

# Frequently Asked Questions

## ✓ **How do I apply for a position?**

Log-in and click on the "Jobs" tab then the "Current Openings" tab. Click on the name of the position you would like to apply to, you will be directed to that posting. Click "Apply Now" at the center of the screen and you will be directed to your application page where you will complete your application by scrolling down and completing three sections: application form, questions and documents. When all required information has been added, click the green "Apply" button on the right of your screen.

## ✓ **What is the difference between an administrator position and a professional/executive position?**

Administrator positions are positions within a school district or ESD that require a license from the Teacher Standards and Practices Commission. For example, superintendent, assistant superintendent, principal or special education director.

Professional/executive positions are positions within a school district or ESD that don't require any license. For example, business manager, human resource director, facilities manager or transportation director.

## ✓ **How do I withdraw my application from a position?**

Log-in and click on the "Jobs Applied To" tab. A list of all positions you have applied to will be displayed by position name. Click the "Withdraw" button to the right of the position you wish to withdraw your application form and confirm that you wish to withdraw.

## ✓ **How do I upload a document?**

From the "My Application" tab, scroll down to the documents section of your application. A list of documents is displayed with two icons to the right of each document name, an email envelope and a pdf icon. Click on the pdf icon and browse your files, select the desired document and click upload.

## ✓ **How do I convert my document to pdf?**

If you have Adobe software installed on your computer, open your document using the program you created it in (most likely Microsoft Word) and go to file/print then select Adobe pdf as your printer. The document will convert to pdf and prompt you to save the new file. You are now ready to upload the new pdf file to your application.

If you don't have Adobe software, [click here](#) for information on downloading and using this free pdf printer.

✓ **What happens when I upload a document where I have previously uploaded one?**

Each time you upload a document over one that you have already uploaded, it will overwrite the previous document. The system doesn't allow you to add, delete or make changes to the uploaded document. You must make your changes in the original document and then re-upload.

✓ **Can I view my documents after I have uploaded them?**

No, but they will show exactly as you have scanned and/or created them.

(If there is a system error uploading your document, OSBA staff will contact you and ask you to re-upload the document.)

✓ **What if the system seems to lock up while I'm applying?**

Sign out and log back in and the system will restore itself and all the information you had saved.

✓ **What happens if I don't submit all "required" documents?**

The system will allow you to submit your application and it will be provided to the district. However, it will be considered incomplete and may not be reviewed.

Required documents are always listed in the search brochure under "Application Process." Access search brochures at <http://www.osba.org/execjobs>.

✓ **Must I submit a new application for each position I wish to be considered?**

You must submit your application to each position specifically. Make sure you check the brochure and/or posting to determine the documents required for each position. If you don't submit all required documents, your application will be considered incomplete and may not be reviewed.

If a document is specific to a district, be sure to upload the document under the district specific document name. It is best if your resume' and letters of reference are generic and not specific to a district. However, if you want to make them specific please upload them into the additional documents section. If you don't load them to the additional documents, they will be visible to any other district you apply to (i.e. they will be able to see that you have applied to multiple positions).

✓ **Can I submit new or revised documents to support different applications?**

Certainly! In many cases each position applied to will have different and/or specific document requirements. Just make sure that if the document is specific to a district you upload it under the district-specific document.

Remember that any document you upload will overwrite any document you loaded under the same document name previously.

✓ **Why is a resume' required when all of the information is in the application form?**

Many candidates include information on their resume' that they don't include on the application form. It is also a way for candidates to present their materials in a customized format of their choosing and provide a professional-looking resume'.

✓ **Is there an ideal length for an application?**

The application should be long enough for a candidate to "sell" her- or himself to a prospective board of directors but not so long that it's overwhelming and may cause someone to not want to read it.

✓ **Is a superintendent's license necessary?**

Yes. Oregon has a very rigid licensing requirement. An applicant must have or be eligible to receive a valid Oregon superintendent's license. An applicant with a license from another state can most likely qualify for a transitional administrators license until obtaining a permanent one. Inquiries should be directed to the Teacher Standards and Practices Commission at [www.tspc.state.or.us](http://www.tspc.state.or.us) early in the process as proof of eligibility is required for your application to be considered complete.

✓ **Will my application be confidential?**

Yes. OSBA makes every effort to maintain strict confidentiality of applicant names and materials. OSBA encourages school boards to release only the names of the finalists, which also helps to protect applicants confidentiality.

✓ **Are there certain documents that shouldn't be submitted with the application?**

We try not to restrict document submission but there are some documents that are best left out of the application file. These include photos of the applicant, PowerPoint presentations and documents with large amounts of color, text, logos or graphics in them.

- ✓ **What happens once my application is submitted?**

OSBA staff will review your application and documents to make sure they are complete at the close of the search. If your application isn't complete or required documents are missing or illegible you will be informed and given the opportunity to add/replace them. This doesn't imply that the information submitted is accurate or presentable as these issues, as well as the quality of content, are the responsibility of the applicant.
  
- ✓ **How will I know if my application is presented to the board and whether I've been selected for an interview?**

The board sees every application received by the specified closing date. If you are selected for an interview, the search consultant will contact you to set up an interview. If you aren't selected for an interview, you will receive an e-mail to that effect before the interview process begins.
  
- ✓ **Do I have to pay any fees to use the EdZapp system?**

No. The service is complimentary for all applicants. EdZapp does have a Docu-Manager service you can purchase if desired but it is not necessary to submit an application for any of OSBA's searches.
  
- ✓ **If I send in colored pictures and documents to be scanned in by EdZapp, will they show in color?**

All documents are scanned in black and white.