How to Setup a Profile and Apply for a Positions in the Randolph County School System

Randolph County School System has launched a new employment application system.

The new North Carolina School Jobs powered by People Admin (TeacherMatch), provides an innovative way to streamline the hiring process. Applicants will experience an enhanced, user friendly system when applying for positions.

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST) or email applicants@teachermatch.org
Before you get started you will need the following:

- **A personal email address** – do not use a work email.

- **References – a minimum of three (3)**. Will need their name, title, contact information - One reference must be current or most recent supervisor.

- **List of work experience** with company name and dates of employment.

Some positions may also require

- Transcripts (unofficial are acceptable)
- Resume
Visit Randolph County School Systems website, www.randolph.k12.nc.us, and access the Employment section, located on the banner near the top of the screen. (Google Chrome is the recommended internet browser)
EMPLOYMENT OPPORTUNITIES

Randolph County School System has launched a new employment application system. The new NC School Jobs powered by PeopleAdmin, provides an innovative way to streamline the hiring process. Applicants will experience an enhanced, user friendly system when applying for positions. To apply for a career opportunity, click on the link below.

If you have previously completed an application with the Randolph County School System and are still interested in employment opportunities, you will need to complete an application in PeopleAdmin to be considered for employment. Applications completed in the old application system will not be migrated over and cannot be used for employment.

Before signing up for the first time you will need the following:

- A personal email address – do not use a work email.
- At least three (3) references (name, title and contact information) – one must be current or most recent supervisor.
- Work experience with company name and dates of employment.
- Some positions may require a resume. If required, you must upload to your online portfolio instead of sending it by email.

(Google Chrome is the recommended internet browser for the application system)

Sign-up or Login to NC School Jobs powered by PeopleAdmin

Randolph County School System Job Vacancies

For help with the new online application process we have created a step by step PowerPoint that is available by clicking here.

If you need additional support or have questions about the NC School Jobs powered by PeopleAdmin application system, please call (855) 980-0511 or email applicants@teachermatch.org.
To apply for a position, first you will need to login to the system or create an account. Clicking on one of these links will take you to the login screen.
Current Users - simply enter your email address, password, and click on login. (Once logged in, Skip to page 12 of this handout if you need help setting up your profile - Skip to page 21 of this handout if you need help applying for positions)

First Time Users - click on the green Sign up button.

PLEASE NOTE
Do NOT use a work email address. Use your personal email.
First Time Users: How to Sign Up

- Enter first and last name.
- Enter email address which is required.
- Select a password.
- Click on box next to “I’m not a robot”
- Then click Sign Up.

PLEASE NOTE
The name you enter here MUST match your legal name as it appears on your Social Security Card.
After you click on Sign Up you will see the following message:

You have been successfully registered with TeacherMatch. We have sent you an email with login details and an authentication link. Please check your email to authenticate.

If you did not receive the authentication email, please check your spam box or please send an email to us at

Check inbox for email with login and authentication link. (It may be up to 10 minutes before you receive this email)
First Time Users: How to Sign Up

- Click on link in email to verify your email address.

You will be directed back to the login screen. Simply enter your email address, password, and click on login.
FIRST TIME USERS: HOW TO SIGN UP

- Select your preferences. (Select all that apply).
  - **Geography**: Choose all
  - **Type**: Choose at least PUBLIC
  - **Regions**: Choose at least SOUTH

- Upload your resume (if applicable for position applying for).

- Click if you would like to allow your profile to be viewed by other district administrators based on your preferences. (by not selecting agree, you may limit the ability of your application being seen by potential employers)

- Click **green** Save Preferences button.

* Red * means required
Setting up a Profile

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org
After clicking on Save Preferences you will be routed to this screen, your dashboard.

Your dashboard is an overview of your activity with Teacher Match.

First step is to setup your Profile. You only have to setup your profile once for all positions. You can edit the information anytime you need to by following these steps.

- Click on Portfolio to get started.
The profile setup is organized by sections, seen across the top of screen:

- Personal
- Academics
- Credentials
- Experiences
- Affidavit

- Complete application requirements, which are indicated by a red asterisk *.
- Be sure to save section before moving to the next.

**PLEASE NOTE**

The name you enter here MUST match your legal name as it appears on your Social Security Card.
- Add information to each section by clicking the +Add on the right hand side of each section. (Enter at least high school)

- Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try “Other”.

- Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.

- When finished on a page, click on the green Save & Continue button.
Add information to each section by clicking the +Add on the right hand side of each section.

Enter your information by typing and then selecting best fit from the list.
- If you DO NOT hold a teachers license, you will click add, then under Certification/Licensure Status, select Don’t Have Any Certifications.

Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.
Add information to each section by clicking the +Add on the right hand side of each section.

Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.

When finished on a page, click on the green Save & Continue button.

PLEASE NOTE
You MUST enter at least three (3) references and one (1) MUST be a current supervisor or your most recent supervisor.
If applicable for the position you are applying – You will need to upload your resume here.

Add information to other sections by clicking the +Add on the right hand side of each section.

Enter your information by typing and then selecting best fit from the list, if presented. If you do not see what you are looking for try “Other”.

Once you have completed typing click on the blue Save Section button. Then click on the +Add again to add additional information. Be sure to save each section before moving to the next.

When finished on a page, click on the green Save & Continue button.

PLEASE NOTE
When entering employment history. Start with your most current position and enter in chronological order.
- Read Terms and Conditions of Use.
- Click on the confirm button.
- Then click on the green Complete button. You will now be directed back to your dashboard.
Congratulations!
Your profile is complete.

- Click on Job Opps to get started on your job search.

From your dashboard you will also be able to see at a glance the jobs you have completed an application for as well as any incomplete applications.
Applying for a Position

PeopleAdmin support 1-855-980-0511(7:00am – 8:00pm EST)
or email applicants@teachermatch.org
Type in **Randolph County School System** under District and click on the **green Search button** to narrow your search.

Review the list of available positions and identify the position(s) to which you would like to apply.

Click the **Apply icon** to begin the application process.
The next screen you see will be the job posting. Click on one of the **green** Apply buttons to enter the application.
Once you click on apply, you will see the following screen.

The cover letter is optional. If you choose to type in your cover letter, make sure you check the appropriate circle.

Then click green continue.
This is **required** information for all Randolph County School System applicants.

- You MUST submit your social security number. (If you are licensed it will potentially auto-populate licensure information, education, and other key information)

- Confirm all information and complete all information with a red asterisk *.

- Then click the green Save & Continue button.

**PLEASE NOTE**
The name you enter here MUST match your legal name as it appears on your Social Security Card.
Step 5

- Answer all of the Mandatory Declaration questions, if you select yes, an explanation is required.
- Then click on the green continue button.
Step 6

- Review the Certification & Release of Liability Affidavit.
- Click on the box to confirm.
- Click the green continue button.
Congratulations!

You have applied for a position with the Randolph County School System.

After applying for a position you will be directed back to this screen.

From here you can apply for additional positions simply by repeating the previous six (6) steps.
Thank you for applying with the Randolph County School System.

If you still have questions on how to set up a profile or apply for a position call PeopleAdmin support 1-855-980-0511 (7:00am – 8:00pm EST) or email applicants@teachermatch.org