



ANNOUNCING NEW ONLINE APPLICATION and PROFESSIONAL DEVELOPMENT SYSTEM For CENTRAL VALLEY SCHOOL DISTRICT EMPLOYEES

As part of our ongoing efforts to utilize technology and increase our efficiencies and service to others, the Central Valley School District is pleased to announce that we are implementing three (3) new technology systems provided to us through Human Resource Management Plus (hrmPlus).

1. **Online Application System**. We will be leaving our current system and as of **December 19, 2015** changing to the Online Application System provided by hrmPlus.
2. **Professional Development System**. This system is new for us and will provide an online tool for all professional development activities, where employees can easily register for courses and have access to their clock hour records. We anticipate the system to be activated for certificated employees in February 2016.
3. **Volunteer Registration System**. This system is actually already live. Persons wishing to volunteer with Central Valley schools must complete their application online. The link for this is on our web site. Applications for volunteer coaches will soon be added to this system.

We have worked with hrmPlus to pre-load information for all of our employees. Whether you will use the system or not, we are asking that all employees follow the instructions shown below to activate their accounts in the systems. **This includes all classified employees**. If you are interested in applying for open jobs, be sure to follow the instructions listed below.

ONLINE APPLICATION (Jobs) ACTIVATION

1. On our web site click on the **"Employment" tab**, then click on **ONLINE APPLICATION SYSTEM**/or you may copy and paste this url into your browser: <https://cvsdjobs.hrmpus.net>
2. Once you are at the front page of the online application, you will see information and two (2) buttons; one for **Register** and one for **Update Application**.
3. Click the **Update Application** button to login. You will login using your CVSD email account (all lower case) and this password format: CVSD_____ **Enter your employee number in the six blank spaces – EXAMPLE: CVSD123456**
4. After you login you will be prompted to change your password. Change it to any combination of characters that is at least 8 characters in length or longer.
5. You will now be in the **My Profile** section of the new system. This has 6 tabs that you will need to complete one time only: Personal Info, Contact Info, Disclosure, Interests, Preferences, Confidential

Information. **You will finish my profile by clicking the Go to My Checklist button.**

You will then see **My Checklist** which lists each of the activities you will eventually review and update. **While it is not required that employees complete the items in My Checklist, we do highly recommend it to ensure that the application information administrators are reviewing when considering your request to apply for another position is accurate and reflects your current education and experience information.**

At any time after you have completed My Profile you can go to **JOB OPENINGS** on the main menu where you can view information regarding current openings. Click the pdf icon to view the job posting information. Click the **Apply** button to apply for the job. A list of the jobs you have applied for is maintained in My Checklist, My Jobs.

If you simply want to **LOOK** at current job postings, you do not need to log in, simply go to the **JOB OPENINGS tab** on the main menu.

PROFESSIONAL DEVELOPMENT ACTIVATION for ALL STAFF

Stay tuned for additional information on this program coming soon.

If you need assistance with this activity, please email hrjobs@cvsd.org or contact our office at (509)228-5400.

Thank you!