of two ways to access the website:

- Open your internet browser (eg. Netscape or Internet Explorer) and type the website address in the address bar: <https://staff.sd36.bc.ca>. Then press "Return" or "Enter"
- Or
- From your First Class desktop, click on the **Employee Self-Service** icon, and it will open your browser and take you directly to the website

How do I log on?

To protect your privacy, a username and password are required.

- Your username is the same as for your First Class account – for example, smith_m or smith_mary.
- The first time you log on, you must select the "change password" button. Enter your username. In the 'old password' field enter the last two digits of your Social Insurance Number followed by a period and your employee id number (e.g. 99.12345) Enter a new password complying with the password criteria, confirm it and wait for the 'your password has been changed' message. Select OK, return to the blue portal screen and select 'LOGIN now'. Enter the new password you just set and your login will proceed.
- *For users at a District office (Student Support, CISC, Board, Conference Centre, Facilities, BMS, IMS), Annedale, Boundary Park, Bridgeview, Cambridge, Cedar Hills, Chantrell, Clayton Heights, Cloverdale LC, Coyote Creek, David Brankin, Earl Marriott, Elgin Park, Frank Hurt, Fraser Heights, FD Sinclair, Georges Vanier, HT Thrift, Hyland, JT Brown, Kennedy Trail, Kwantlen Park, Maple Green, Morgan, Newton, Lord Tweedsmuir, Newton LC, North Surrey, Pacific Heights, Panorama Ridge, Port Kells, Queen Elizabeth, South Meridian, Tamanawis, WE Kinvig, Westerman, White Rock LC, Woodland Park, William F. Davidson **your password will be the same as your Windows SD36 network login, so you do not need to change it.***

For assistance with accessing the website or with your username or password, please call the Help Desk at 604 592-3300.

How do I complete my application form?

Click on **My Info** then **Job Shopping**, and then click on **Support Staff Postings**.

Complete the online application form, detailing your experience and qualifications. Your name, contact number, and seniority date will be pre-filled in for you. You may edit these if necessary (except for your seniority date). Click on **Save**. Your application form is now saved until you make further changes.

How do I view the postings?

Return to the top of the page and click on **Current Postings**. Select the appropriate year (2005-2006) and the current round, and choose to how you would like to view the postings (sorted by location or by type of position).

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If you need further help using the Online Posting System ...

Contact your Principal, Vice Principal, or Human Resources – OR attend a drop-in session at Human Resources and one of the staff will provide confidential, individual assistance.

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Click on **Start Search**. Browse the available postings. Click on the **posting number** to view the details of the posting (eg. requirements, unique position descriptors). Click on the **school name** to view details about the school (eg. school profile, address, principal).

How do I apply for postings?

Click in the **Apply checkbox** next to the posting. When you are finished, click on **Add to Shopping Cart**.

The Application Review screen will appear, displaying all the postings you wish to apply for, as well as any postings you have previously applied for. Click on **Proceed to Check Out**, and the Ranking Selection screen will appear. Rank your postings in order of preference (#1 being your first choice) then click on **Proceed to Check Out**. Click on **Submit Application** to complete the application process.

The Application Receipt screen will display the postings you have applied for, along with a **confirmation number**. You can click on **Print Receipt** to print a copy of this page for your records. You will also receive an email in your First Class account confirming that your application was submitted.

Important: Retain your confirmation number as proof that your application was submitted.

To view the history of what you have applied for, click on **Support Application Confirmation**. Select the **year** and **posting round** you wish to view. Click on the **confirmation number** to view your completed application form and the posting numbers you have applied for.

Click on **Log Out** to exit.

Can I withdraw an application?

Yes. Human Resources will not receive your application until the closing time for the posting. You may withdraw your application for a posting up to the closing time by logging in and going to the Application Review screen. Uncheck the **Apply checkbox** next to the posting you wish to withdraw from, and continue to check out until you receive a confirmation number.

Important: Do NOT submit a paper application form if you are using the on-line system.

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