NORTH CAROLINA ASSOCIATION FOR PUBLIC CHARTER SCHOOLS

Job Board Directions: Candidates

(1) Click http://s217967.gridserver.com/member-portal/resumes/login/

If you already created a candidate profile, select **Candidate Login** under the **Resumes Menu**, enter your username and password, and click **Login**.

If you have not created a candidate profile, select **Candidate Login,** click **Register** by the Login button, enter your name, username, password, and email, and click **Register account**.

(2) Once you log in or register, click **My Resume** (sheet of paper icon) to enter and submit your resume to the job board.

NCAPCS

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(3) There are two ways to provide resume details to the job board:

Uploading Your Resume (recommended if you already have a resume)

Click **Edit** beside Resume to upload your resume (see image on page 2). Click **upload file** to select the desired file and click **Open**. Click **Save** to see a prompt at the top that tells you your resume has been saved, and click **My Resume** to return to the main resume details page. You should now be able to view your uploaded resume. Once this is done, proceed to step (4) on page 5.
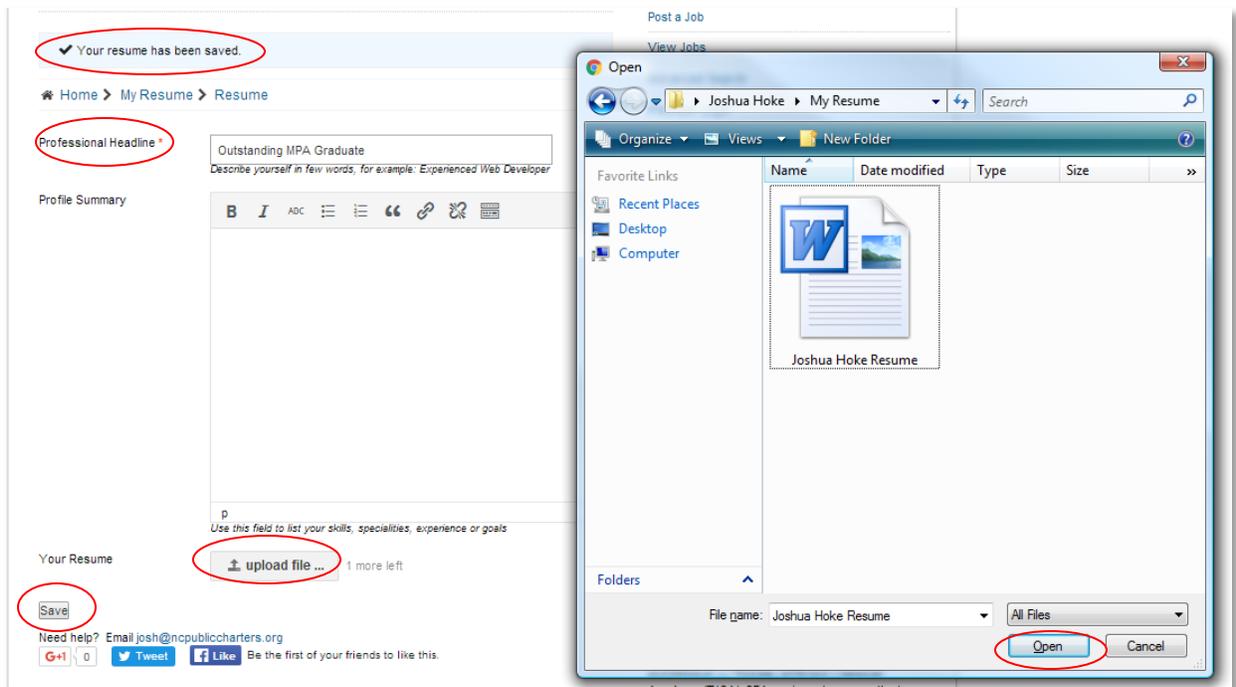
If you do not have a resume to upload, see next page.

![NCAPCS Logo]

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Job Board Directions: Candidates

Completing the Web Form (Recommended if you do not already have a resume)

Account Information, Address, and Resume

Enter your name, email, phone number, city, state, and professional headline (photo and profile summary are optional, but of course helpful to employers).

Account Information

First Name *
Joshua

Last Name *
Hoke

Email Address *
josh@craftingscholars.com
This field will be shown only to registered employers.

Phone Number
7048675309
This field will be shown only to registered employers.

Your Photo

Drop files here

browse files ...

IMAG0015-1.jpg 207 kb

Address

City *
Charlotte
For example: "Chicago", "London", "Anywhere" or "Telecommute".

State *
NC

Resume

Professional Headline *
Outstanding MPA Graduate
Describe yourself in few words, for example: Experienced Web Developer

Profile Summary

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Job Board Directions: Candidates

Experience

Click **Add Experience** under **Experience** to enter one of your occupations. Enter the following information

Start Date	Finish Date (click This is my current position if applicable)	Company Name
Position Title	Job Description	

Once complete, click **Save**, and the occupation you just entered should appear. Click **Add Experience** again to enter another one of your occupations. Repeat until you have finished.

Education

Click **Add Education** under **Education** to begin entering your educational background.   Enter the following information.

Start Date	Finish Date (click I am currently studying here if applicable)	Institution
Title	Description (i.e. the degree you earned)	

Once complete, click **Save**, and the education information you just entered should appear. Click **Add Education** again to enter another one of your schools/programs. Repeat until you have finished.

Job Board Directions: Candidates

(4) Once your resume is complete either on the web form or uploaded, click **View Jobs** under the **Job Board Menu** to search for job postings, and click on the job title to view its description.
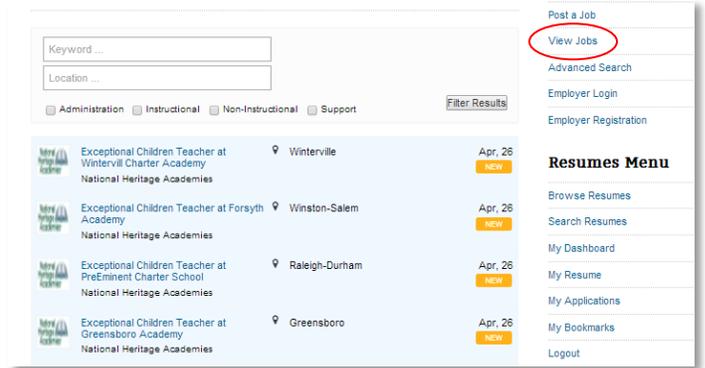
(5) If after reading the description you would like to apply, click **Apply Online**. A dropdown will appear that automatically populates your name and email address. Click **upload file** to attach your resume, cover letter, and any other documents. It is recommended that you not only upload your resume, but you also upload your cover letter or enter it in the Message field. The more information you provide the better response you will receive from employers. Once both are uploaded/complete, click **Send Application**, and the light blue prompt will appear telling you your application is sent.
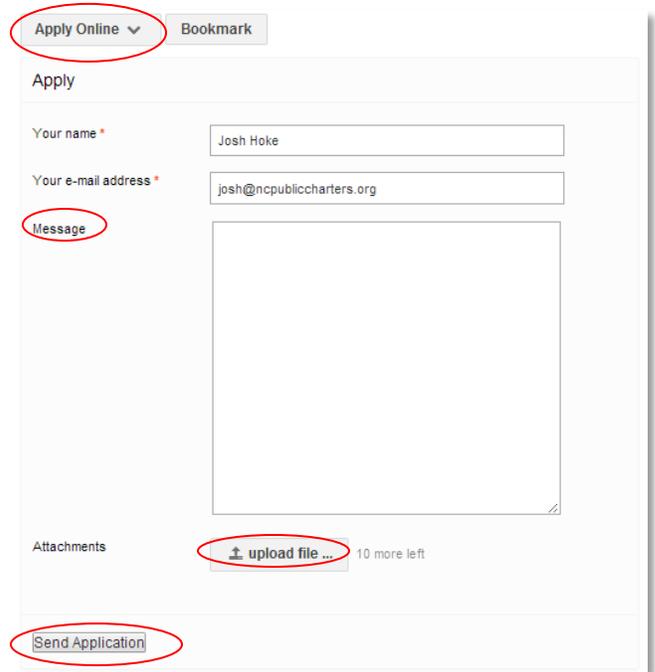
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Job Board Directions: Candidates

Profile Completion (67%)

MANAGE

My Resume | My Applications | My Bookmarks

ACCOUNT

Logout | Change Password | Delete Account

(6) To view jobs you have applied for along with the status of each application, click **My Dashboard** under the **Resumes Menu** then **My Applications** (envelope icon). Any job postings to which you have submitted applications will appear. (Note: the more information you enter in your resume, the higher percentage profile completion you will see).

🏠 Home > My Applications

JOB	SENT	STATUS
Exceptional Children Teacher at Wintervill Charter Academy at National Heritage Academies	less than a minute ago	NEW

Apply Online ⌄ | Bookmark

Apply

Your name * | Josh Hoke

Your e-mail address * | josh@ncpubliccharters.org

Message

Attachments | ⬆ upload file ... | 10 more left

Send Application

(7) If you find a job posting of interest, but you are not ready to apply for it yet, you can click **Bookmark** instead of Send Application. Bookmarking a job posting allows you to save the post under **My Bookmarks** (ribbon icon) in your dashboard so you do not have to search for the post again when you want to view it later.
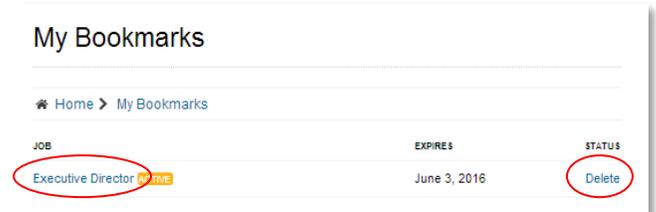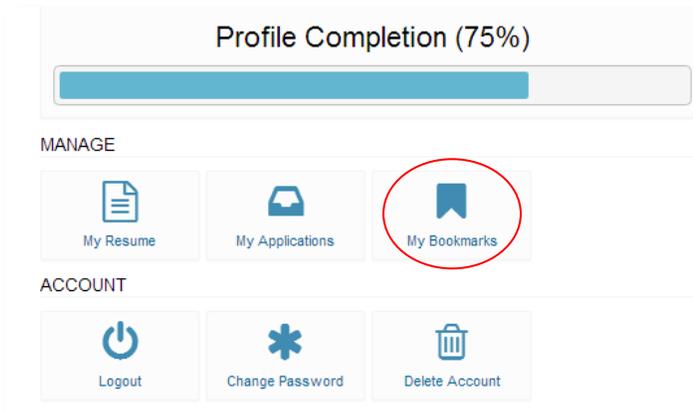
Job Board Directions: Candidates

(8) Click **My Bookmarks** (ribbon icon)to view job postings you bookmarked. If you are now ready to apply for the bookmarked job, click the job posting title, click **Apply Online** below the description, and follow step (5). If you want to delete any postings you bookmarked, click **Delete**.

(9) The options to **Logout**, **Change Password**, or **Delete Account**, are available under the ACCOUNT section of the Employer Dashboard.
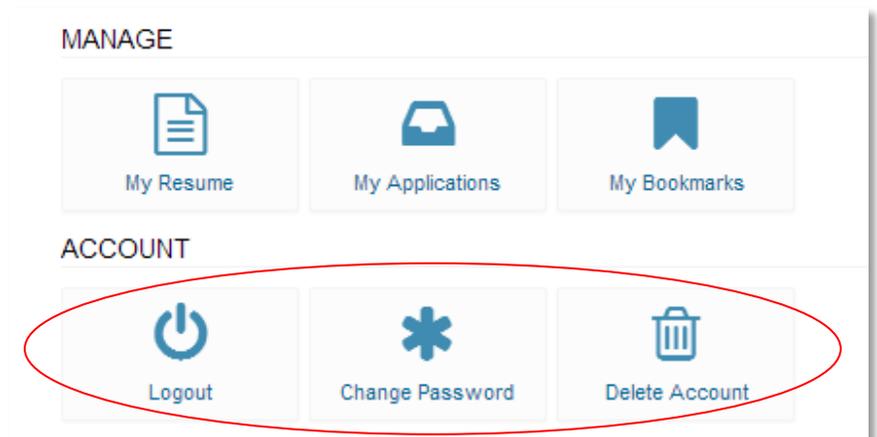
Please keep your resume and cover letter updated as much as possible. Not only can candidates view job postings posted to the job board, schools can view candidate profiles and resumes posted to the job board if they want to search for someone with certain qualifications. Resume postings more than nine months old will be deleted.

We appreciate your support and continued commitment to us. In response to that, we want to continue offering the best ways to meet the needs of our charter school community. Among those ways is providing this job board exclusive to the charter school sector with the goal of being the one-stop shop for charter school opportunities in North Carolina. If you have any questions about the job board, please contact josh@ncpubliccharters.org.