

Notes on profiles and application

It is important to understand the difference between your profile and your application.

	Profile	Application
Contents	<ul style="list-style-type: none"> ▪ Resume (including professional and employment history) ▪ Essay ▪ All certifications ▪ EEO information (optional, self-reported) ▪ Results of any system-administered assessments such as proctored writing sample or Selector (external candidates only) 	<ul style="list-style-type: none"> ▪ Answers to a few additional questions related to certification requirements of the specific job
Time to complete	<ul style="list-style-type: none"> ▪ ~1 hour (after resume and essay are complete) 	<ul style="list-style-type: none"> ▪ ~2 minutes
Relevant to	<ul style="list-style-type: none"> ▪ All PPSD positions applied for 	<ul style="list-style-type: none"> ▪ One position only
Can be edited, supplemented	<ul style="list-style-type: none"> ▪ At any time – additions you make to your profile will immediately update what interview committees see 	<ul style="list-style-type: none"> ▪ Only until submitted – once submitted an application is final unless withdrawn - <i>once withdrawn it cannot be resubmitted</i>
Can be seen by	<ul style="list-style-type: none"> ▪ HR and all interview teams hiring for a position where you have a current application ▪ Anyone with system access is bound by a confidentiality agreement to carefully guard your confidential information 	<ul style="list-style-type: none"> ▪ HR and the interview team for the relevant location
Can't be seen by	<ul style="list-style-type: none"> ▪ Interview teams at locations you haven't applied for ▪ Interview teams at locations you applied for but withdrew your application ▪ Your current manager/Principal (unless you're a current applicant at your current location) 	<ul style="list-style-type: none"> ▪ Interview teams at locations other than the one you've applied to ▪ Your current manager/Principal (unless the application is for position at your current location)

Since creating a profile you're happy with can take some time, it is a good idea to do this as soon as possible. Though most applicants have been able to complete their profiles in an hour or less (not counting time spent crafting resume and essay documents) the few who have encountered difficulty have encountered it at the profile creation stage so you should complete your profile well ahead of when you plan to complete applications in case you find yourself needing extra help.

The investment you make in your profile will pay off over time – information like your education only has to be entered once, you would only need to change it if you got an additional degree.

With a complete profile, you can apply for any job in just a few minutes so you'll be ready to apply whenever you see something you like.

Answers to some additional application and profile FAQs:

What will hiring teams be able to see?

Hiring teams at locations you've applied to will be able to see everything you've placed in your profile. If you withdraw your application, your information will no longer be visible to those hiring teams. If you withdraw all applications, your profile will only be visible to HR.

Does my proctored writing sample become part of my profile?

Yes – this is why you only have to complete it once.

Does this mean my proctored writing sample will be used by interview committees in the screening phase while considering my application for other positions?

No – though your writing sample will be visible to those committees, they have been instructed and trained to use only your resume and essay to screen. Only if you are selected to interview will your entire profile (assessments, artifacts, etc.) be considered.

What is Selector and how is it being used?

Selector is a test consisting of 96 multiple choice questions pertaining to behavior in the context of the teaching profession. At this time it is being administered to external applicants only – for external applicants, completion of the Selector assessment is required in order to submit the first application but it can only be taken once. Internal applicants are not being given the Selector assessment at this time. Selector results are being gathered at this point for research purposes only and, though they are visible to interview teams, have not been formally integrated into the selection model in either the screening or interview phase. In the future, possible applications of Selector information include prescreening large numbers of applicants if manual screening becomes impractical – it is possible to set a cutoff Selector score but this score is currently set at zero. Selector results may also be used to identify possible areas of strength and weakness in applications or interviews to be explored by hiring teams – it is important to understand data gathered in Selector will not be used in screening – only to identify areas where interview teams should look for evidence in the interview, demonstration lesson, or written materials.