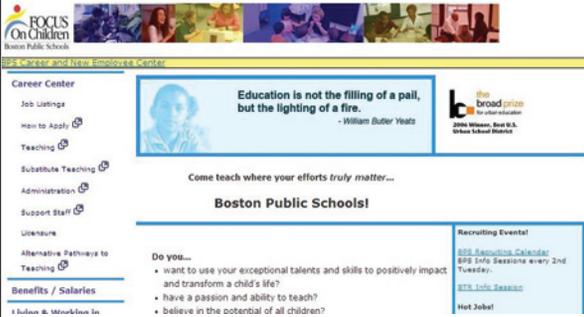


## Information About Teaching Positions

- After applying for a position, you will be asked in an email to take the TeacherInsight Online Interview. Please complete the interview in order to complete your application.



- To be considered for a teaching position, please apply to specific school positions and any general positions for which you are licensed. If you are interested in teaching, please apply to the Teacher-Open position in addition to specific schools. This will enable our Recruitment Team to identify you for a pre-screening interview and help match you to new positions for which you are qualified.

## WHERE TO GET HELP

There are many places where you can get access to and help with using a computer.

- HubHelp  
617-635-1HUB (1482)  
*Monday - Friday, 9am - 5pm*
- Human Resources  
Boston City Hall  
617-635-3370
- Human Resources  
Boston Public Schools  
26 Court Street  
617-635-9600
- Boston Public Libraries
- The Work Place  
29 Winter Street  
Downtown Crossing  
617-737-0093  
*Additional offices in South Boston, Allston and Roxbury*
- Boston Career Link  
1010 Harrison Avenue  
South End/Roxbury  
617-536-1888
- Job.Net  
210 South Street / South Station  
617-338-0809

# THE CITY OF BOSTON CAREER CENTER



**W**elcome to the City of Boston and the Boston Public Schools Career Center.

The Career Center makes it simple to apply to positions with the City of Boston online. No more looking at bulletin boards around city buildings! No more filling out paper applications!

The Career Center is a website where talented, interested candidates can apply to jobs which will contribute to improving the quality of life in Boston, increasing the safety and well-being of residents, and furthering the academic achievements of our children.

## How To Get To Career Center

To use the Career Center website, please go to one of the following websites and click on the Career link:

- [www.cityofboston.gov](http://www.cityofboston.gov)
- [www.BostonPublicSchools.org](http://www.BostonPublicSchools.org)

After getting to Career Center, you will:

- Register
- Create a profile, or update one
- Attach a resume
- Attach a cover letter if you wish
- Fill out the Application Questionnaire
- Submit your application to specific jobs

Your profile and information will be saved for all future applications, saving you time and paperwork.

The screenshot shows a web browser window with the URL [https://zpswbdev09.cityhall.boston.cob:14443/psc/psrpt1r/EMPLOYEE/HRMS/c/HR5\\_H](https://zpswbdev09.cityhall.boston.cob:14443/psc/psrpt1r/EMPLOYEE/HRMS/c/HR5_H). The page title is "Applicant Home" and "Careers". Below the navigation bar, there is a login section with fields for "User Name:" and "Password:" and a "Login" button. To the left, there is a "Basic Job Search" section with a "Keywords:" field, a "Posted:" dropdown menu set to "Last Month", and a "Search" button. Below the search section, there is a "Latest Job Postings" table with columns for "Date", "Job Title", "Job ID", and "Location". The first row in the table is: 02/03/2008, Personnel Officer, 333641, BPD Police Maintenance.

## What Do I Need To Know Before Using Career Center?

To use Career Center, you need to have an email address. To obtain free email, you may go to one of these websites:

- <http://www.gmail.com>
- <http://www.myway.com>
- <http://www.aol.com>
- <http://www.inbox.com>

## What Are The Features Of Career Center?

### Job Search

The Job Search link allows you to see all vacant positions which may match your skills or experience. To find a specific job, type in a keyword, such as "human resources" in the appropriate box. Then click Search to find all jobs with the keyword "human resources" in their description.

### Apply For A Job

Click on a job title to find out what the responsibilities are for the position. Click on the Apply link to apply for the position.

### Letting Us Know About Your Qualifications

Please complete the sections concerning education, work experience, licenses, and other relevant information. You may use the Next link at the bottom of each page to walk you through all the sections of the application.

## What Are The Features Of Career Center? (cont'd)

### Saving Your Application As A Draft

If you need to walk away from your computer before you are finished applying, you can save your application as a draft at any time. To do this: click on the Save As Draft button. Later you will be able to edit your information before you submit it.

### To Edit Your Draft Application

Go to the Career Tools area and click on the link which says Applications. Click on your draft application and make edits. Then submit your application.

### To Submit Your Application

When you are finished filling in all the required areas to apply for a job, click on the Submit button. You will then see a Self Identification information section and a section which says Terms and Agreements. After you agree to these sections, a final page will thank you for your completed application.

### Do You Want To Review Your Submitted Application?

To review an application which you have submitted, go to the My Careers Box. Click on the link which says Applications. For each job application you submit, you may view the job description or your application by clicking the appropriate link.