

Application Reference Guide

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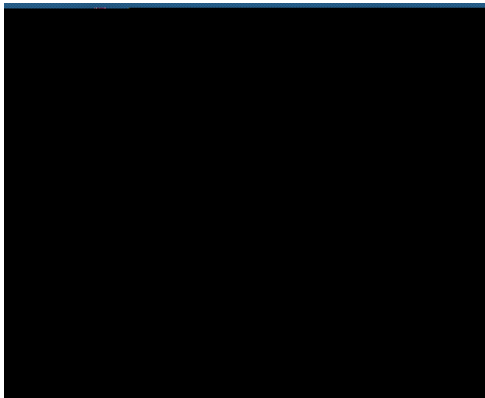
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X

Helpful Tips:

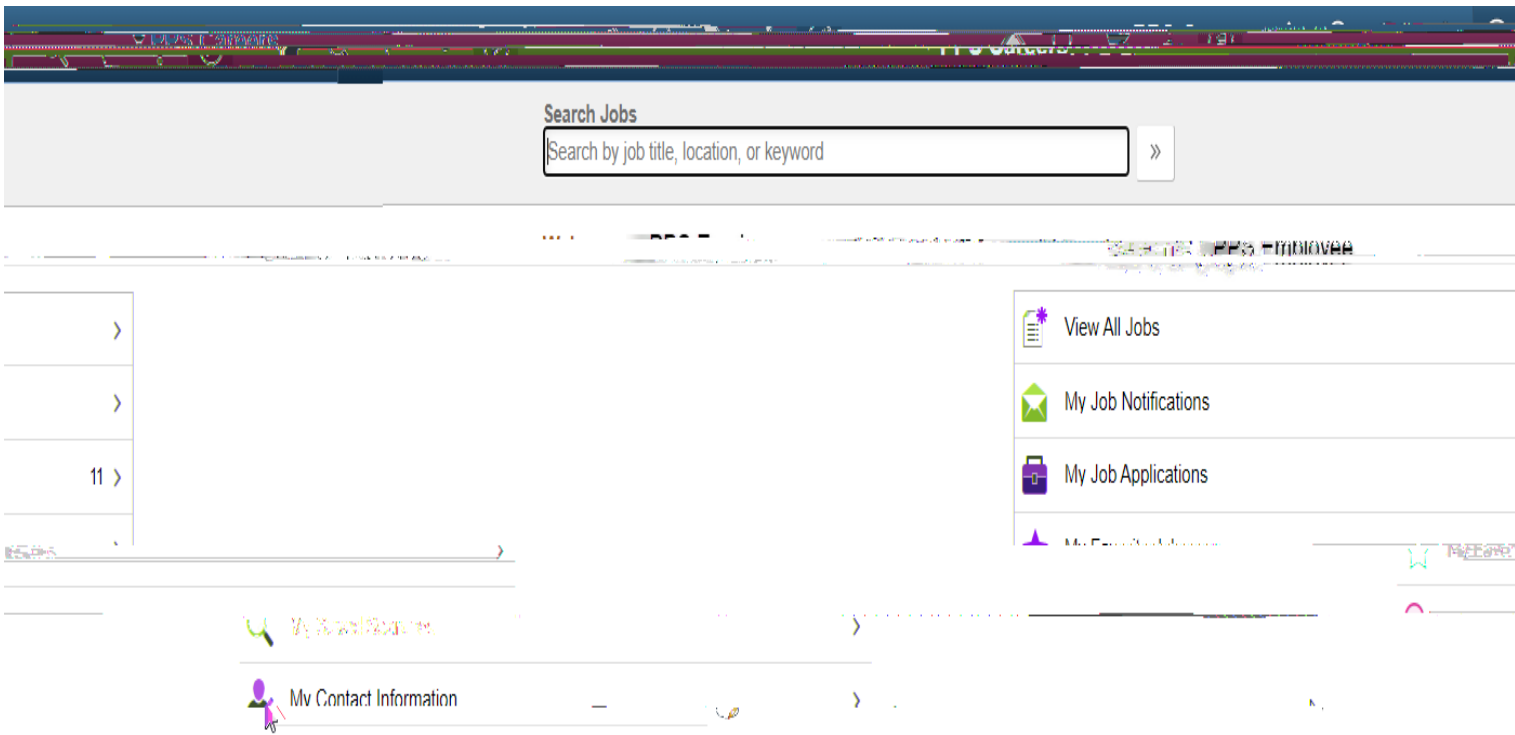
RQ·W NQRZ ZKDW WKL V LV \RX FDQ FRQWDFW WKH
____ XVH WKH %\$&. EXWWRQ LQ \RXU EURZVHU <RX ZLOO OF
3UHYLRXV 3DJHµ RU `5HWXUQ WR \$SSOLFDWLRQµ EXWWRQ
LQIRUPDWLRQ ZLOO EH ORVW 7R HQVXUH WKL V GRHVQ·W KD

↑2QOLQH \$SSOLFDWLREQ WSRQ



Note:

PPS Careers Homepage



1. View All Jobs (Click the arrow button > to take you to the Search page)

- x Search Jobs by Title, Location or Keyword
 - o The keyword search will find all open jobs that contain the word in the job title or description. Tip asterisks (*) are used as wild cards. Searching for *Docu* will provide all results that contain Docu
- x Filter by Location, Department or Job Family
- x To view the job description click on the arrow button >

4. My Favorite Jobs

5. My Saved Searches

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The Search button performs the search and shows your results on the Search Jobs page.

My Saved Searches

Search Name	Created On	Notifications Email	Notification Expiry On
Search > ADVANCED MATH	12/15/2020	test@pps.net	No Expiry

6. My Contact Information:

XVW EH RQ 336 QHWZRUN WR DF

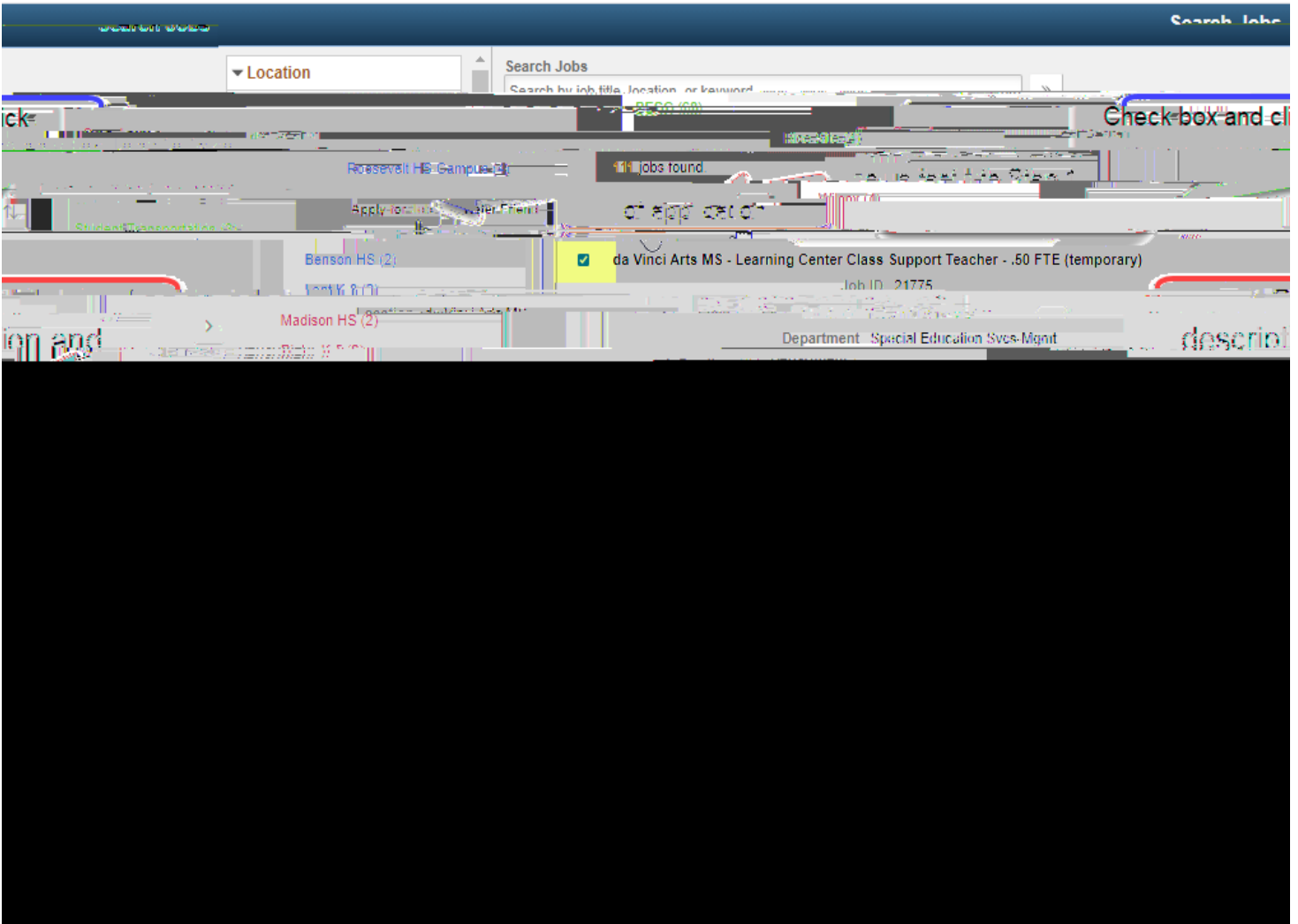
The screenshot shows a web browser window with the URL 'Search Jobs' and the page title 'My Contact Information'. The form contains the following fields and options:

- Name:** Name Prefix, Legal First Name, Legal Last Name, Name Suffix.
- Country:** United States.
- Address 1:** [Redacted]
- State:** Oregon
- City:** Portland
- Postal:** 97212
- Email:** Primary, Home, Other.
- Phone:** Business, Cell.
- Checkboxes:** Yes/No for various options.

Below are some TIPS to consider when applying for a job or job(s) at PPS

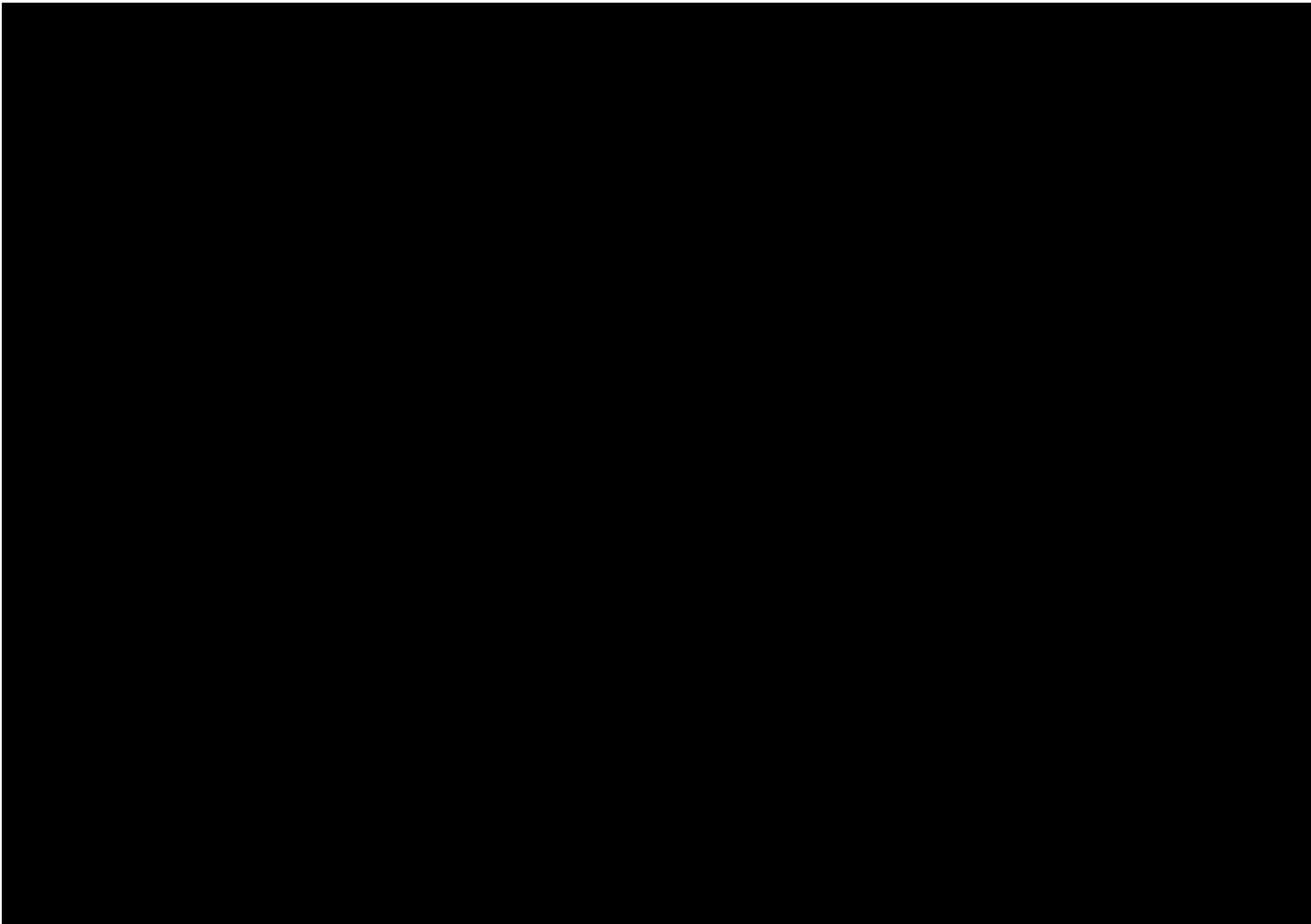
Applying to a single job ²

H \RX KDYH IRXQG D MRE \RX-UH LQWHUHV
FOLFN WKH '\$SSO\ IRU -REµ E



Selecting multiple jobs ²

'\$SSO\ IRU -REµ EXWWR



My Application 2 Steps to Completion

Step 1: Start

OLWHUDWXUH <RX PXVW FOLFN WKH

x

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Step 2:Resume

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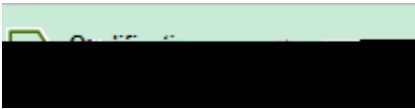
2 \RX·OO KDYH WKH RSWLRQ WR DWWiFp 0CM>`

Step 4: Questionnaire

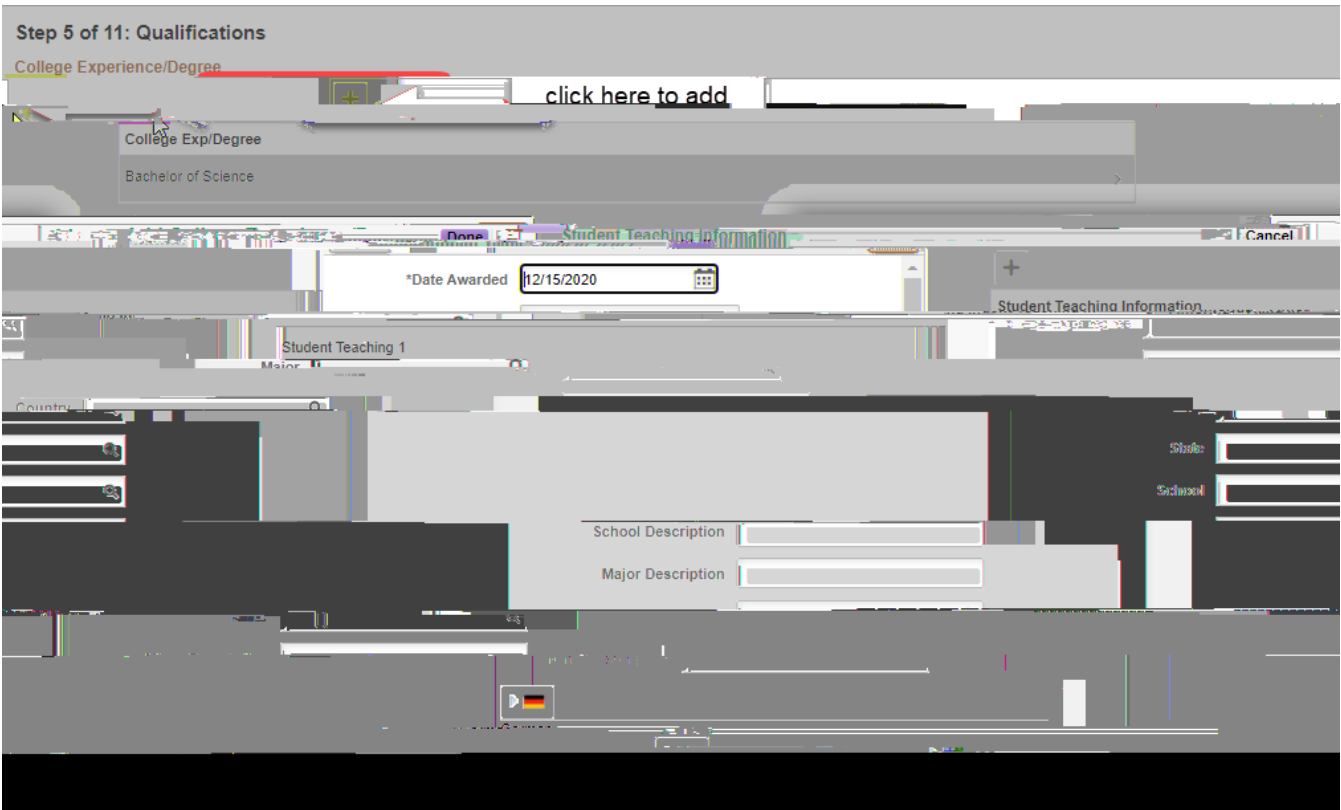


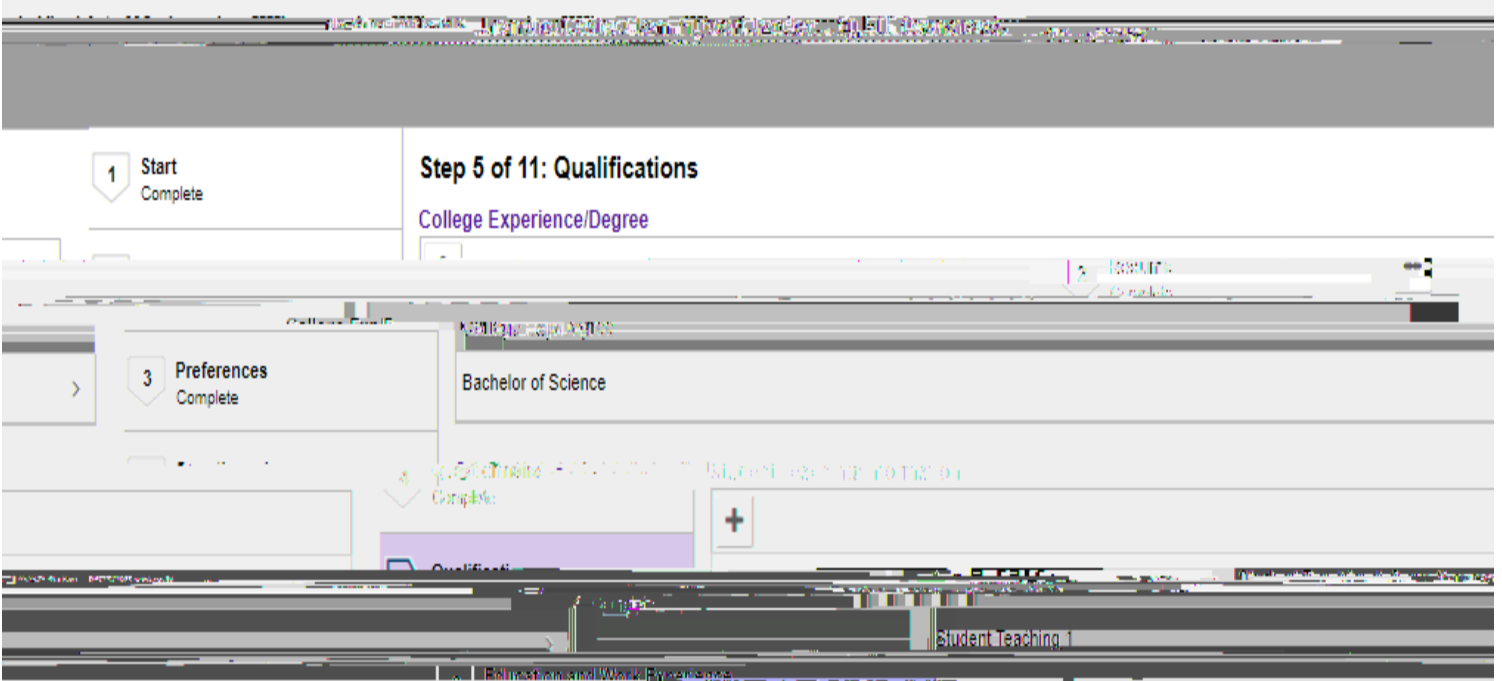
Questionnaire

Step 5: Qualifications

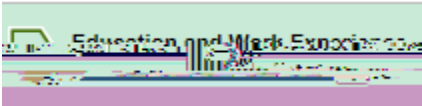


Qualifications (This section only becomes visible if you are applying to a specific job)





Step 6: Education and Work Experience



Education and Work Experience

, Q WKL V VHF WLR Q \RX .OO EH DEOH WR LQGLFDWH \RXU KLJKHV

FROOHJH H[SHULHQFH GHJUHHV ESOVDRQ PDNH VXUH WR FOLFN

Step 7: Accomplishments

Accomplishments

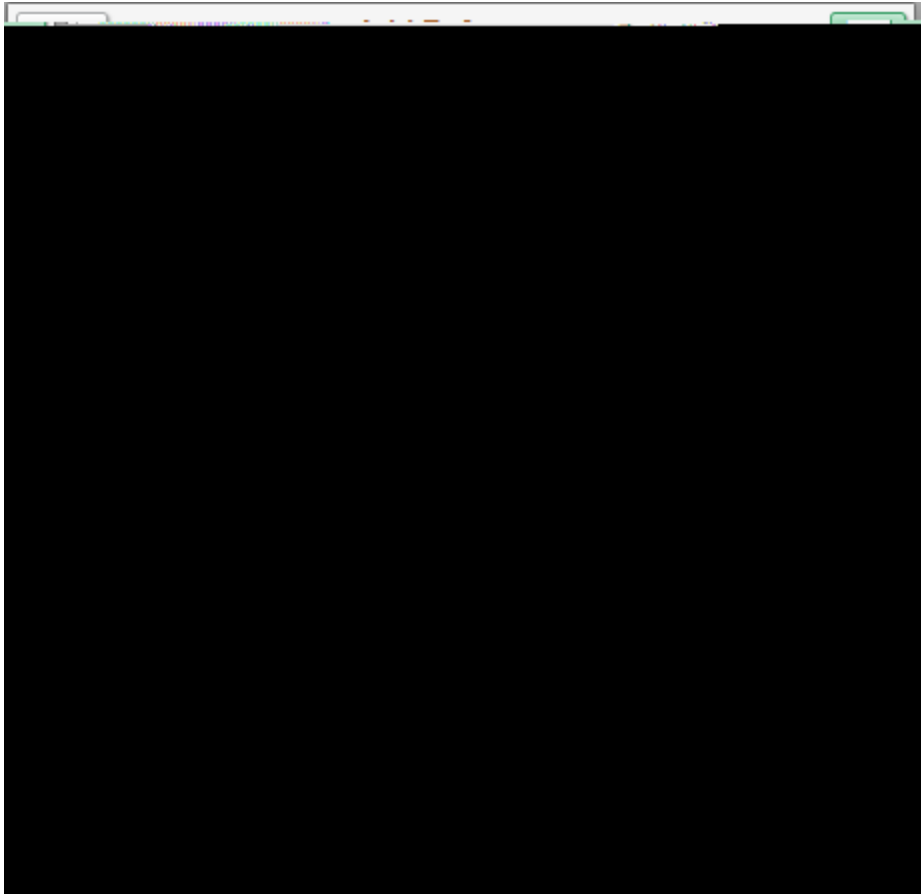
Step 8: Referrals

Referrals

8 V H W K H G U R S G R Z Q P H Q X W R V H O H F W U H I H U U D O W

Step 9: References

References



Step 10: Attachments



Attachments

3/4

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Step 10 of 11: Attachments

Use this page to upload Reference Letters, Writing Samples, Unofficial Transcripts, and/or Veteran Preference documentations.

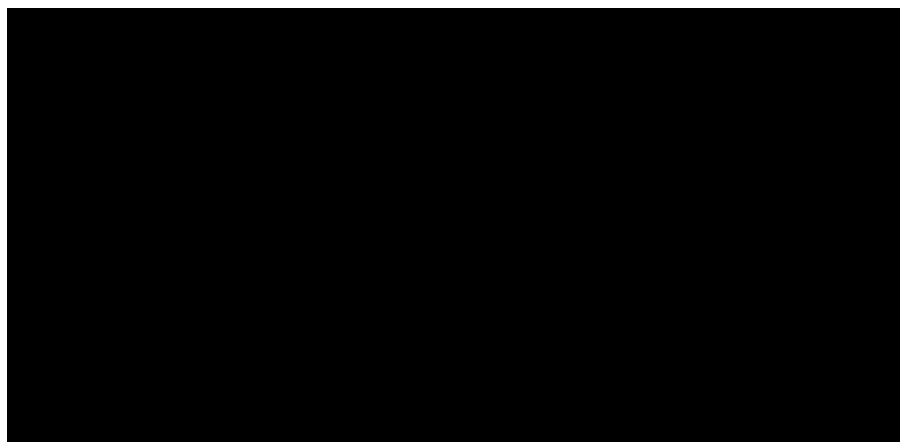
If a position that requires transcripts, you must submit unofficial transcripts prior to EOP extending a job offer.

When you upload

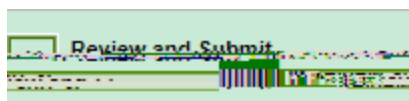
[Click here for more information on how to upload documents.](#) [Click here for more information on how to upload documents.](#) [Click here for more information on how to upload documents.](#)

You have not added any attachments.

Add Attachment



Step 11: Review and Submit



[Review/Submit](#)

PDNH \RXU HGLWV VDYH \RXU HGLWV FOLFN '2M
EDU DQG FOLFN RQ WKH '5HYLHZ DQ G H XIEPZ VD Q G H FOWLIFRQR Q' R6V

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Address 2610 NE Brazee St., Portland, OR 97212
: Method Email
Modify

- 1 Start Complete
- 2 Resume Complete
- 3 Preferences Complete
- 4 Questionnaire Complete
- 5 Qualifications Complete

Review your application and make any changes before submitting.

Step 11 of 11: Review and Submit

My Contact Information

Email smorrelli@pps.net
Phone 503/709-5162 Contact

Online Screening Notice

Resume Attachment

Cover Letter Attachment

Attachments

Preferences

Education History

7 Accomplishments Complete

8 Referrals Complete

Work Experience

College Experience/Degrees

References

Student Teaching

Language Skills

10 Attachments Complete

Endorsements

References

Referrals