

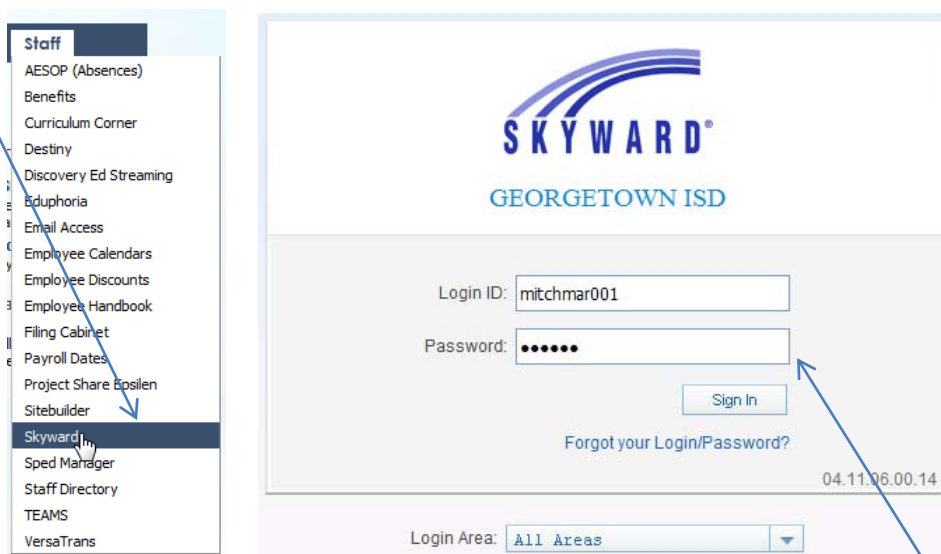
Skyward FastTrack Transfer Applications for GISD Employees

The following instructions explain how to apply for transfer positions using Georgetown ISD's Fast Track job applicant system online. The Georgetown ISD website has a link to current job postings. These positions are open to all employees and outside applications.

However, you will be notified by email about transfer positions that are ONLY available to current GISD employees. These positions do not appear on the public GISD job postings page and can ONLY be viewed by logging into Skyward Employee Access.

Logging into Skyward Employee Access

To view details for and apply for internal position openings, log in to Skyward Employee Access. **Use the Skyward link under the Staff drop-down on the GISD homepage.**



The login screen will appear.

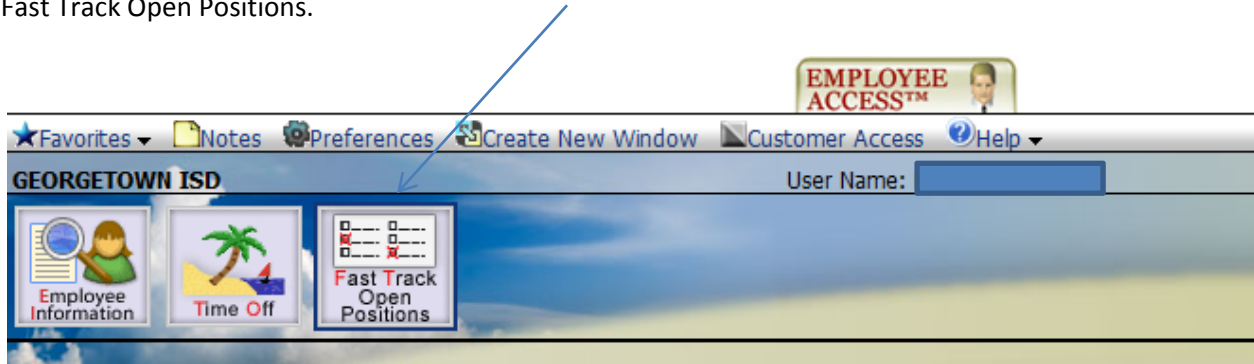
Enter your Skyward Employee Access username & password and click Sign In.

Forgot your username or password?

If you have forgotten this information, click on the link that says [Forgot your Login/Password?](#) and you will be given an option to have the information emailed to you at your GISD email address.

Viewing Posted Transfer Positions in Fast Track

To view posted transfer positions, after you have logged into Employee Access, click on the button for Fast Track Open Positions.



A list of all available job & volunteer positions available will appear. Note that positions ONLY available to current employees may appear in this list and NOT in the public job postings list on the website.

All Posted Positions Via Employee Access						View Details of Highlighted Position
Apply	Category	Position Description	Assignment Description	Location	Departme	Apply for Selected Position(s)
<input type="checkbox"/>		Mentor	*			Log In
<input checked="" type="checkbox"/>	Clerical	Clerical	Secretary	East View High School	Office Tec	
<input type="checkbox"/>	Maintenance	Maintenance	HVAC Technician	Support Srvc	Manual Tr	
<input type="checkbox"/>	Teacher	Teachers	Secondary	Georgetown High School	Career an	

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):

Apply	Category	Position Description	View Details of Highlighted Position
<input type="checkbox"/>		Mentor	Apply for Selected Position(s)
<input type="checkbox"/>	Maintenance	Maintenance	Log In
<input checked="" type="checkbox"/>	Teacher	Teachers	

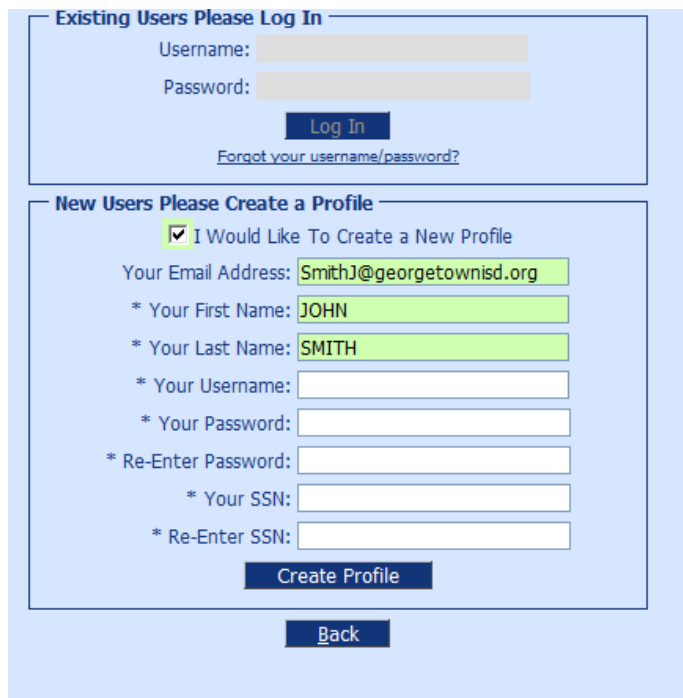
The job details page will open. On this page you can review the salary information, the job description, and other details. If you meet the position requirements, click on the **Apply for Position** button.

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

The application system is a SEPARATE LOGIN & PROFILE THAN THE SKYWARD EMPLOYEE ACCESS. IF THIS IS THE FIRST TIME YOU HAVE APPLIED FOR A JOB USING FASTTRACK YOU WILL NEED TO SET YOURSELF UP AS A NEW USER FOR THIS SYSTEM!!



The screenshot shows a web interface with two main sections. The top section, titled "Existing Users Please Log In", contains a "Username:" field, a "Password:" field, a "Log In" button, and a link for "Forgot your username/password?". The bottom section, titled "New Users Please Create a Profile", has a checked checkbox for "I Would Like To Create a New Profile". Below this, there are several fields: "Your Email Address:" (pre-filled with "SmithJ@georgetownisd.org"), "* Your First Name:" (pre-filled with "JOHN"), "* Your Last Name:" (pre-filled with "SMITH"), "* Your Username:", "* Your Password:", "* Re-Enter Password:", "* Your SSN:", and "* Re-Enter SSN:". At the bottom of this section are "Create Profile" and "Back" buttons.

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**. **Your GISD email address and your name will pre-fill for you.**

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. **It may NOT be the same as your Skyward login information since you are able to create your own username and password for FastTrack.** 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.*

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 (*). **INFORMATION AVAILABLE IN YOUR EMPLOYEE PROFILE (such as address, certifications, etc. will pre-fill for you.)**

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.

The screenshot displays a web application form with two main sections: "Name and Contact Information" and "Confidential Information". At the top right, there are "Save" and "Back" buttons. A red message at the top left states, "I Have Completed This Contact Information To The Best Of My Abilities:" followed by a checked checkbox. The "Name and Contact Information" section includes fields for First Name (MARY), Middle, Last Name, Street Address (101 N. MAIN ST), Address Line 2, Postal Code (78626), City (GEORGETOWN), State (TX), Country (USA), Primary Phone ((512) 555-1234), and Alternate Phone. A note above the fields reads, "* Your name information can only be changed by contacting HR." The "Confidential Information" section includes Social Security Number, Re-Enter Social Security Number, Drivers License Number (123456789), DL State (TX), Date of Birth (06/12/1978), Gender (Female), Ethnicity (Hispanic/Latino), and Federal Race (White). The Marital Status is listed as Married.

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.

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

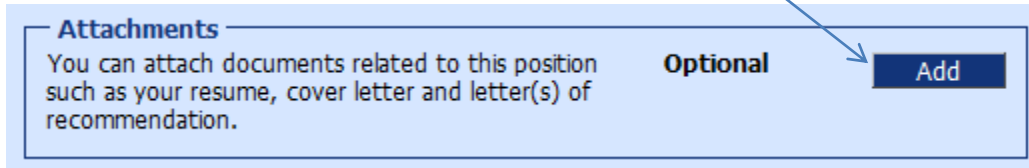
Your educational background including High School and post-High School education, degrees, GPA and dates. **Incomplete**

Certifications/Licenses

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

Applying for a Position: Attaching a Resume & Cover Letter

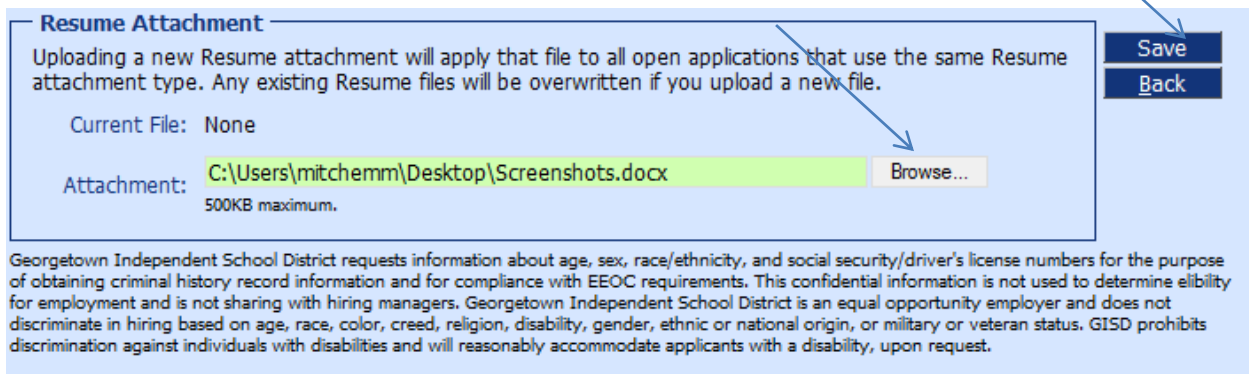
If you have a resume & cover letter, those items can be attached to your online application in the Attachments section of the application. **Click the Add button** in the Attachments section to upload them.



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

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** [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.