



DadeSchools.net
Giving our students the world

Select Language

How to create/update an internal candidate profile.
Please follow all steps listed in this guide.

Discover M-DCPS Calendars Committees Directories Schools School Board Superintendent Portal

Students
Grades...

Parents
Child info...

Employees
HR, payroll...

Community
Events...

1 - Click on
"Employees"



ITS System Maintenance

Saturday, April 16, 2011 at 5:00 p.m. through 12:00 noon on Sunday, April 17th. During this time, Network related services will experience interruptions of service. We are committed to providing first-class service and apologize for any inconvenience this may cause.



Analysis of Governor's Budget Recommendation

See Analysis Video Presentation...

Welcome to Miami-Dade County Public Schools

Miami-Dade County Public Schools is the fourth largest school district in the United States, comprised of 392 schools, 345,000 students and over 40,000 employees. Located at the southern end of the Florida peninsula, the school district stretches over 2,000 square miles of diverse and vibrant communities ranging from rural and suburban to urban cities and municipalities. A truly global community, district students speak 56 different languages and represent 160 countries.

Superintendent Alberto M. Carvalho has led the school district since the fall of 2008. During his tenure, the district has received state and national recognition for unprecedented increases in student achievement and graduation rates.

Highlights

- ▶ Virtual Tour: New Schools
- ▶ Transparency Florida
- ▶ Piano Slam Competition
- ▶ Proposed Policies
- ▶ Employee Benefits
- ▶ Teachers Wanted

Resources

- ▶ Adult Tech. Ed.
- ▶ Alumni Relations
- ▶ Assistive Technology
- ▶ Budget Resource Center
- ▶ Good Deals! Good Deeds!
- ▶ Free GED Classes



Students

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ITS System Maintenance

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Employees



Working Together

To provide a Superior Learning Environment

[Login to Employee Portal](#)

[Forgot Password?](#)

2 - Click on "Login to Employee Portal"

Teachers

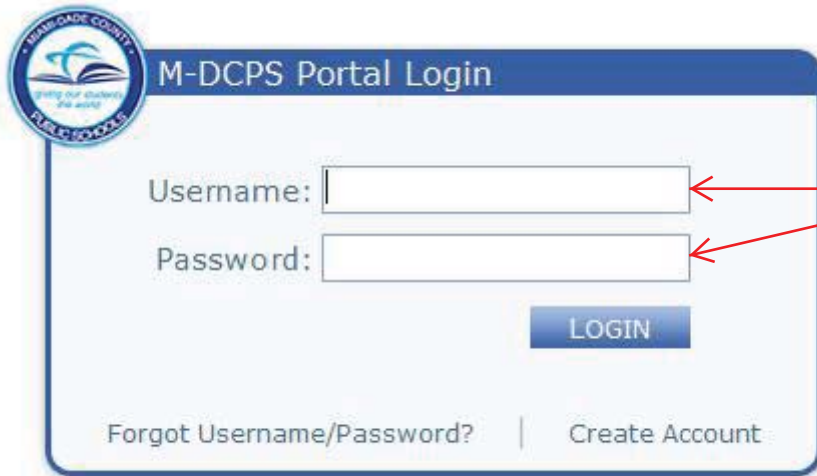
- National Board
- WLRN Television

Employee Highlights

- Be Safe
- Code of Conduct
- Employee Benefits
- Ethical Choices
- Microsoft Deals
- No Child Left Behind
- People First
- Reset Password

Employee Resources

- Americans with Disabilities
- Bullying
- Certification
- Credit Union
- Employee Assistance
- Funding Resources
- Good Deals! Good Deeds!
- Human Resources
- Information Technology
- Instructional Technology
- Labor Contracts
- Library Media Services
- M-DCPS Library System
- Professional Development
- Salary Information
- School Operations



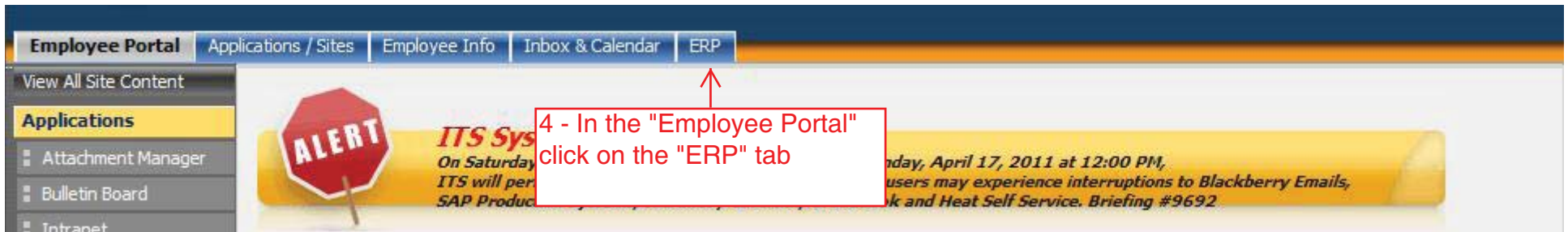
M-DCPS Portal Login

Username:

Password:

[Forgot Username/Password?](#) | [Create Account](#)

3 - Enter M-DCPS "Username" and "Password" - Click "Login"



Employee Portal | Applications / Sites | Employee Info | Inbox & Calendar | ERP

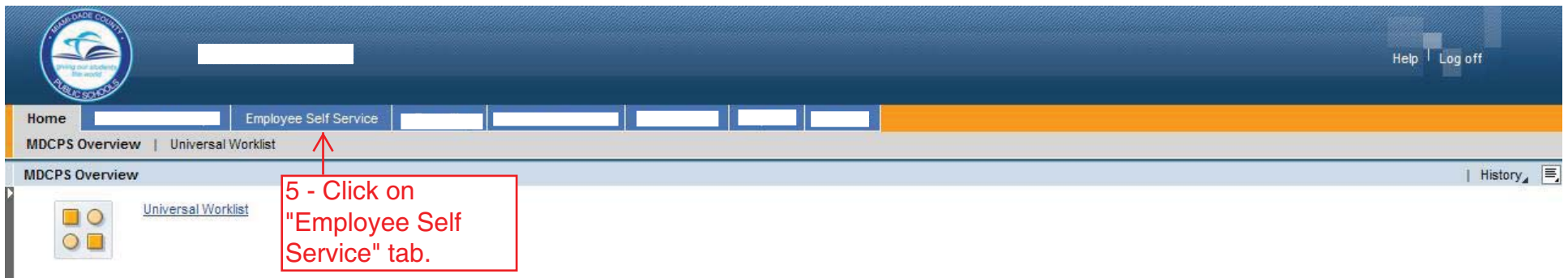
View All Site Content

Applications

- Attachment Manager
- Bulletin Board
- Intranet

ALERT *ITS Sys* On Saturday, April 17, 2011 at 12:00 PM, users may experience interruptions to Blackberry Emails, Ink and Heat Self Service. Briefing #9692

4 - In the "Employee Portal" click on the "ERP" tab



MDCPS Overview | Universal Worklist

Home | | Employee Self Service | | | | |

MDCPS Overview | Universal Worklist

Help | Log off

5 - Click on "Employee Self Service" tab.

The screenshot shows the top navigation bar with the Miami-Dade County Public Schools logo and the text "Help | Log off". Below the logo is a search bar. The main navigation bar includes "Home" and "Employee Self Service". A secondary navigation bar lists "Overview", "Employment Opportunities", "Life and Work Events", "Personal Information", and "Payroll". The "Overview" section is active, displaying a heading "Overview" and a "History" link. A red box highlights the "Employment Opportunities" link in the secondary navigation bar, with a red arrow pointing to it. Below the heading, there is a paragraph: "Employee Self-Service applications provide you with easy access to information and services for employees. This page gives you an overview of the entire offering." There are four main service tiles: "Employment Opportunities" (Internal Candidate for E-Recruiting), "Personal Information" (Update your Address and verify your Personal Data), "Life and Work Events" (Request a Leave of Absence or initiate a Resignation Request), and "Payroll" (Manage and display employee's W-4 (Employee Withholding Allowance) tax status information). There are also "Quick Links" for "M-DCPS Policies & Other Information".


The screenshot shows the same top navigation bar as the previous image. The main navigation bar is the same. The secondary navigation bar lists "Overview", "Employment Opportunities", "Life and Work Events", "Personal Information", and "Payroll". The "Employment Opportunities" section is active, displaying a heading "Employment Opportunities" and a "History" link. Below the heading, there is a "Jobs" section with a "Career Opportunities" link. A red box highlights the "Career Opportunities" link, with a red arrow pointing to it.

Home | Employee Self Service

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll


Internal Candidate

Welcome to the M-DCPS online application system. Please use the links below to explore and apply for employment opportunities as well as enter or maintain personal information.

**Employment Opportunities**


Search for job openings, apply for jobs and modify/track job applications.

- [Apply Directly](#)
- [Search and Apply for Jobs](#)
- [Manage your Applications](#)
- [Request Questionnaire](#)

**Candidate Profile**

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

[Candidate Profile](#)

**Personal Settings**

Select your printer and date format to tailor your pages to suit your personal preference.

[Personal Settings](#)

8 - Click on "Candidate Profile"

The screenshot shows the 'Internal Candidate' section of the Employee Self Service portal. The breadcrumb trail is 'Employment Opportunities > Candidate Profile'. A navigation bar at the top of the page lists: Home, Employee Self Service, Overview, Employment Opportunities, Life and Work Events, Personal Information, and Payroll. The main content area is titled 'Candidate Profile' and includes a progress indicator with steps: 1. Candidate Profile, 2. Work Experience, 3. Education, 4. Attachments, and 5. Profile Release. The 'Education' section is currently active. Below it, there is a 'Work Experience' section with a table header: Start Date, End Date, Employer, City, Country, and Job Title. The table is currently empty, with the text 'No data on work experience currently available' displayed. A 'New Entry' button is located at the bottom of the table. A red arrow points from a text box below to this button.

9 - Click on "New Entry" to add "Work Experience"

Home | Employee Self Service | Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate | History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile | 1 Work Experience | 2 Education | 3 Qualifications | 4 Attachments | 5 Profile Release

Education

Please provide your work background below. Enter experience(s) by clicking "New Entry". To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your work experience. Once finished, click the "Save" button.

Data	
Employer	<input type="text"/>
Permission to Contact this Employer	<input type="checkbox"/>
Start Date	<input type="text" value="MM/DD/YYYY"/>
End Date	<input type="text" value="MM/DD/YYYY"/>
Country	<input type="text" value="-- Select --"/>
Region/State	<input type="text" value="-- No Selection Possible --"/>
City	<input type="text"/>
Job Classification	<input type="text" value="-- Select --"/>
Job Title	<input type="text"/>
Description	<input type="text"/>

Save | Cancel

10 - Once all necessary fields are completed, click the "Save" button.

Home [] Employee Self Service [] [] [] [] []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience 2 Education 3 Qualifications 4 Attachments 5 Profile Release

Education

Please provide your work background below. Enter experience(s) by clicking "New Entry". To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your work experience. Once finished, click the "Save" button.

Start Date	End Date	Employer	City	Country	Job Title
Open	Open	MDCPS			

Page 1 of 1

New Entry Edit Delete

12 - Click on the "Education" tab.

Please note: The information you have saved in the previous step will display in rows.

11 - You can either add a "New Entry", "Edit" your entry, or "Delete" your entry. If no changes are needed, please proceed to Step 12.

Home [] Employee Self Service [] [] [] [] []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience 2 Education 3 Qualifications 4 Attachments 5 Profile Release

Work Experience Qualifications

Please provide your education background below. Click "New Entry" to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your education experience. Once finished, click the "Save" button.

Start Date	End Date	Name of Institution	City	Country	Education Level	GPA	Click here if Education Major
There is no data on your education currently available.							

Page 0 of 0

New Entry

13 - Click on "New Entry" to add "Education" information

Created by HR Information Services - DAG (4/11)

Home Employee Self Service

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience 2 Education 3 Qualifications 4 Attachments 5 Profile Release

Work Experience Qualifications

Please provide your education background below. Click "New Entry" to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your education experience. Once finished, click the "Save" button.

Data	
Type of Institution	-- Select --
Education Level	-- Select --
Country	USA
Region/State	-- Select --
City	<input type="text"/>
University or College	-- No Selection Possible --
Name of High School, Vocational, or Other	<input type="text"/>
Start Date	MM/DD/YYYY
End Date	MM/DD/YYYY
Major	-- Select --
Click here if Education Major	<input type="checkbox"/>
Minor	-- Select --
Grade Point Average	<input type="text"/>
M-DCPS Transcript Verification	-- Select --

Save Cancel

14 - Once all necessary fields are completed, click the "Save" button.

Home Employee Self Service

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience 2 Education 3 Qualifications 4 Attachments 5 Profile Release

Work Experience Qualifications

Please provide your education background below. Click "New Entry" to enter a college, vocational, high school or other educational experience. To edit or delete an existing entry, click the blue box by that entry and select the appropriate action.

After clicking "New Entry" or "Edit", you will be asked to provide/modify detailed information about your education experience. Once finished, click the "Save" button.

	Start Date	End Date	Name of Institution	City	Country	Education Level	GPA	Click here if Education Major
<input type="checkbox"/>	06/12/2008	06/13/2010	BARRY UNIVERSITY					

Page 1 of 1

New Entry Edit Delete

16 - Click on the "Qualifications" tab

Please note: The information you have saved in the previous step will display in rows.

15 - You can either add a "New Entry", "Edit" your entry, or "Delete" your entry. If no changes are needed, please proceed to Step 16.

Home Employee Self Service

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience 2 Education 3 Qualifications 4 Attachments 5 Profile Release

Education Attachments

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualification Group	Qualification	Proficiency
No data exists for qualifications		

Page 0 of 0

Edit

17 - Click on "Edit" to add "Qualifications"

Home Employee Self Service

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

[Employment Opportunities](#) > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience 2 Education 3 **Qualifications** 4 Attachments 5 Profile Release

Education Attachments

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Selected	Qualification Group	Qualification	Proficiency
<input type="checkbox"/>	Administrative Coverage	Administrative Coverage	
<input type="checkbox"/>	Certifications		
<input checked="" type="checkbox"/>	Computer Skills		
<input type="checkbox"/>	Construction/Skilled Trades		Not rated
<input type="checkbox"/>	Exceptional Education		Not rated
<input type="checkbox"/>	FL Teacher Certification Examinations		Not rated
<input type="checkbox"/>	Food Service		Not rated
<input type="checkbox"/>	Foreign Languages		Not rated
<input type="checkbox"/>	Local Director of Vocational Education		Not rated
<input type="checkbox"/>	Professional School Principal		Not rated
<input type="checkbox"/>	School Principal		Not rated

Other

Save Cancel

18 - Click on drop-down box and select the appropriate "Qualification Group". For this guide we have selected "Computer Skills".

Home Employee Self Service

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

2 Education 3 Qualifications 4 Attachments 5 Profile Release

Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualification Group:

Selected	Qualification	Proficiency
<input checked="" type="checkbox"/>	Adobe Acrobat	<input type="text" value="Yes"/> <input type="button" value="v"/>
<input checked="" type="checkbox"/>	Audio Visual Equipment	<input type="text" value="Yes"/> <input type="button" value="v"/>
<input checked="" type="checkbox"/>	CAD	<input type="text" value="Yes"/> <input type="button" value="v"/>
<input checked="" type="checkbox"/>	Copyright law licensing, appropriate use	<input type="text" value="Yes"/> <input type="button" value="v"/>
<input type="checkbox"/>	Destiny (catalog software)	<input type="text" value="Not rated"/> <input type="button" value="v"/>
<input type="checkbox"/>	Pagemaker	<input type="text" value="Not rated"/> <input type="button" value="v"/>
<input type="checkbox"/>	Programming	<input type="text" value="Not rated"/> <input type="button" value="v"/>
<input type="checkbox"/>	SAP	<input type="text" value="Not rated"/> <input type="button" value="v"/>
<input type="checkbox"/>	Snagit	<input type="text" value="Not rated"/> <input type="button" value="v"/>
<input type="checkbox"/>	Software installation & troubleshooting	<input type="text" value="Not rated"/> <input type="button" value="v"/>

Other

19 - Click on the check-box to select the all appropriate "Qualifications".

20 - Click on drop-down box to select the appropriate "Proficiency" for each qualification you have selected.

21 - Click "Save" once completed.

Home [] Employee Self Service [] [] [] [] []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate History []

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience [✓] 2 Education [✓] 3 Qualifications [✓] 4 Attachments 5 Profile Release [] [] [] [] []

Education Attachments

Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.

Select a "Qualification Group" using the dropdown menu. Select a specific Qualification by clicking the box to its left and then rate your proficiency in that area. You may rate yourself within multiple "Qualification Groups". When finished, click "Save".

Qualification Group	Qualification	Proficiency
Computer Skills	Adobe	
Computer Skills	Audio V	
Computer Skills	CAD	Yes
Computer Skills	Copyright law licensing, appropriate use	Yes

Page 1 of 1

Edit

23 - Click on the "Attachments" tab.

Please note: The information you have saved in the previous step will display in rows.

22 - You can "Edit" your entry to add additional qualifications if needed. Proceed to Step 23 if no additions are needed.

Home | [] | Employee Self Service | [] | [] | [] | [] | []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate | History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience ✓ 2 Education ✓ 3 Qualifications ✓ 4 Attachments 5 Profile Release

Qualifications Profile Release

Please provide any additional documents relevant to this job application. Click "Add Attachment" to attach a new document. To edit or delete an existing attachment, click the blue box by that entry and select the appropriate action.

Note that instructional positions REQUIRE A RESUME. Managerial and administrative positions REQUIRE A RESUME, COVER LETTER AND 2 LETTERS OF REFERENCE. Non-instructional positions REQUIRE 3 LETTERS OF REFERENCE AND ANY APPLICABLE CERTIFICATES OR LICENSES.

Data

Attachment Type Reference

File Word Docs\Letter of Reference.doc Browse...

Document Title Letter of Reference

Save Cancel

25 - Click the "Save" button.

24 - Click on the drop-down box and select the appropriate "Attachment Type", then click the "Browse" button to find the appropriate document. Please provide a document title to describe the file.

Please note: required attachments for particular job types.

Home | [] | Employee Self Service | [] | [] | [] | [] | []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate | History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience ✓ 2 Education ✓ 3 Qualifications ✓ 4 Attachments ✓ 5 Profile Release

Qualifications Profile Release

Please provide any additional documents relevant to this job application. Click "Add Attachment" to attach a new document. To edit or delete an existing attachment, click the blue box by that entry and select the appropriate action.

Note that instructional positions REQUIRE A RESUME. Managerial and administrative positions REQUIRE A RESUME, COVER LETTER AND 2 LETTERS OF REFERENCE. Non-instructional positions REQUIRE 3 LETTERS OF REFERENCE AND ANY APPLICABLE CERTIFICATES OR LICENSES.

Attachments

Document Title	Attachment Type	Language
Letter of Reference		

Page 1 of 1

Add Attachment Edit Delete

27 - Click on the "Profile Release" tab.

Please note: The information you have saved in the previous step will display in rows.

26 - You can either "Add [an] Attachment", "Edit" your attachment, or "Delete" your attachment. If no changes are needed, please proceed to Step 27.

Created by HR Information Services - DAG (4/11)

Home [] Employee Self Service [] [] [] [] []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate | History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience ✓ 2 Education ✓ 3 Qualifications ✓ 4 Attachments ✓ 5 Profile Release >>>

Attachments Teacher Transfer Request

Release your candidate profile to enable recruiters to access your data.
You can lock your profile again at any time to prevent anyone from accessing your data.

Release Profile
 Lock Profile

Before completing your registration, please read and accept our [Privacy Statement](#), [Employment Standards & Social Security Number Policy](#)

Yes, I have read the Privacy Statement , Employment Standards & Social Security Number Policy and I accept them. Acceptance is required to continue registration.

Save

28 - Please select the bullet to "Release [your] Profile" and click the "Yes" check box. Proceed to the final step (Step 29).

Home [] Employee Self Service [] [] [] [] []

Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll

Internal Candidate | History

Employment Opportunities > Candidate Profile

The candidate profile contains your personal information and qualifications. If you choose to "Release Your Profile", M-DCPS recruiters can access this information. To return to "Employment Opportunities", click on the link in the upper left corner.

Candidate Profile 1 Work Experience ✓ 2 Education ✓ 3 Qualifications ✓ 4 Attachments ✓ 5 Profile Release >>>

Attachments Teacher Transfer Request

Release your candidate profile to enable recruiters to access your data.
You can lock your profile again at any time to prevent anyone from accessing your data.

Release Profile
 Lock Profile

Before completing your registration, please read and accept our [Privacy Statement](#), [Employment Standards & Social Security Number Policy](#)

Yes, I have read the Privacy Statement , Employment Standards & Social Security Number Policy and I accept them. Acceptance is required to continue registration.

Save

Data saved successfully

29 - Click "Save" to receive the message below.