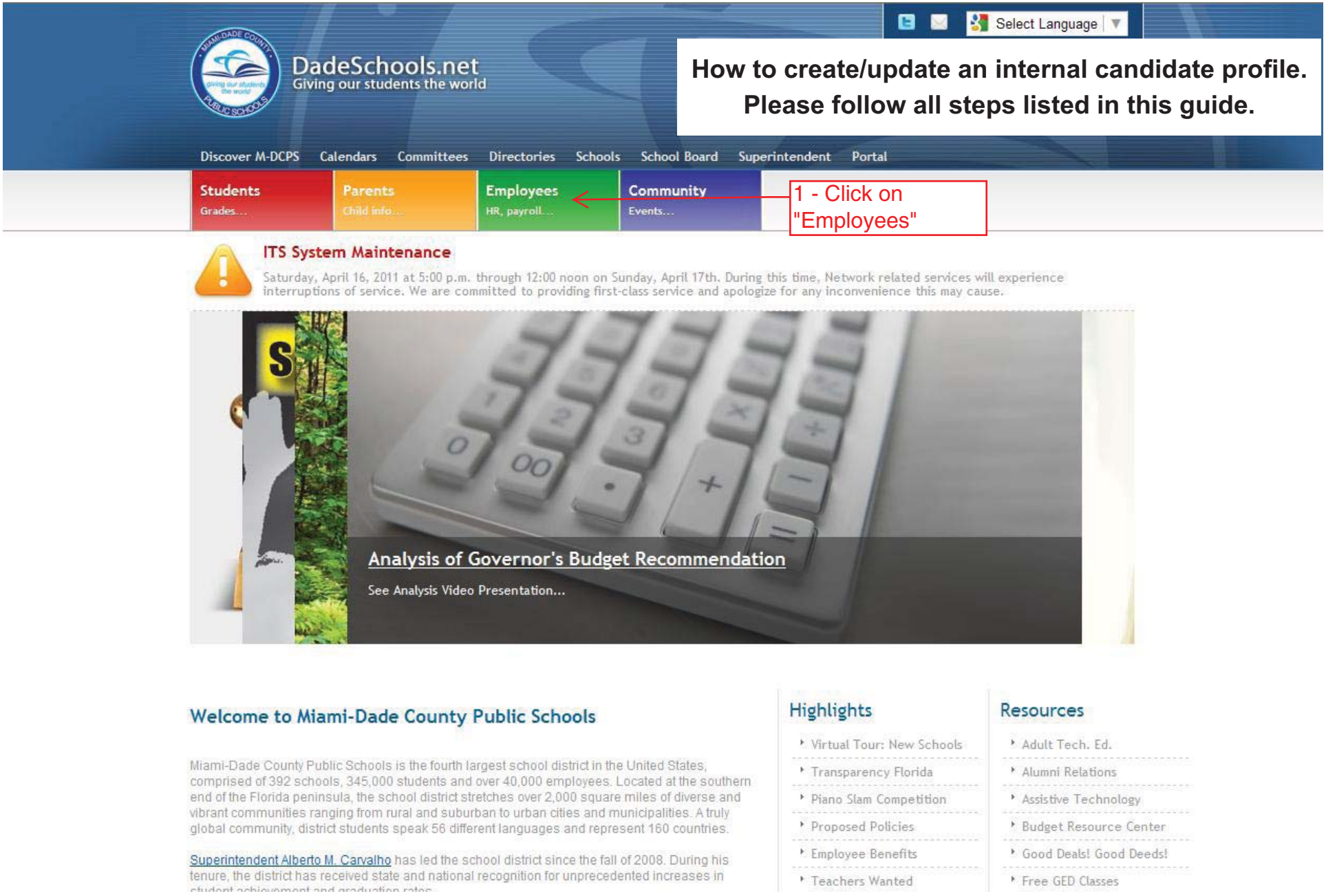
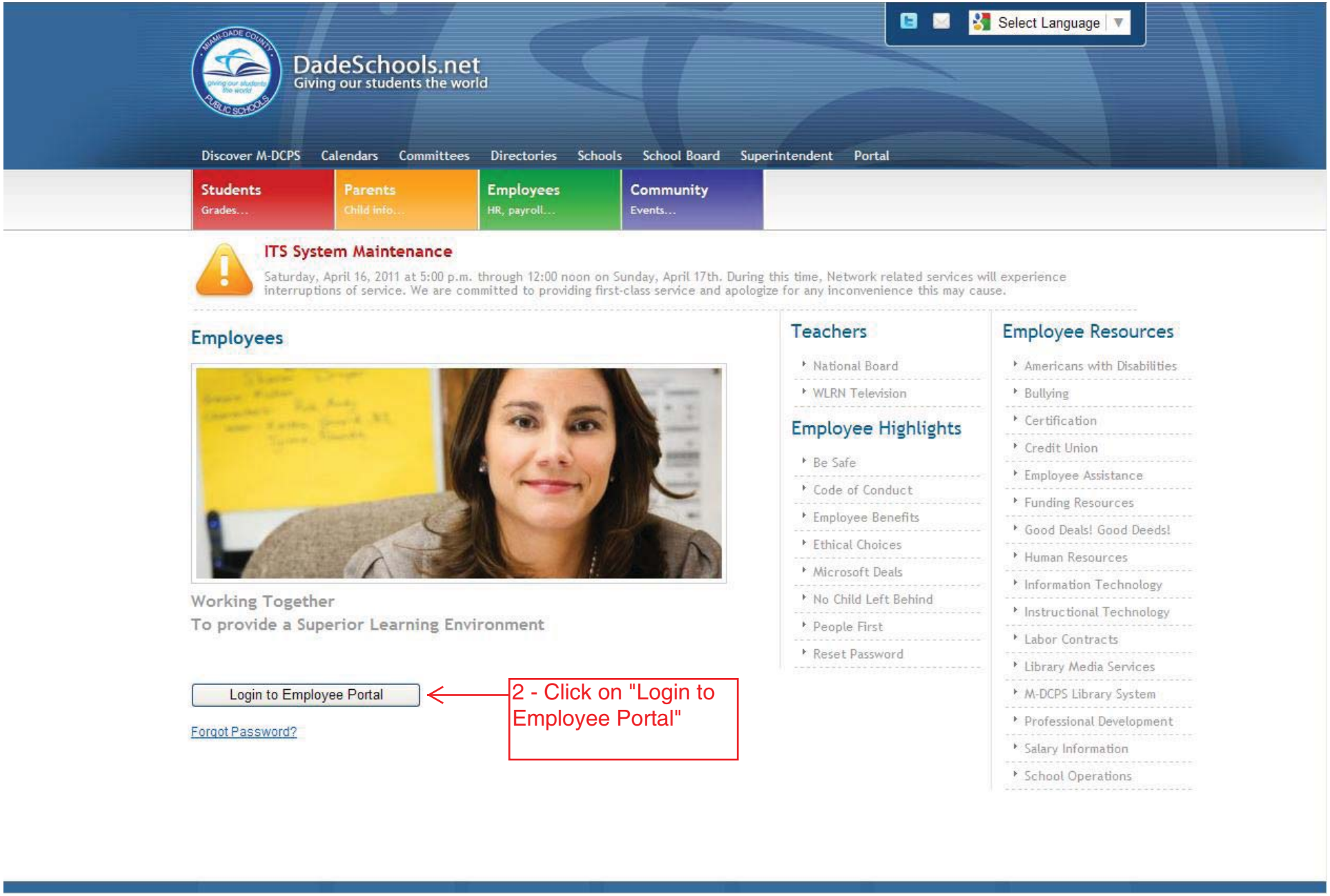

DadeSchools.net
Giving our students the world
Select Language
How to create/update an internal candidate profile.
Please follow all steps listed in this guide.
Discover M-DCPS
Calendars
Committees
Directories
Schools
School Board
Superintendent
Portal
Students
Grades...
Parents
Child info...
Employees
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
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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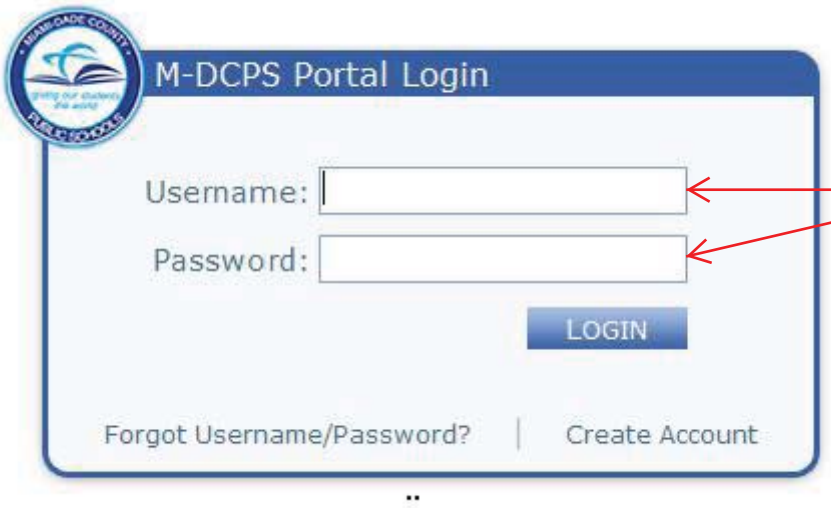
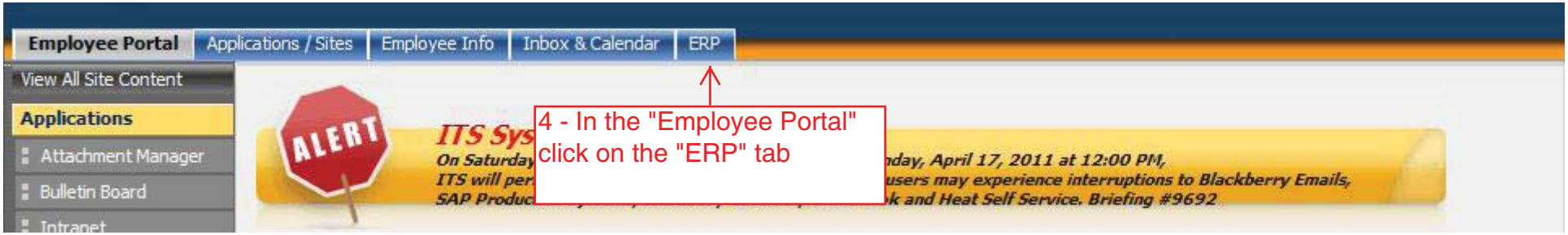
Saturday, April 16, 2011 at 5:00 p.m. through 12:00 noon on Sunday, April 17th. During this time, Network related services will experience interruptions of service. We are committed to providing first-class service and apologize for any inconvenience this may cause.
Employees
Working Together
To provide 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

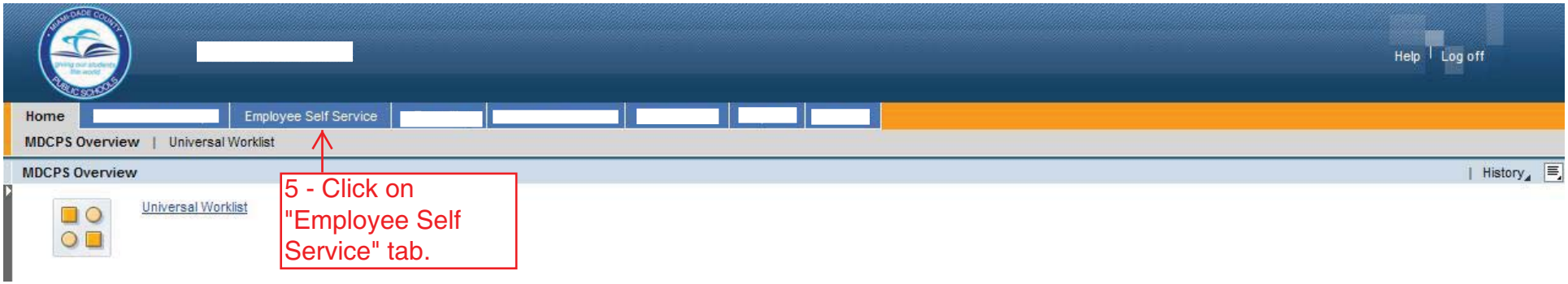
P3



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



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



5 - Click on "Employee Self Service" tab.

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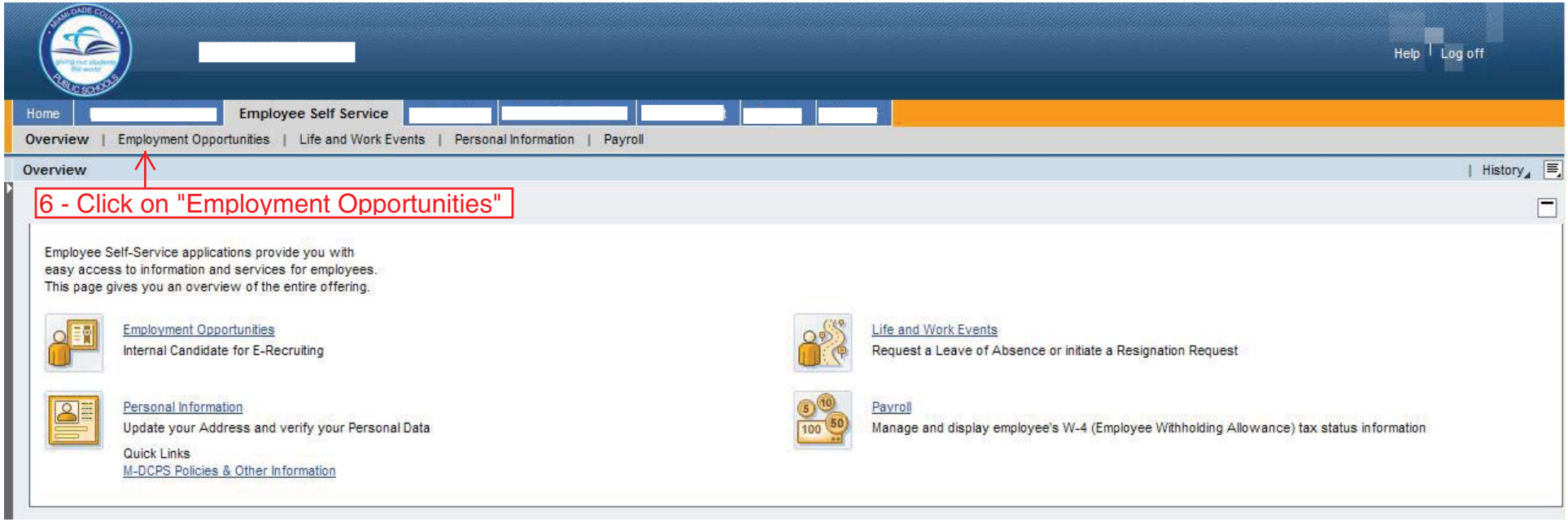
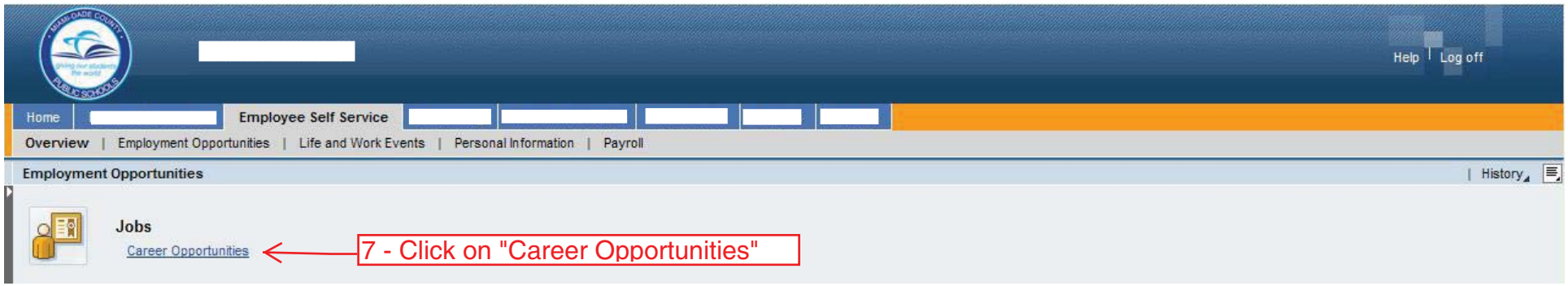
P4





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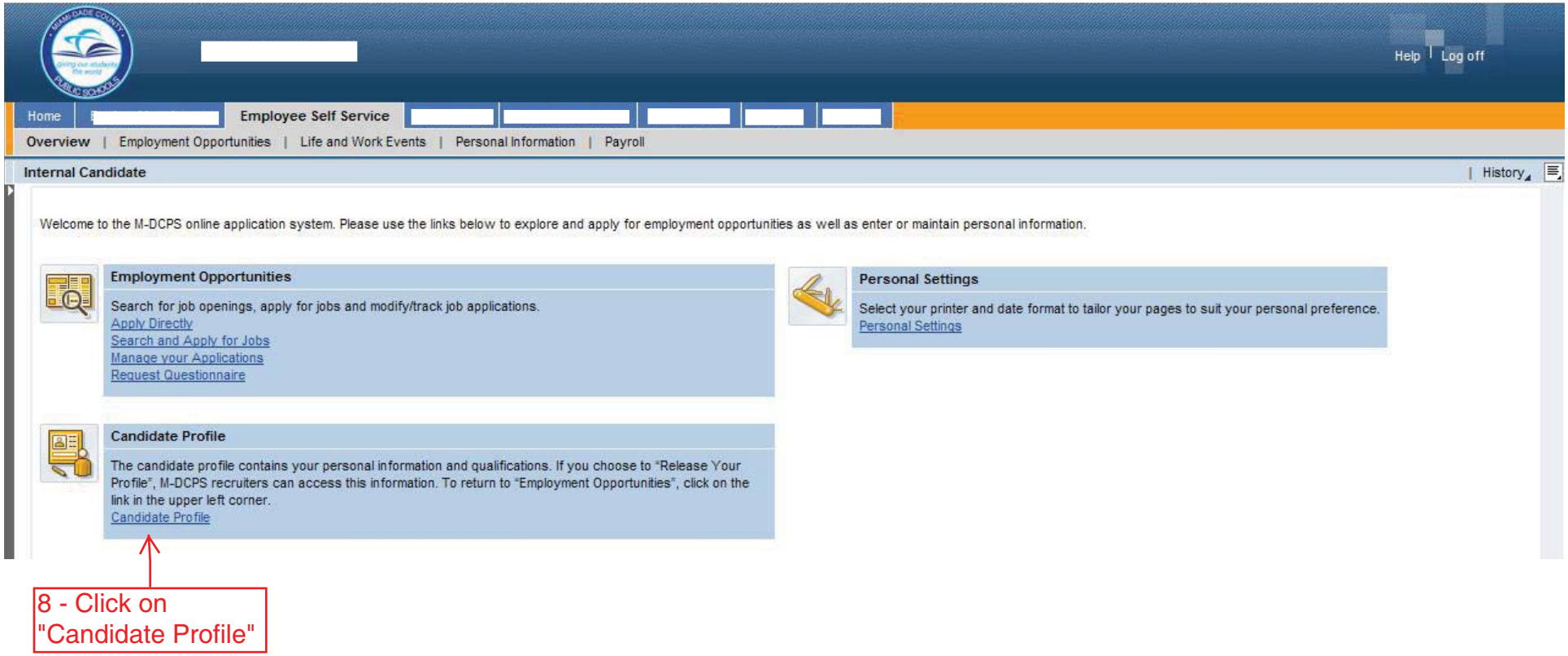
P5



8 - Click on "Candidate Profile"

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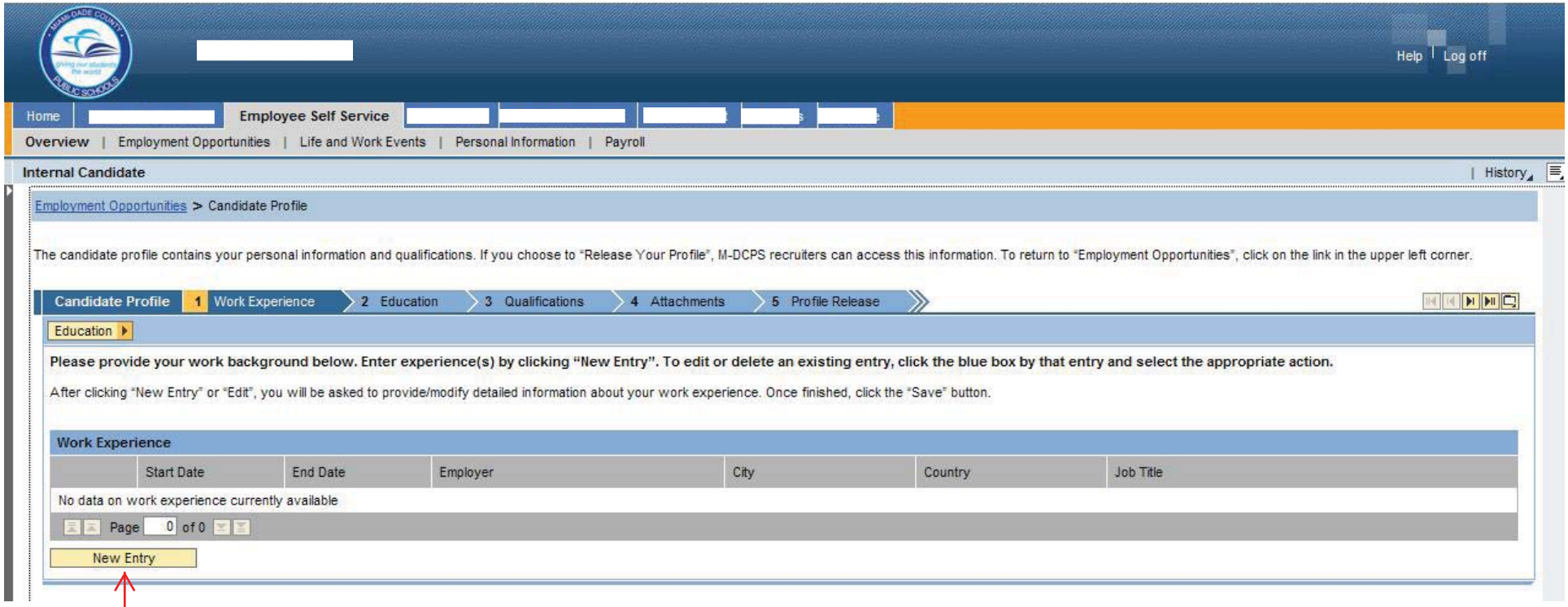
P6



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

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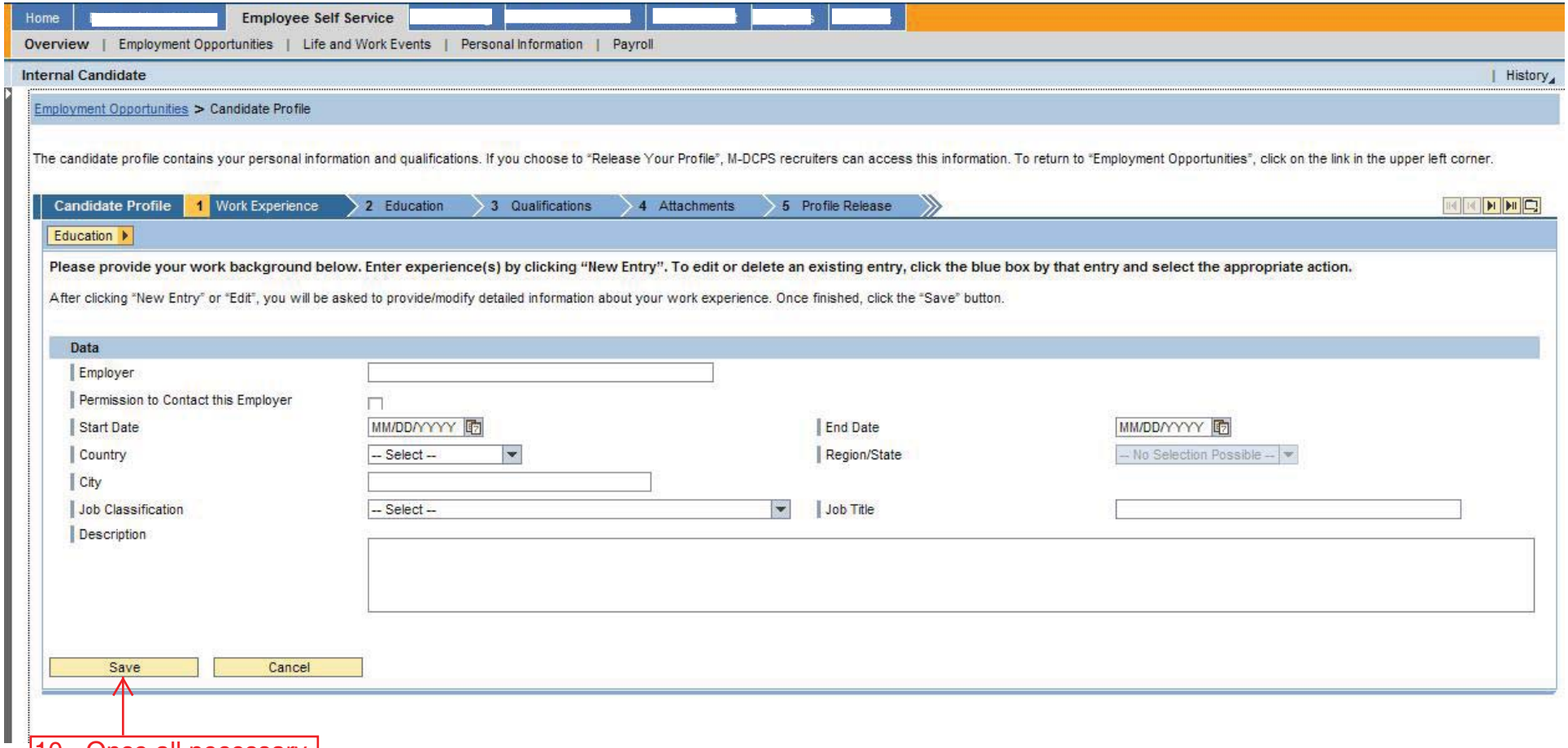
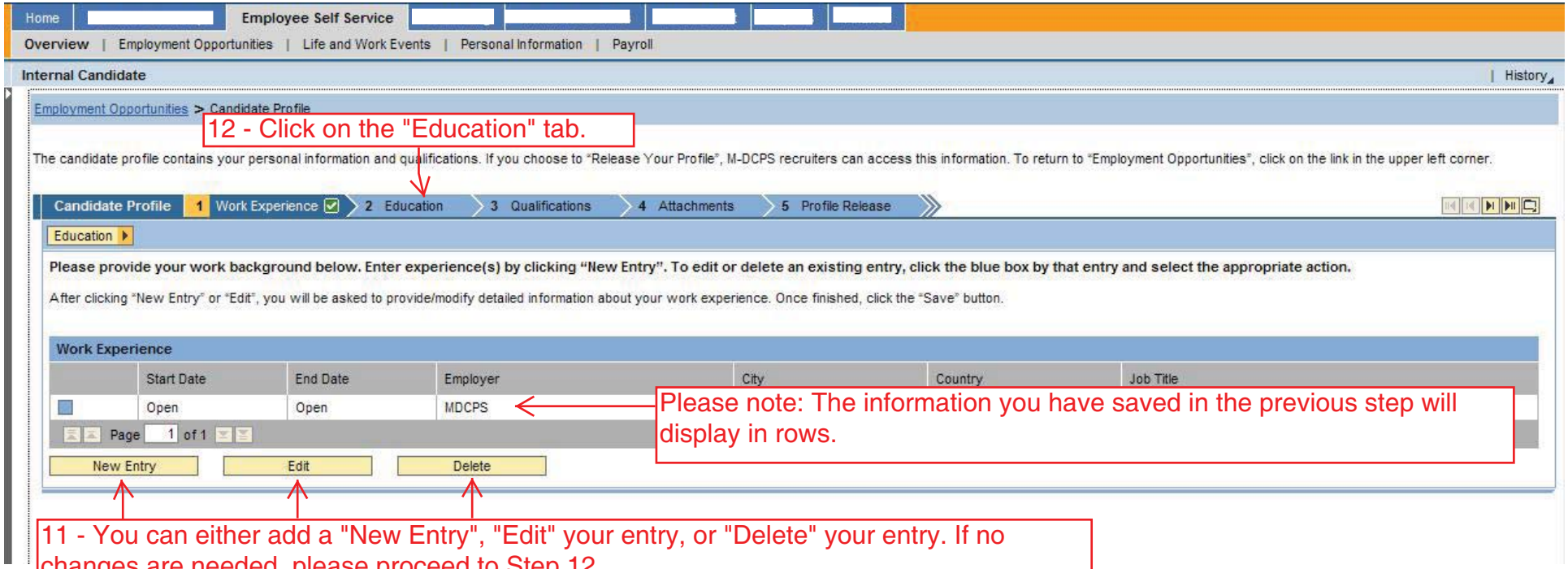
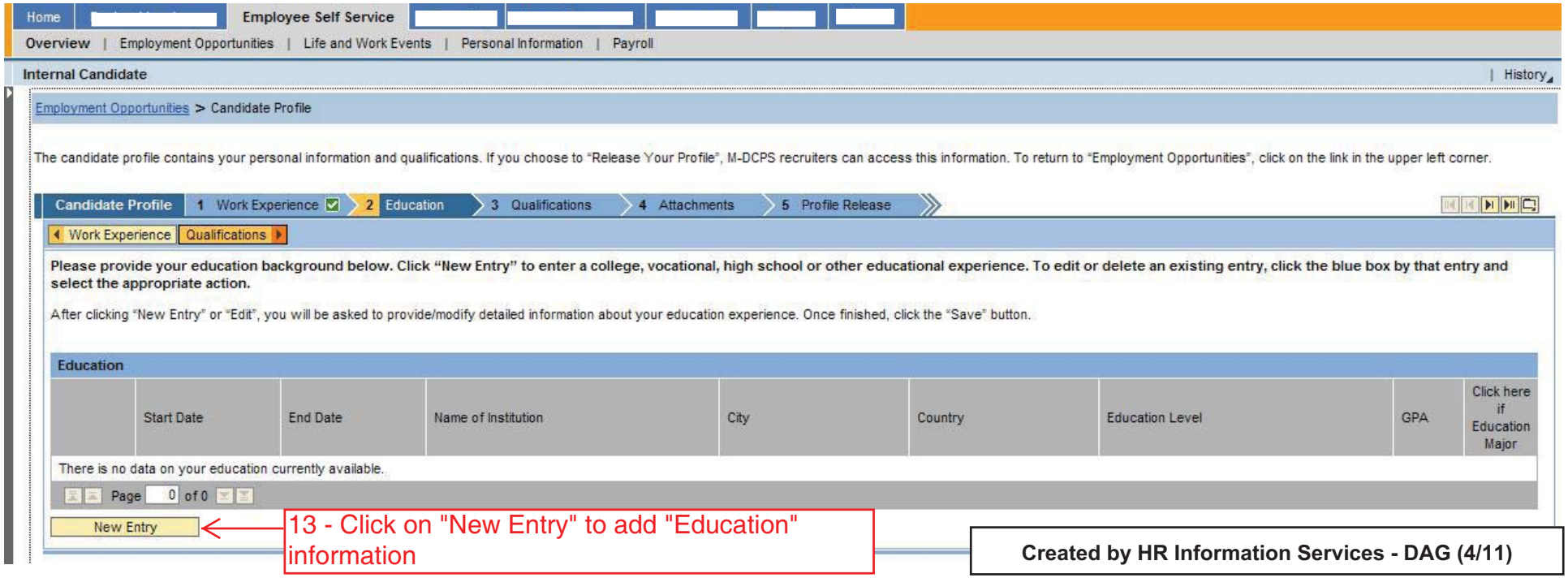
P7



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





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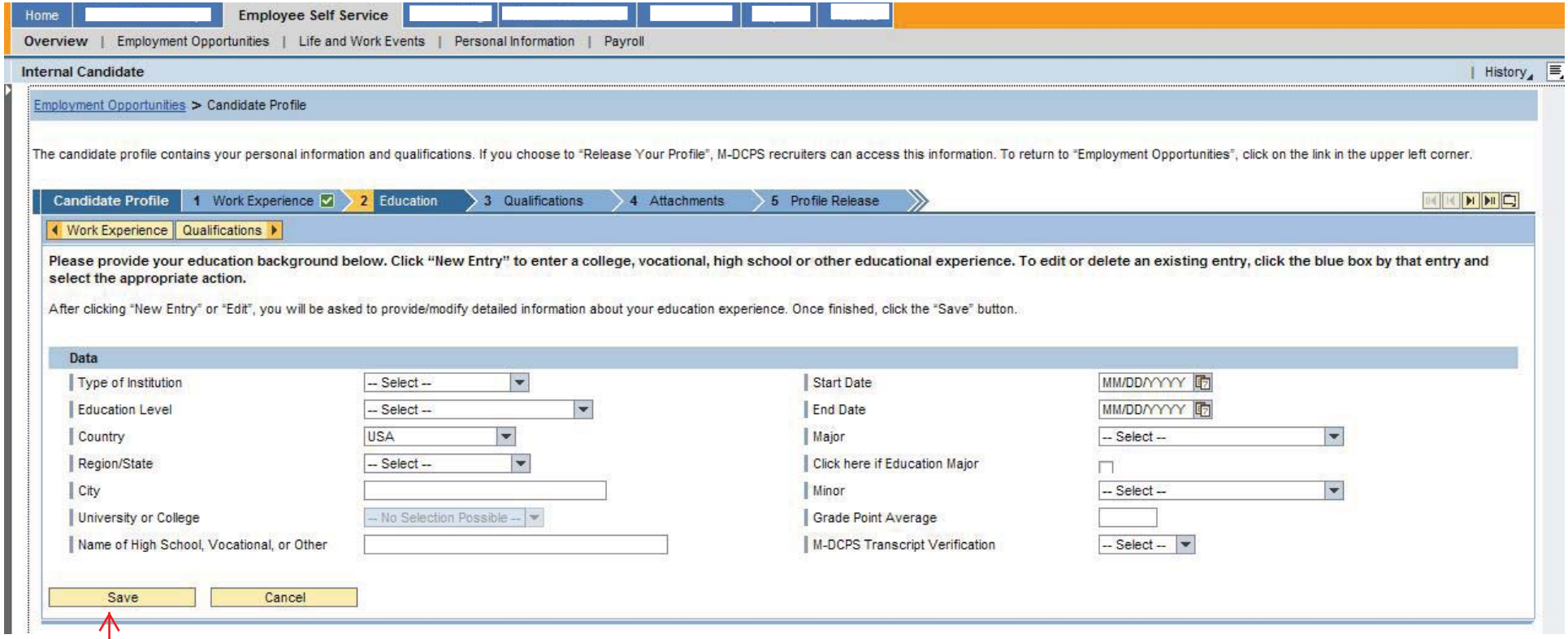
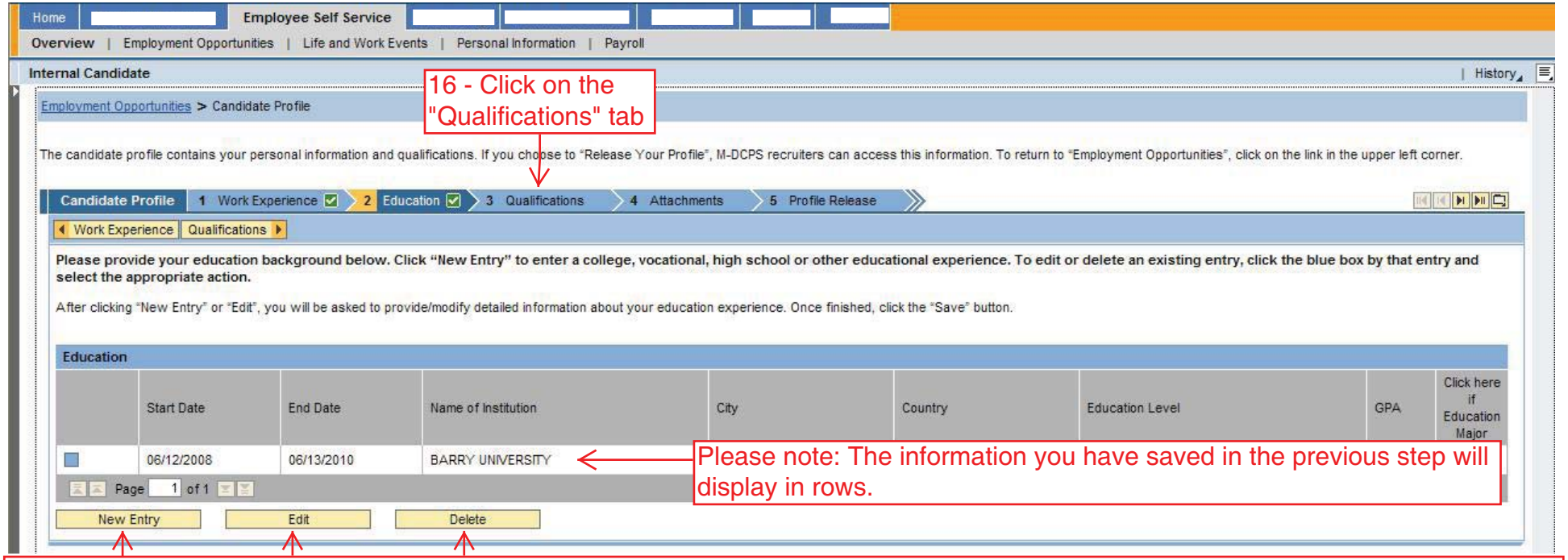
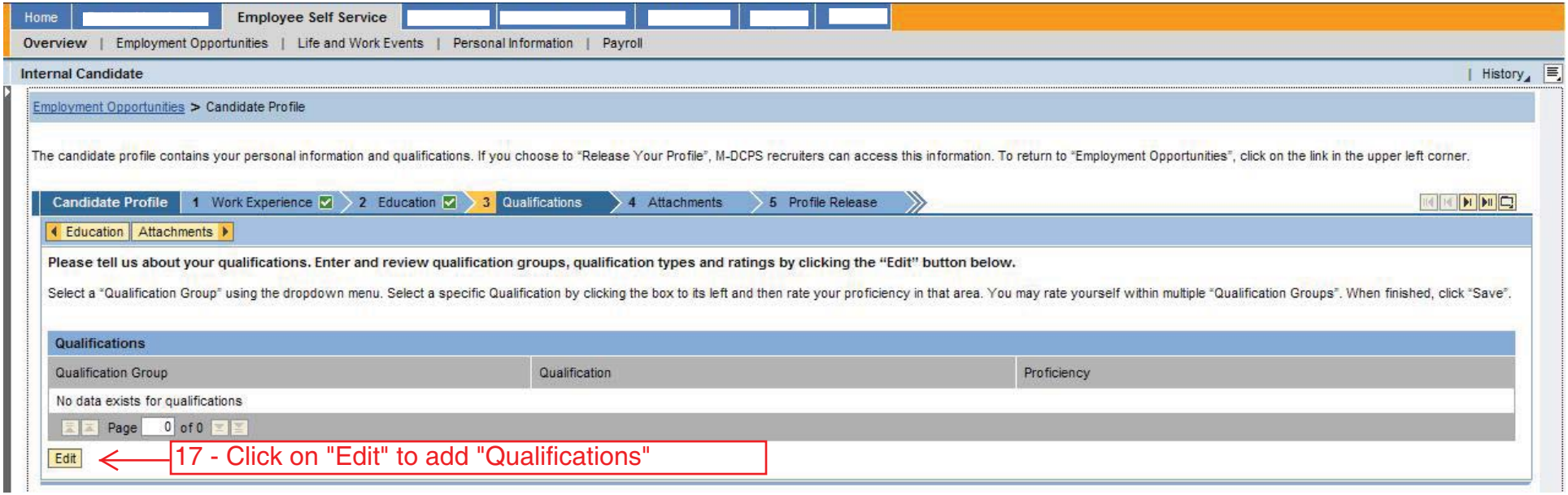


14 - Once all necessary fields are completed, click the "Save" button.


Home
Employee Self Service
Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll
Internal Candidate
History
16 - Click on the "Qualifications" tab
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.
Education
Start Date
End Date
Name of Institution
City
Country
Education Level
GPA
Click here if Education Major
06/12/2008
06/13/2010
BARRY UNIVERSITY
Please note: The information you have saved in the previous step will display in rows.
Page 1 of 1
New Entry
Edit
Delete
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
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History
Employment Opportunities > Candidate Profile
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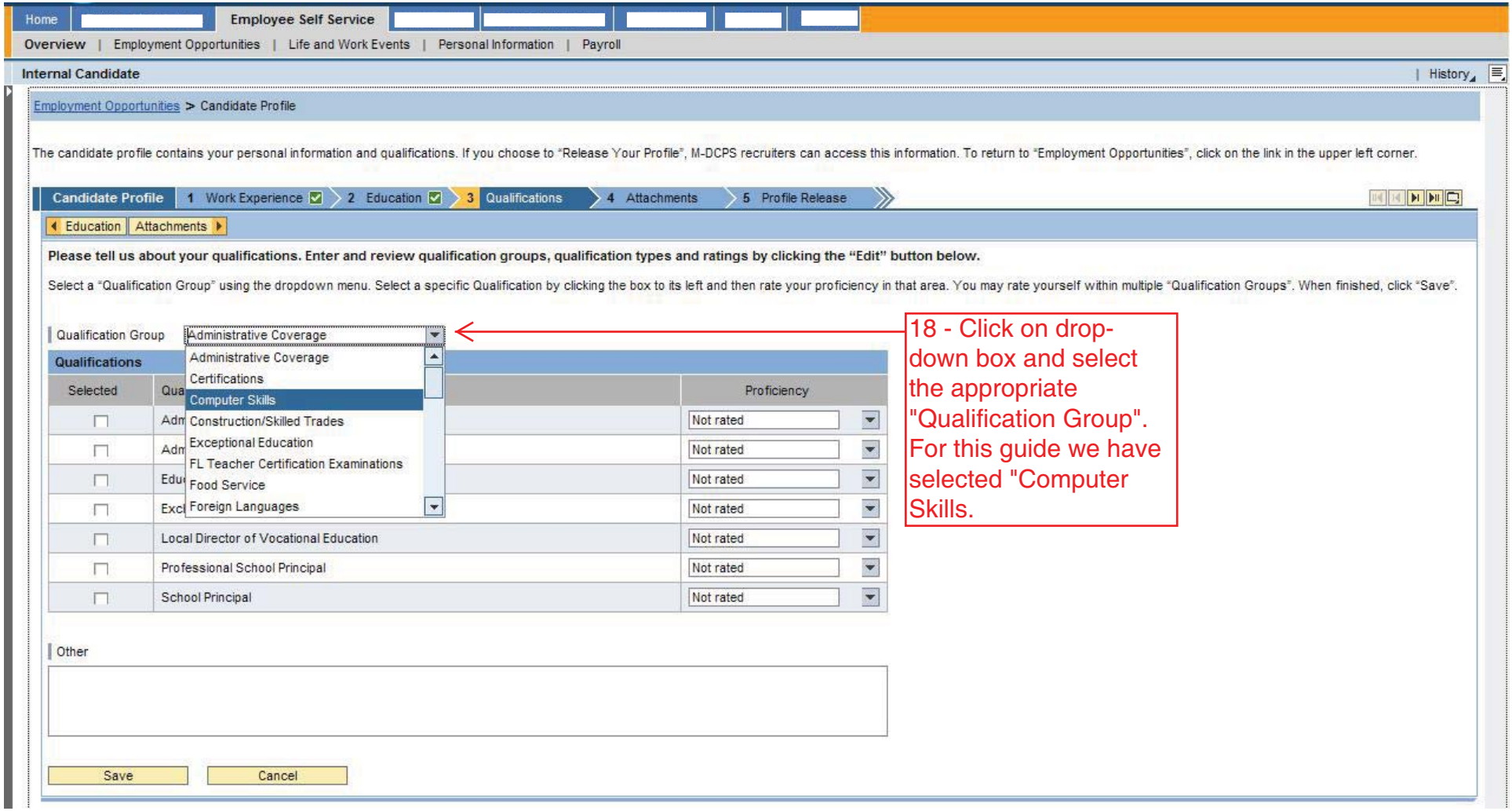
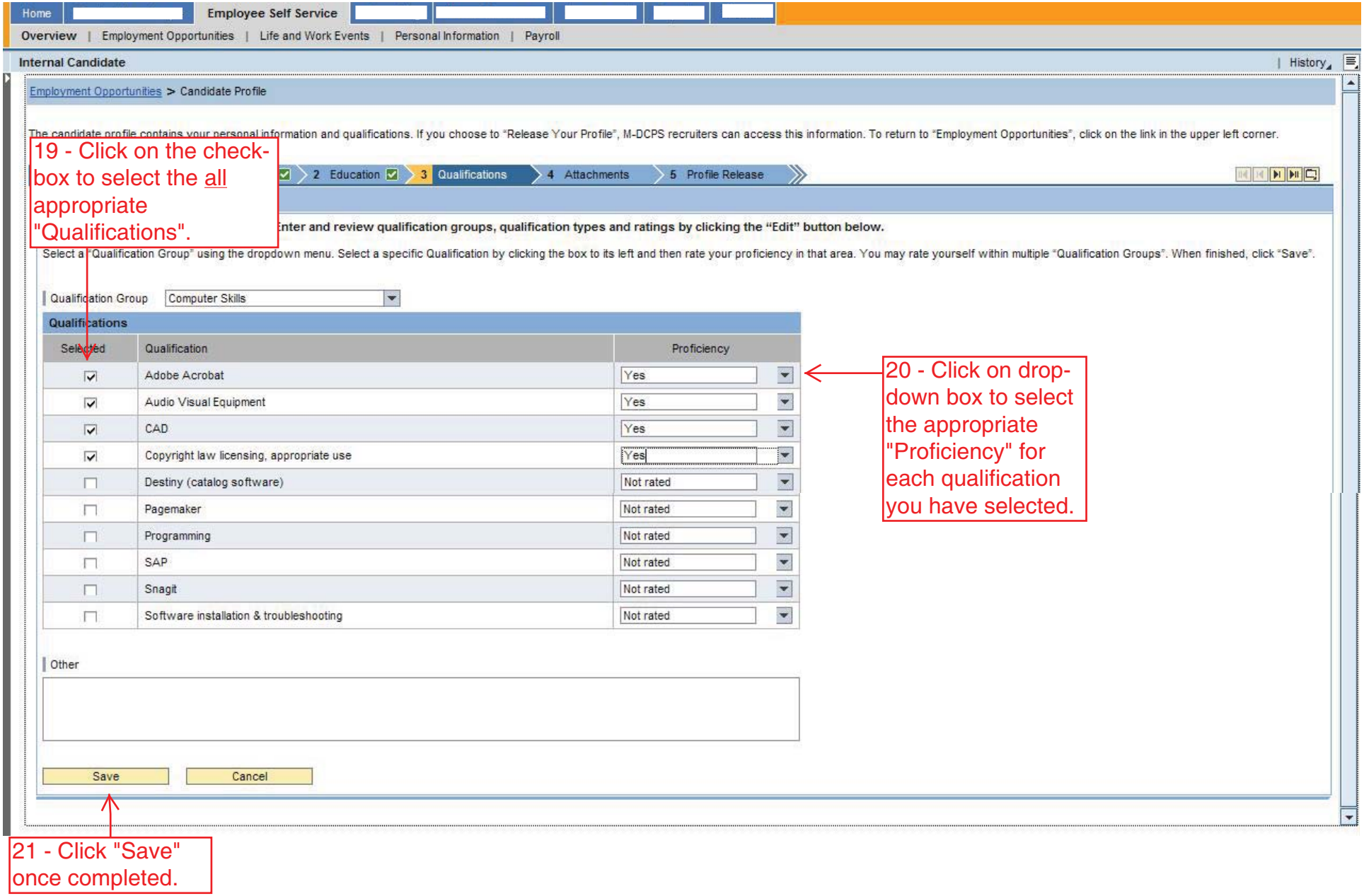
Candidate Profile
1 Work Experience
2 Education
3 Qualifications
4 Attachments
5 Profile Release
Education
Attachments
Please tell us about your qualifications. Enter and review qualification groups, qualification types and ratings by clicking the "Edit" button below.
Select a "Qualification Group" using 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".
Qualifications
Qualification Group
Qualification
Proficiency
No data exists for qualifications
Page 0 of 0
Edit
17 - Click on "Edit" to add "Qualifications"



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

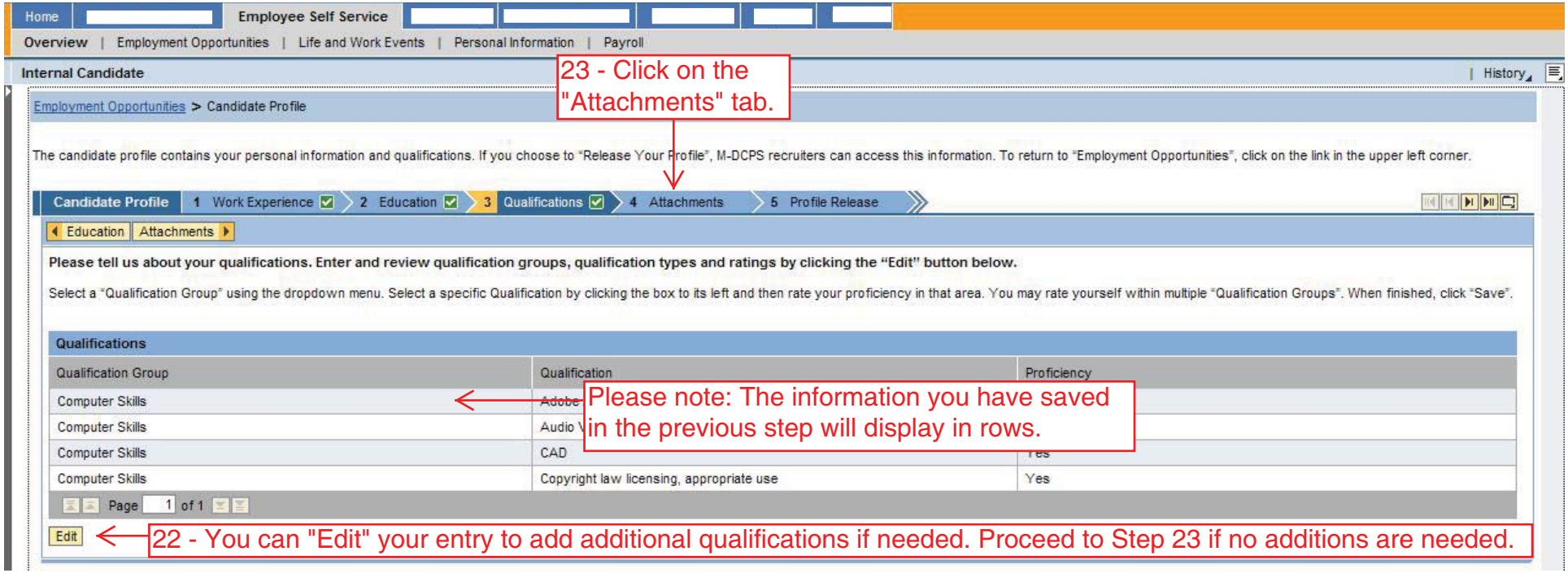
P12



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.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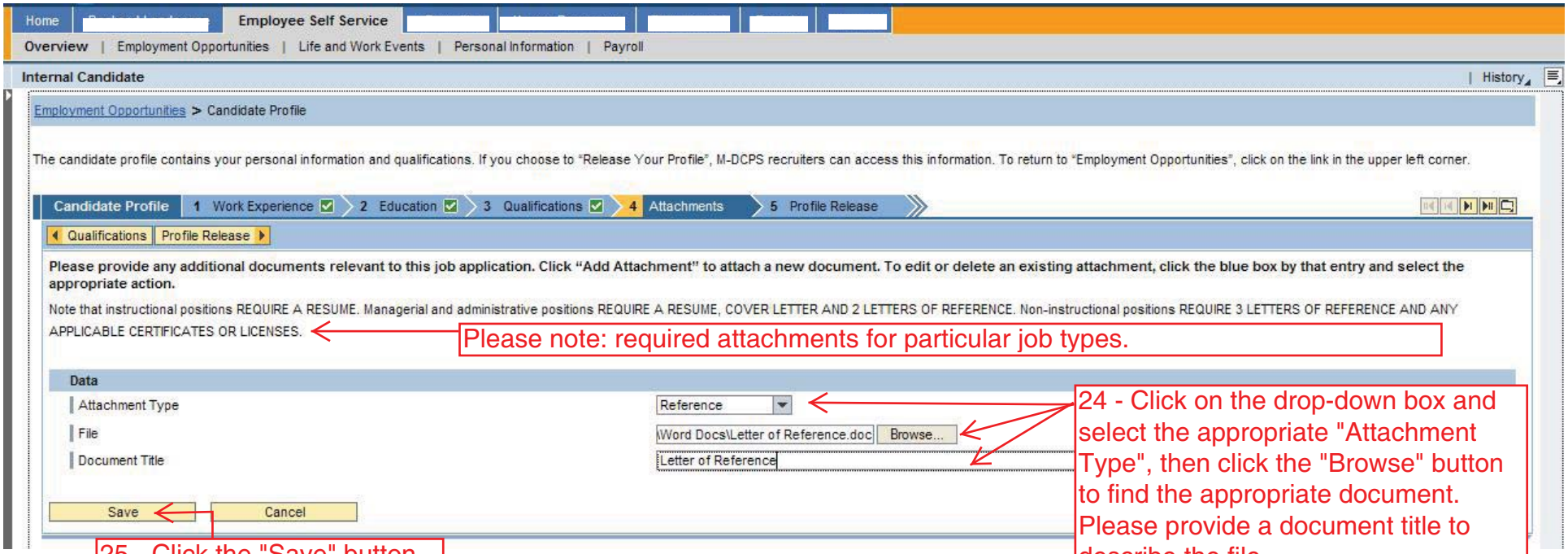
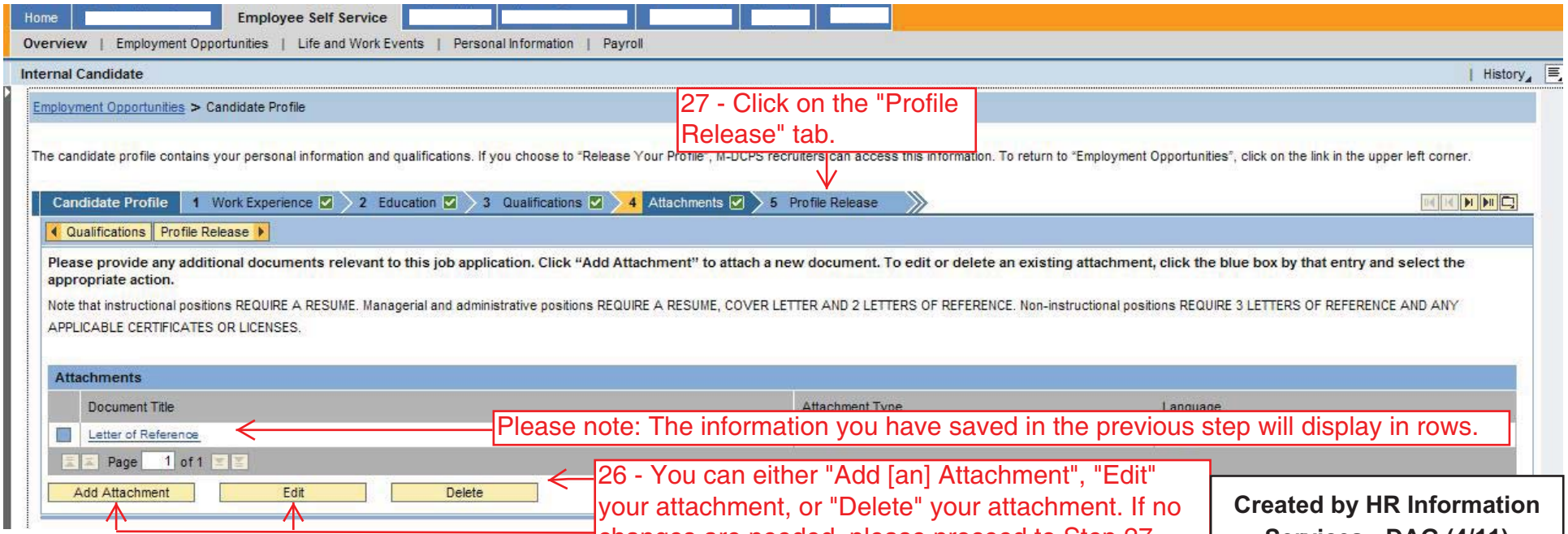
Employee Self Service
Overview | Employment Opportunities | Life and Work Events | Personal Information | Payroll
Internal Candidate
History
23 - Click on the "Attachments" tab.
Employment Opportunities > Candidate Profile
The candidate profile contains your personal information and qualifications. If 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".
Qualifications
Qualification Group
Qualification
Proficiency
Computer Skills
Adobe
Computer Skills
Audio
Computer Skills
CAD
Computer Skills
Copyright law licensing, appropriate use
Yes
Page 1 of 1
Please note: The information you have saved in the previous step will display in rows.
Edit
22 - You can "Edit" your entry to add additional qualifications if needed. Proceed to Step 23 if no additions are needed.





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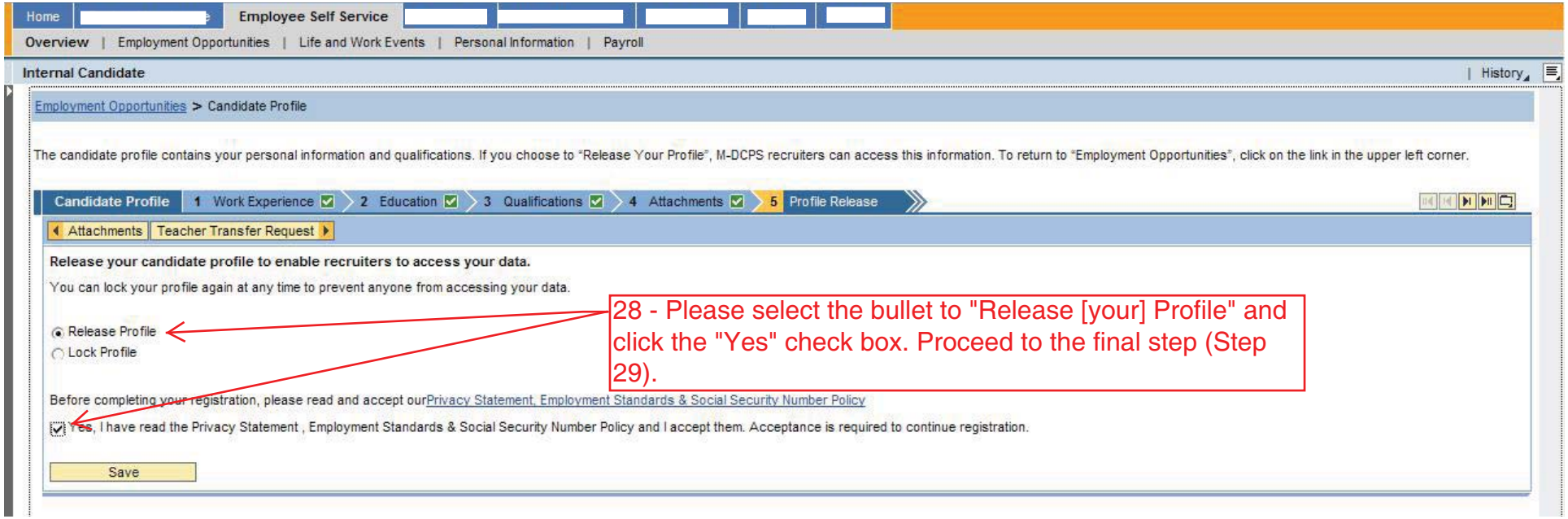
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History
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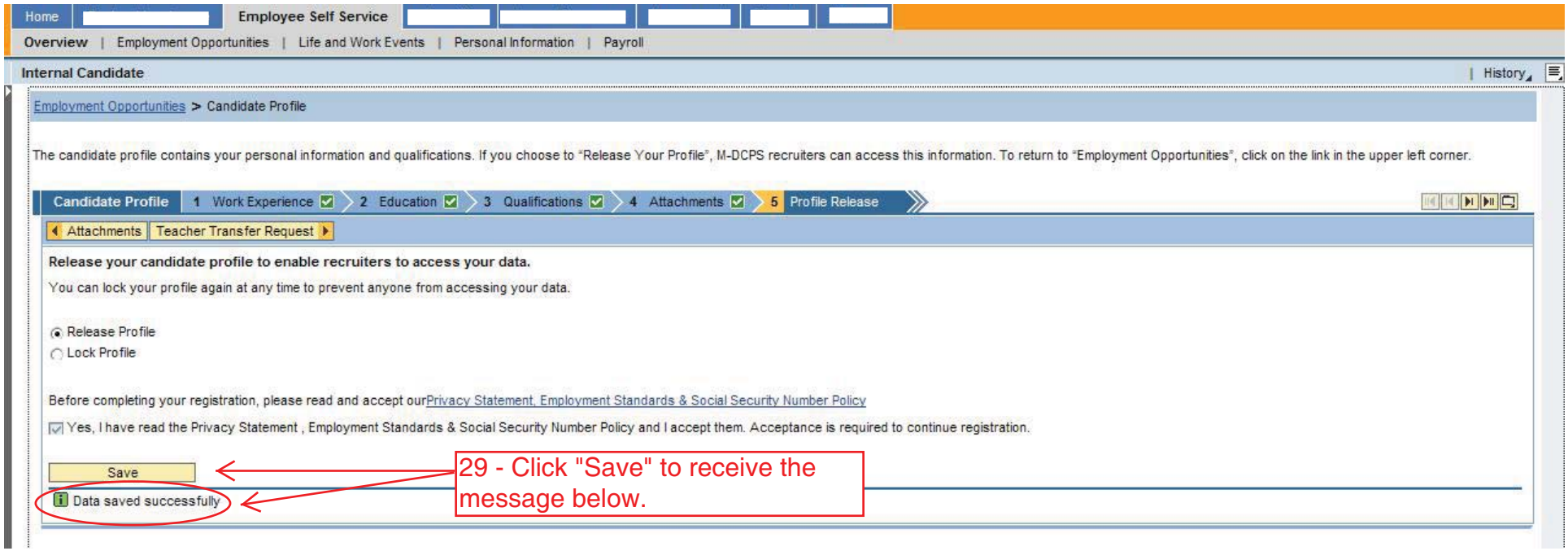
Candidate Profile 1 Work Experience 2 Education 3 Qualifications 4 Attachments 5 Profile Release
Attachments Teacher Transfer Request
Release your candidate profile to enable recruiters to access your data.
You can lock your profile again at any time to prevent anyone from accessing your data.
Release Profile
Lock Profile
Before completing your registration, please read and accept ourPrivacy 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).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Release Profile
Lock Profile
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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.