



**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

May 26, 2014

TEAMS EMPLOYMENT APPLICATION PROCESS FOR CURRENT GCCISD EMPLOYEES

As the Human Resources department continues with its transition to the use of the TEAMS applicant tracking system, there are several processes that will need to be clarified in reference to current GCCISD employees (internal applicants) interested in applying for a current employment opportunity. Prior to TEAMS, the process for internal applicants applying for a posted position was the same as the process for external applicants. However, with the implementation of TEAMS, the process is different for internal applicants.

If a current employee (including substitutes-this year only) is interested in applying for a posted position, the TEAMS process requires the current employee to log in to the TEAMS Employee Service Center and request a transfer. The individual requesting a transfer is verified to ensure that it is an acceptable transfer request* and the individual's transfer request is then processed to allow the individual's request to be listed in the applicant listing for the position they have requested to transfer.

The term "transfer" is causing some confusion because the transfer process, as we know it, refers to teachers/counselors/librarians/nurses requesting to be placed on the transfer list for the following school year. To minimize the confusion, the aforementioned "transfer" process will now be referenced as the assignment change request process. Teachers/counselors/librarians/nurses requesting a change in assignment for the next school year will not be requested through TEAMS.

The TEAMS Employee Service Center "transfer request" process will only be used for individuals applying for vacant positions that would be considered a promotion or a change in position (i.e. a teacher applying for an administrator or counselor position or a teacher applying for a librarian position).

If you have any questions regarding the process for internal applicants applying for current employment opportunities, please contact Ms. Angela Westbay at the Human Resources Department at (281) 420-4865 or via email at angela.westbay@gccisd.net.

*Teachers/counselors/librarians/nurses who have or who in the future complete a transfer request to another teacher/counselor/librarian/nurse position through the TEAMS Employee Service Center will be denied because the process for that type of request will be done through the assignment change request process and not through TEAMS.



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INSTRUCTIONS FOR CURRENT GCCISD EMPLOYEES
TO APPLY FOR EMPLOYMENT OPPORTUNITIES

- 1) Log in to TEAMS from the GCCISD Employees Page Link (TEAMS Employee Home Page)
- 2) Click on Employee Service Center under the Employee Service Center Menu
 - A new window (Employee Service Center) will open prompting you for your user id and password
- 3) Enter your User ID and Password and click on Sign on
- 4) Click on My Employment Records under the Information side bar on the left
 - Please note that the TEAMS Employee Transfer Request application process does not have a print feature at the moment. We are working with TEAMS to create this enhancement. If you'd like to print what you submit, you will need to print each screen. We will let you know once that enhancement has been completed.
- 5) Click on My Employee Transfer Request under the My Employment Records Menu
 - The Employee Transfer window will open
- 6) Click on the Job Category you are interested in applying
- 7) Select the Employment Opportunity you would like to be considered
 - Multiple positions can be selected
- 8) Click on Save Changes
- 9) Once all positions you are interested in have been selected as visible in the main window next to each Job Category, click on Continue at the bottom of the screen.
- 10) On the next screen, you will be asked to designate your transfer preference by location or assignment. Once you have made a selection, click on Continue.
 - If the position is pooled and not a specific posting, you will need to select the location you are interested in working at.



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- 11) Select a Transfer Reason and click on Continue
- 12) Enter References by clicking on the Add button. Once all references have been added, click on Continue. (Please note that at least 1 reference is required.)
- 13) The next pages are view only (Certifications, License and Education History). Thus, you are able to view the information and verify the accuracy of the information. Click on Continue until you get to the Attachments section of the Employee Transfer Application.
 - Certifications Special Note: Please note that the employee certifications that are in the TEAMS system were received directly from the Texas Education Agency Educator Certification Department. The TEA import is still in progress as we transition and that may be why your Provisional certificates are not visible. Please know that we are currently operating under 2 HR management systems and have your accurate information in our APECS system, the current HR management system. The HR department has access to both systems and hiring managers can access/request your certification information from our APECS system. Since there is an attachments feature, you are able to upload your current certification information as an attachment for consideration by a hiring manager.
 - Education History Special Note: The employee education history was converted into the new system and is being reviewed for accuracy as some of the information may have not transferred into the new system. Once the education history tab becomes active in the Employee Service Center, employees will be able to review their history for accuracy and advise us of inaccuracies. Since there is an attachments feature, you are able to upload your current resume as an attachment for consideration by a hiring manager.
- 14) On the Attachments section of the Employee Transfer Application, you are able to upload attachments (i.e. Resumes, Certification Documents, Transcripts, etc.). Once you upload all attachments, click on Continue.
- 15) At this point, you have reached the end of the employee transfer request process, click on the Submit button to submit your application.

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