

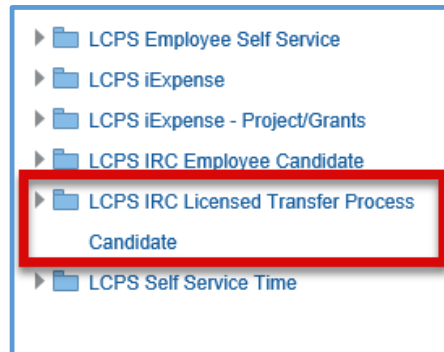


LICENSED TRANSFER PROCESS JOB AID (ROUND I)

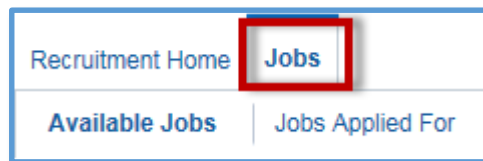
SEARCH AND APPLY FOR ROUND 1 LICENSED TRANSFER PROCESS

Internal candidates will use this guide to walk through how to search and apply for ROUND I LICENSED TRANSFER PROCESS

1. Log into Oracle iRecruitment. You can access this from the [Employee Self Service](#) link on the LCPS Homepage OR from the LCPS [Intranet](#). Use your LEAD user name and password.
2. Once logged in to iRecruitment, click on [LCPS IRC Licensed Transfer Process Candidate](#).

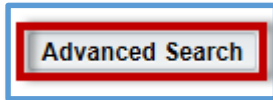


3. On the iRecruitment Homepage, click on the [Jobs](#) tab to search for vacancies.





4. Click on the **Advanced Search** box on the left side.



5. Select **Round 1 Transfer (Internal Only)** under **Job Category**. Click **Go**.

A screenshot of the iRecruitment Advanced Search interface. The page has a blue header with "Recruitment Home" and "Jobs" tabs. Below the header, there are sections for "Available Jobs" and "Jobs Applied For". The main content area is titled "Jobs: Available Jobs" and "Advanced Search". It includes a note that the search is case insensitive and several search criteria: Keywords, Date Posted, Location, Country, Distance From Location (Miles), Job Category (a dropdown menu with "Round 1 Transfer (Internal Only)" selected), Amount of Travel, Work at Home, Employment Status, Match Competencies, and Match Qualifications. There are "Go" and "Clear" buttons at the bottom left of the search area.

NOTE: Your search results will populate three vacancies: “Teacher - Elementary School”, “Teacher - Middle School”, “Teacher - High School”

6. Select the vacancy of interest, and click on **Apply Now**.





7. The [Review Account](#) section of your application will list your Basic Details, Address, Documents, Education, and License/Certificates. This is where you will upload your current Resume.

NOTE: Any current Education and/or Qualifications we have on record will automatically appear on your application.



8. Click on [Upload Resume](#) and click on [Browse](#) to select your file. Then click [Continue](#).

Resume

To upload your resume to your account click Upload Resume.

[Upload Resume](#)

Upload Resume

Please select the resume you want to upload and enter a description.
* Indicates required field

* File Path [Browse...](#)

Description

[Cancel](#) [Continue](#)

9. Click [Next](#)

[Cancel](#) Step 1 of 4: Review Account [Next](#)



10. You will select your **Location Preferences** in the **Enter Application Details** section. Click in the checkbox next to your preferred schools (you can select multiple locations).



Location Preference

This job opening is available in multiple locations. Select your preferred location.

Select All | Select None

Select Location

| | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> | Buffalo Trail Elementary School |
| <input checked="" type="checkbox"/> | Cardinal Ridge Elementary School |
| <input type="checkbox"/> | Catoclin Elementary School |
| <input checked="" type="checkbox"/> | Cedar Lane Elementary School |
| <input type="checkbox"/> | Cool Spring Elementary School |
| <input type="checkbox"/> | Countryside Elementary School |
| <input type="checkbox"/> | Creighton's Corner Elementary School |
| <input checked="" type="checkbox"/> | Discovery Elementary School |
| <input type="checkbox"/> | Dominion Trail Elementary School |
| <input type="checkbox"/> | Emerick Elementary School |

NOTE: Use the scroll bar on the left side to view all locations

NOTE: Locations may not be listed in alphabetical order

11. Click **Next**

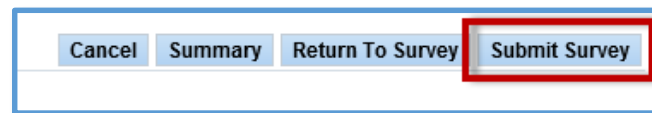
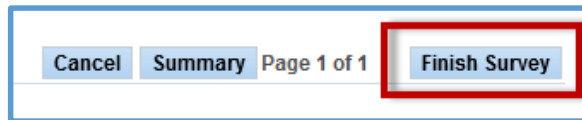
Cancel Back Step 2 of 4: Enter Application Details **Next**



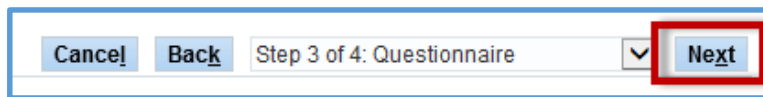
12. The [Questionnaire](#) section must be completed to be considered. Questions #1-#9 include a list of Subjects. Select ALL that apply regardless of the question number. You do not need to select a subject in each question. The subjects are ordered in alphabetically order.



13. Click [Finish Survey](#). If you wish to change any of your answers, click [Return to Survey](#), then click [Submit Survey](#). Once you submit your application, you cannot go back and update your Survey.



14. Click [Next](#)



15. Examine the information on your application on the [Review](#) page section for accuracy and click [Finish](#) to submit your application.

