



Hemet Unified School District

EdJoin Tips and Tricks

What is EdJoin?

EdJoin is the internet application you use to apply for a classified, management, and some substitute positions at Hemet Unified School District (HUSD). To use EdJoin, access the Internet and, from your web browser, go to www.edjoin.org. From this web site, you can review job postings, create an EdJoin profile, and submit and follow-up on employment applications.

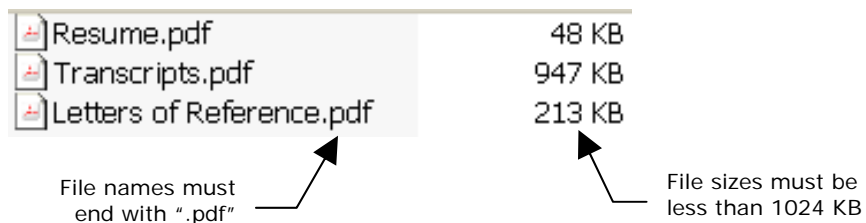
Before You Begin to Use EdJoin

- Make sure you have an eMail address. Free eMail addresses can be obtained from yahoo.com, hotmail.com, and other eMail providers.
- Familiarize yourself with EdJoin. If you need help, go to www.edjoin.org, click the CONTACT US/HELP tab, and then click FAQ. From the resulting web page, you can view answers to frequently asked questions, download the EdJoin Job Seeker Guide, and get tips on searching for jobs and attaching documents to applications.
- Review the job postings that interest you. Gather all the required documents that may be listed on the job posting. For example, a job posting may state that you must attach a resume, three letters of reference, and a certificate with your employment application.

Scan Your Attachments

Before you enter any information into EdJoin, scan the documents that must be attached to your application and save them to your computer. All HUSD sites have the capability of creating PDF files. If you do not know how to do so, please contact the Technology Help Desk (ext. 5580).

Each file that is attached to an EdJoin application must be in PDF format and the file size must be less than one megabyte (1024 K). If you view the files to attach using My Computer, they should look something like this:

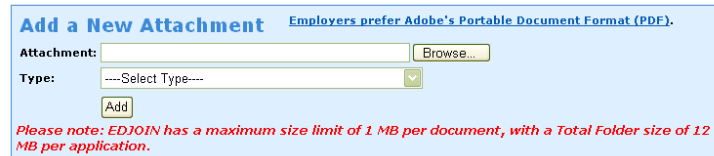


Create your EdJoin Profile

Your EdJoin profile contains information about your work history, education, and other details that you can enter once and then use later for job applications. You can also attach documents to your profile so they are available for any job application you submit.

- First-time EdJoin users should click the REGISTER NOW tab to create a user ID and password, and then enter their profile information.

- If you already have an EdJoin user ID and password, click the LOG-IN tab, enter your user ID and password, and then click the Edit My Profile link to access your profile.
- Your EdJoin profile consists of several pages of forms. After you complete the first form, click the Save button at the bottom of the page, and then click Next. You will then see the next form page that you need to fill out.
- On the “My Attachments” page of your EdJoin profile, you can attach documents as follows:
 1. Scroll down until you see the Add a New Attachment box:

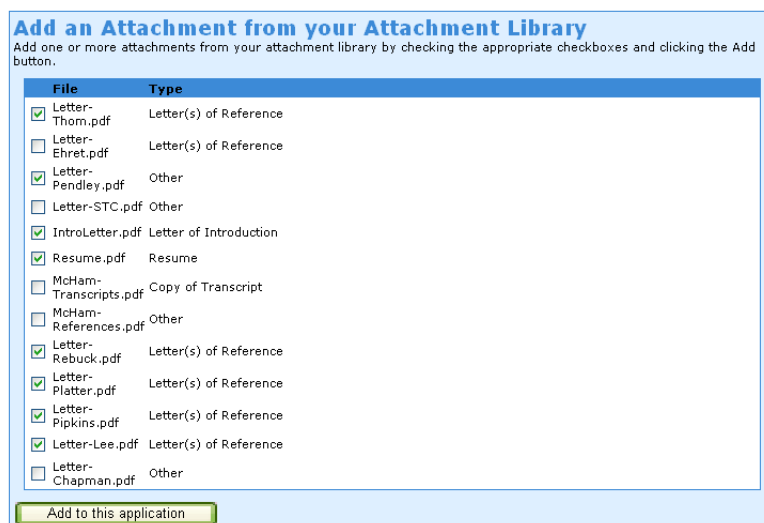


2. Click the Browse button, find the file you want to attach, and then click Open.
3. Choose the type of document from the drop-down “Type” list, and then click the Add button. A message appears indicating that the document was added to your profile successfully. Click OK.
4. Repeat steps 2 and 3 for each document to attach to your profile.
5. Click Next to complete your profile.

Apply for a Job

Find and display the job posting that interests you, and then click the Click Here to Apply button. All information previously defined in your EdJoin profile will appear. You need to verify the information on each page of the application and answer additional questions that may appear at the bottom of the application pages. At the bottom of each application page, click the Save button, and then click the Next button to view the next page.

On page 5 of your application, select the checkbox next to each document added to your profile that you want to attach to your application, as shown below. Then click the “Add to this application” button.



File	Type
<input checked="" type="checkbox"/> Letter-Thorn.pdf	Letter(s) of Reference
<input type="checkbox"/> Letter-Ehret.pdf	Letter(s) of Reference
<input checked="" type="checkbox"/> Letter-Pendley.pdf	Other
<input type="checkbox"/> Letter-STC.pdf	Other
<input checked="" type="checkbox"/> IntroLetter.pdf	Letter of Introduction
<input checked="" type="checkbox"/> Resume.pdf	Resume
<input type="checkbox"/> McHam-Transcripts.pdf	Copy of Transcript
<input type="checkbox"/> McHam-References.pdf	Other
<input checked="" type="checkbox"/> Letter-Rebuck.pdf	Letter(s) of Reference
<input checked="" type="checkbox"/> Letter-Platter.pdf	Letter(s) of Reference
<input checked="" type="checkbox"/> Letter-Pipkins.pdf	Letter(s) of Reference
<input checked="" type="checkbox"/> Letter-Lee.pdf	Letter(s) of Reference
<input type="checkbox"/> Letter-Chapman.pdf	Other

After you complete page 6 of your application, press Next, and then click the Proceed to Apply button to submit your application.




After You Submit Your Application

After you submit your application, click the MY EDJOIN tab. From this page you can:

- Review your submitted application (click Check the Status of My Applications, and then click the title of the job posting for which you submitted an application).
- Check the status of your submitted applications.
- Print or maintain your EdJoin profile (add, change, delete information; add or delete attachments).

If you need to attach a document to your EdJoin application after it has been submitted, do the following:

1. Click the "Check the Status of My Applications" link.
2. Click the paperclip graphic next to the application link (see below).

CL 2405 Accountant - Fiscal Services Hemet Unified	District Viewed		11/16/2009	11/16/2009	[Click here to withdraw]	
CL 2175 Information System Programmer Analyst - Classified Management Position Hemet Unified	District Viewed		8/31/2009	8/31/2009	[Click here to withdraw]	

Click the paper clip next to the pertinent job application link

3. Scroll down to the bottom of the page, and click the Upload New File button.
4. Follow the procedure for attaching files on page 2 of this document.

Check Your eMail

Check the email account you specified in your EdJoin profile on a regular basis. If there are any changes to the job posting, changes to testing schedules, or other important information you need to know, you will receive an eMail via EdJoin.

Skills Assessment Tests

If the job posting indicates that a skills assessment test is required, please be sure to either print the job posting or write down the date and time of the test. Once a position has closed, you will not be able to retrieve the test information. If there are any changes to the testing date and time, applicants will receive an email with updated information.

When you arrive to take a skills assessment test, be on time and make sure you bring a photo ID, such as a driver's license. Late-comers and those who do not bring a photo ID will not be allowed to take the test.

If You Need More Help

It is highly recommended that all applicants submit their applications and attachments at least a day or two before a job posting closes. That way, if the applicant encounters technical issues, they can be resolved before the job posting closes.

If an applicant reviews the procedures in this document and still needs EdJoin assistance, please call the EdJoin Helpdesk (800-398-9580).

Questions specific to a particular job posting should be directed to the Human Resources Technician specified on the job posting. However, please note that EdJoin blocks the ability to generate an eMail to the Human Resources Technician's eMail address listed on the posting. Instead, please call the HUSD District phone number (951-765-5100) and ask for the appropriate Human Resources Technician.