TalentEd – CSIU Application Submission

CSIU Jobs site https://csiu.tedk12.com/hire/index.aspx.

Search for the applicable job under the Job Listings section and then click the **Apply** button to the right of the job.

Job Listings

Search	
	Type any part of the Job Title, Job Type, or Job Location to Search

Job Title	Posting Date ▾	Type	Location	
INTERNAL TEST POSTING	11/01/2022	Non-Bargaining: Support Staff	CSIU-Human Resources	Apply

You will be directed to the full job posting page. Then click the **Apply for this Position** button.

| Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ | Sign Out |

INTERNAL TEST POSTING

Job Description

JOB TITLE: Test Posting

ORGANIZATIONAL RELATIONSHIP: Test.

JOB DEFINITION: Test.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Test.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES: Performs other duties as assigned.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Test.

ADDITIONAL ELIGIBILITY QUALIFICATIONS: Test.

PROFESSIONAL DEVELOPMENT REQUIREMENTS:

1. Test.

PHYSICAL REQUIREMENTS:
Test.

TIME AND SITE REQUIREMENTS:

1. Test.

Primary Location	**CSIU-Human Resources**
Salary Range	**$0.00 - $0.00 / Non-Exempt - Hourly**
Shift Type	**Full-Time**

Apply Now

Apply for this Position

Internal applications will be accepted beginning
Tuesday, November 1, 2022 12:00 AM (Eastern Standard Time)

🖶 Print Job Posting

PDF↗ Download Job Posting

Share 0   Tweet   Save

Tell a Friend

Do you know someone who should apply for this job? Send this job posting to him or her! We'll send an email and include the job details and a link to this posting.

Recipient's Name

Recipient's Email

Your Name

On the next screen choose the **I am a new applicant** column and click the **Create New Account and Apply** button.   If the applicant already has an account, choose one of the existing account options.

Applicant Login Setup or Existing Account page

Username [＿＿＿＿＿＿]   Password [＿＿＿＿＿＿]   [Sign In]   Hire Home | Internal | Admin | Help

Job Listings   **FAQ**

I am a new applicant.

Apply now using our online job application system.

Once you've created an account and submitted an application, you will be able to return to your account at any time to check your application status, interview schedules, locations and more.

When you have completed your application, you will be given a confirmation number. Please keep this in a safe place for future reference if you have questions about your application.

[Create New Account and Apply]

I already have a Hire account with Central Susquehanna Intermediate Unit 16.

Enter your username and password and the system will retrieve your previously submitted applications and data.

Username
[＿＿＿＿＿＿＿＿]

Password
[＿＿＿＿＿＿＿＿]

[Sign In]

I forgot my Username or Password

I want to transfer my account.

You may have an application on file with another TalentEd Hire District or Institution.

Enter your email address and password for another district or institution below, then select the state for the previous district or institution. We will then attempt to match your account and import that information to Central Susquehanna Intermediate Unit 16.

Email
[＿＿＿＿＿＿＿＿]

Password
[＿＿＿＿＿＿＿＿]

State
[＿＿＿＿＿＿ ▾]

[Continue]

From that point, the applicant would need to enter in their first name, last name, a username, password, confirm password, email, confirm email and answer the security question field. Then click the **Save** button.

Username [＿＿＿＿＿＿＿]   Password [＿＿＿＿＿＿＿]   [Sign In]   Hire Home | Internal | Admin | Help

Job Listings   **FAQ**

Profile Information

Fields marked with an asterisk (*) are required.

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application.

Enter your current valid email address. We will use the below email address for future correspondence.

First Name *	[＿＿＿＿＿＿＿＿]
Last Name *	[＿＿＿＿＿＿＿＿]
Username *	[＿＿＿＿＿＿＿＿]
Password *	[＿＿＿＿＿＿＿＿]
Confirm Password *	[＿＿＿＿＿＿＿＿]
Email	[＿＿＿＿＿＿＿＿]
Confirm Email	[＿＿＿＿＿＿＿＿]
Security Question *	[＿＿＿＿＿＿＿＿ ▾]
Security Answer *	[＿＿＿＿＿＿＿＿]

[Cancel] [Save]

Screening page

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Enriching Learning...Enriching Lives

| Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ | Sign Out |

Cancel   Save and Continue

Application in Progress

You are applying for INTERNAL TEST POSTING.

Screening

Fields marked with an asterisk (*) are required.

Minimum Qualifications

This position requires a minimum of a High School Diploma or equivalent General Education Diploma (GED). If hired, documentation of your education will be required. Do you have a minimum of a High School Diploma or equivalent GED? *

[dropdown]
Yes
No

Cancel   Save and Continue

When the applicant applies for a position, the system will ask a minimum qualifications prescreening question with a yes/no drop-down choice. Choose the correct answer. After answering the question, click the **Save and Continue** button to go to the Personal Information page.

Personal Information

| | Cancel | Save and Continue |

Personal Information

Fields marked with an asterisk (*) are required.

CSIU Application for Employment

(this application is for non-certificated positions)

How did you learn about this position? *

Indeed.com

Contact Information

First Name *

Jane

Middle Name

Last Name *

Smith

Email *

janesmith@abc123.com

Primary Phone * 555-555-5555

Mobile Phone 555-555-5555

Work Phone * 555-555-555

Preferred Contact Time * Anytime

Present Address

Street *

12345 Smith Lane

City *

Milton

State * Pennsylvania

Zip Code/Postal Code * 17847

County * Northumberland

| | Cancel | Save and Continue |

Application in Progress

You are applying for INTERNAL TEST POSTING.

Application Progress

- Personal Information
- Current Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Education Information
- Education Information #2
- Education Information #3
- Certifications / Licensures
- Qualifications / Job Skills
- References
- Additional Background Informat
- Attachments
- Review

The applicant must answer the questions on each page clicking the **Save and Continue** button to go to the Current Employment section. Note, the fields (*) are required fields.

Current Employment

Current Employment

If no current or previous employment history, please write "none" or "N/A" in the Employer field. If you have employment history, please complete all fields below - do not write "see resume".

Employer: * `ABC Company`

Employment Start Date: `01` / `02` / `2022` 📅 (mm/dd/yyyy)

Employment End Date: (leave blank if currently employed in position):

`  ` / `  ` / `  ` 📅 (mm/dd/yyyy)

Employer's Address (Be Specific): `555 Drive`

Employer's City: `Sunbury`

Employer's State: `PA`

Employer's Zip Code: `17801`

Employer Phone Number (include area code):

`555-111-1111`

Position Title: `Technology Support`

Salary / Hourly Wage: `              `

Full Time or Part Time: `Full Time ▼`

Full Time
Part Time
Temporary - Full Time
Temporary - Part Time
Contract - Full Time
Contract - Part Time
Self-Employed

If part time employment, you must indic... ...d per week:

Duties and Responsibilities:

PDE defines Direct Contact with Children as "The possibility of care, supervision, guidance or contact of children or routine interaction with children.". Did this position require Direct Contact with Children (under the age of 18)?

`No ▼`

Supervisor's Name: `Ronald McDonald`

Supervisor's Email: `ronald@mcdonald.c0om`

Reason for Leaving: `Still working`

May we contact this employer? `Yes ▼`

[Previous] [Cancel] [Save and Continue]

Application Progress

📄 Personal Information

📄 Current Employment

📄 Additional or Past Employment

📄 Additional or Past Employment

📄 Additional or Past Employment

📄 Additional or Past Employment

📄 Education Information

📄 Education Information #2

📄 Education Information #3

📄 Certifications / Licensures

📄 Qualifications / Job Skills

📄 References

📄 Additional Background Informat

📄 Attachments

📄 Review

To enter additional current or past employments, use the Additional or Past Employment page. If there is no additional employment, then click the **Save and Continue** button to go to the Education Information section.

Education Information

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Enriching Learning...Enriching Lives

| Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ | Sign Out |

Previous Cancel Save and Continue

Application in Progress

You are applying for INTERNAL TEST POSTING.

Education Information

Fields marked with an asterisk (*) are required.

Education Information

Name of School / Educational Institution:

Sunshine Area High School

City /State:

Sunshine, PA

Degree Received:

Yes ▾

Type of Degree:

Diploma / Certificate of Completion ▾

Major / Course of Study:

Business

Grade Point Average (GPA):

Previous Cancel Save and Continue

Application Progress

- Personal Information
- Current Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Education Information
- Education Information #2
- Education Information #3
- Certifications / Licensures
- Qualifications / Job Skills
- References
- Additional Background Informat
- Attachments
- Review

The applicant enters their education information and then clicks the **Save and Continue** button. The applicant must enter additional education information by utilizing the Education Information #2 and Education Information #3 pages. If there is no additional information, click the **Save and Continue** button to go to the Certification / Licensures section.

Certification / Licensures

Previous | Cancel | Save and Continue

Certifications / Licensures

Application in Progress

You are applying for INTERNAL TEST POSTING.

Fields marked with an asterisk (*) are required.

Areas of Interest

Indicate the area(s) for which you wish to be considered for employment.

#1 *

#2

Administration
Aide / Teacher Assistant (Preschool)
Aide / Teacher Assistant (School Age)
Clerical / Office Support
Computers / Technology
Education / Teaching
Facilities / Operations
Finance / Budget
Food Service
Graphic Design
Human Resources
Maintenance / Facilities Support
Nurse
Occupational Therapist
Physical Therapist
Project Managment
Public Relations
Social Services
Training and Technical Assistance

Teacher Certification Information

(if any)

PA Professional Personnel ID (PPID)

Certification Area

Certification Area Type

Certification State

Teacher Certification Information

(if any)

Certification Area

Certification Area Type

Certification State

Teacher Certification Information #3:

(if any)

Certification Area

Certification Area Type

Certification State

Non-Teaching Certification / Licensure #1:

(if any)

Certification Type

Issued By

Issue Date   /   /   📅 (mm/dd/yyyy)

Application Progress

- Personal Information
- Current Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Education Information
- Education Information #2
- Education Information #3
- Certifications / Licensures
- Qualifications / Job Skills
- References
- Additional Background Informat
- Attachments
- Review

After entering the relevant data, click the **Save and Continue** button to go to the Qualifications / Job Skills section.

Qualifications / Job Skills

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Enriching Learning...Enriching Lives

| Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ | Sign Out |

[Previous] [Cancel] [Save and Continue]

Application in Progress

You are applying for INTERNAL TEST POSTING.

Qualifications / Job Skills

Fields marked with an asterisk (*) are required.

Qualifications / Job Skills

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application. Please list any computer/technology skills; office equipment experience; additional certifications/licensure; awards/honors; extra-curricular activities; and professional development activities or any relevant background experiences:

[text area]

[Previous] [Cancel] [Save and Continue]

Application Progress

- Personal Information
- Current Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Education Information
- Education Information #2
- Education Information #3
- Certifications / Licensures
- **Qualifications / Job Skills**
- References
- Additional Background Informat
- Attachments
- Review

After entering the relevant data, click the **Save and Continue** button to go to the References section.

References

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT

Enriching Learning...Enriching Lives

Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ   Sign Out

[Previous] [Cancel] [Save and Continue]

Application in Progress
You are applying for INTERNAL TEST POSTING.

References

You must select at least 3 references to continue.*

☐ Select/Deselect All

[Add a New Reference]

[Previous] [Cancel] [Save and Continue]

Application Progress

📄 Personal Information
📄 Current Employment
📄 Additional or Past Employment
📄 Additional or Past Employment
📄 Additional or Past Employment
📄 Additional or Past Employment
📄 Education Information
📄 Education Information #2
📄 Education Information #3
📄 Certifications / Licensures
📄 Qualifications / Job Skills
📄 **References**
📄 Additional Background Informat
📄 Attachments
📄 Review

The applicant clicks the **Add a New Reference** button and enters their first reference information (fields with * asterisks are required). Then click the **Save** button.

Reference

Fields marked with an asterisk (*) are required.

First Name *
Ronald

Last Name *
McDonald

Title
Vice President

Relationship *
Current Supervisor ▾

[[Email]]
ronald@mcdonald.com

Address *
555 Drive

City *
Sunbury

State *
Pennsylvania ▾

Zip *
17801

Country
USA

Phone *
555-111-1111

From *
01/02/2002   mm/yyyy (When did you meet?)

To *
11/01/2022   mm/yyyy or present

Reference Letter
[Choose File] No file chosen

NOTE: Uploaded document must be in PDF, DOC, DOCX, TXT, RTF, JPG, GIF, or PNG file format and less than 2MB.

Application in Progress
You are applying for INTERNAL TEST POSTING.

Please enter as much information about your reference as you know. Submitting applications without complete reference information may cause a delay in application processing.

[Cancel] [Save]

Add Next Reference

The applicant clicks the **Add New Reference** button and completes the reference profile fields. There must be a <u>minimum of three professional references</u> who can attest to the applicant's work experience(s). Personal references are not recommended unless the reference(s) can attest to volunteer work experience(s).

After providing three references, click the **Save and Continue** button to the next screen, Additional Background Information.

Additional Background Information

Applicant must complete the fields using the drop-down boxes for the Yes/No answers and then provide any additional information in the text boxes provided.

Previous | Cancel | Save and Continue

Additional Background Information

Fields marked with an asterisk (*) are required.

Additional Background Information

1. Do you have any relatives currently employed by the CSIU? *

No ▾

2. If yes, please list relatives' names and relationship to you:

3. We will provide whatever accommodations are required during the employment application process. Do you require an accommodation? *

No ▾

If yes, please indicate any special consideration(s) you may need.

4. Have you ever been convicted of or pled no contest to a felony or misdemeanor offense? *

No ▾

If yes, please explain:

Previous | Cancel | Save and Continue

Click the **Save and Continue** button to the next screen, Attachments.

Attachments

Applicant must upload a current resume as a required field (marked with an asterisk *). The cover letter and transcripts are optional but still recommended.

Click the **Save and Continue** button to the next screen, to the Review Your Information screen.

Review Your Information

Review Your Information

Your application is not complete until you **hit the "Save and Submit" button** at the bottom of this page and **receive a confirmation number.**

Policy, Privacy Policy, and Disclaimer

View Here

Personal Information

CSIU Application for Employment

(this application is for non-certificated positions)

How did you learn about this position? **Indeed.com**

Contact Information

First Name	**Jane**	Middle Name	
Last Name	**Smith**	Email	**janesmith@abc123.com**
Primary Phone	**555-555-5555**	Mobile Phone	
Work Phone	**555-555-5555**	Preferred Contact Time	**Anytime**

Present Address

Street	**12345 Smith Lane**	City	**Milton**
State	**Pennsylvania**	Zip Code/Postal Code	**17847**
County	**Northumberland**		

Current Employment

Current Employment

If no current or previous employment history, please write "none" or "N/A" in the Employer field. If you have employment history, please complete all fields below - do not write "see resume".

Employer:	**ABC Company**	Employment Start Date:	**01/02/2022**
Employment End Date: (leave blank if currently employed in position):			
Employer's Address (Be Specific):	**555 Drive**	Employer's City:	**Sunbury**
Employer's State:	**PA**	Employer's Zip Code:	**17801**
Employer Phone Number (include	**555-111-1111**	Position Title:	**Technology Support**

Application Progress

- Personal Information
- Current Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Additional or Past Employment
- Education Information
- Education Information #2
- Education Information #3
- Certifications / Licensures
- Qualifications / Job Skills
- References
- Additional Background Informat
- Attachments
- **Review**

To submit the application, go through each page as the final review of the data entered on the application. Please review each page for accuracy and if any changes are needed, click the Previous button by scrolling to the very bottom of the page. The Previous button will go back one page. To go back multiple pages, it is easier to use the blue page link at the right side of the screen to go to the applicable page where the correction is to be made (see green arrow). Then click the **Save and Submit** button for each page until reaching the end of the application.

District Policy

The Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, marital status, age, religion, sexual orientation, ancestry, union membership or any other legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact: Chief Financial and Operations Officer, CSIU, 90 Lawton Lane, Milton, PA 17847, 570-523-1155.

Application Confirmation Statement

I authorize the Central Susquehanna Intermediate Unit (CSIU) to contact to my former employers and professional references to determine my acceptability for employment. I release anyone who provides information and the CSIU from any and all liability and responsibility by reason of their so doing. I certify that the above statements are true and understand that false statements may be considered sufficient cause for termination of employment.

I agree to the terms above * [⌄]

Your Initials * [   ]

Today's Date * [11] / [02] / [2022] 🗓

[Previous] [Cancel] [Save and Submit]

When all corrections have been made, the applicant completes the three required (*) sections of the Application Confirmation Statement, entering their initials and date and finally clicking the **Save and Submit** button to submit the application.

After the application is submitted, the applicant will receive a confirmation on the page similar to screen below.

Application Submit Confirmation

Welcome Jane (Not Jane?) | Account Settings | Sign Out   Hire Home | Internal | Admin | Help

CENTRAL SUSQUEHANNA INTERMEDIATE UNIT
Enriching Learning…Enriching Lives

Job Listings | Profile | Application Status | Interviews | References | Documents | Job Offers | FAQ   Sign Out

Your application was successfully submitted.

Please print this page for your records.

Application Confirmation #	12429
Name	Jane Smith
Username	janesmith
Job Title	INTERNAL TEST POSTING
Job Posting ID	0001

You may check the status of your application and interviews at any time by entering your user name and password on Central Susquehanna Intermediate Unit 16 careers homepage.

Helpful Links

Job Listings
Application Status
Sign Out

🖨 Print This Page

PDF ↵ Print Application

Email Notifications

If you provided an e-mail address, you will receive a message confirming the details that you provided. You may also receive additional e-mails regarding your application status. To ensure that you receive these communications, please add do_not_reply-csiu@talentedk12.com and do_not_reply@talentedk12.com to your address book or safe sender list.

Lastly, the applicant will also receive an email confirmation to confirm your application submit.

Wed 11/2/2022 10:52 AM

CS Central Susquehanna Intermediate Unit 16 <do-not-reply@ted.peopleadmin.com>
Application Submit

To   janesmith@abc123.com

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Application Submit

Application Submit

View Applicant: Applicant Folder

Application Summary
Applicant Name: Jane Smith
Application Date: 11/2/2022 10:52 AM
Posting Name: INTERNAL TEST POSTING
Posting ID: 0001
Job Type: Non-Bargaining: Support Staff
Job Location: CSIU-Human Resources

Central Susquehanna Intermediate Unit 16

Powered by PowerSchool Unified Talent™ Applicant Tracking

Log Into TalentEd Recruit & Hire

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

All CSIU job opportunities can be viewed at **https://csiu.tedk12.com/hire/index.aspx**.

In addition, to stay updated on CSIU job opportunities, applicants can sign-up for Job Alerts at **https://csiu.tedk12.com/hire/index.aspx** to receive a weekly email of CSIU job openings.

Job Listings   FAQ

Welcome

INTERNAL APPLICANTS:
If you are a current CSIU employee, you can create an internal account to apply for positions. At the top right of the screen, click on **"Internal"**. Then create an internal account and you will be able to submit your interest for each position as an internal employee using the 4-digit staff ID number. If your number is only 3-digits, please add a "0" to the beginning of your 3-digit staff ID number. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Paper applications or resumes will not be accepted. To apply for a CSIU position you must apply online. To begin a new application, choose a job from the available listings below.

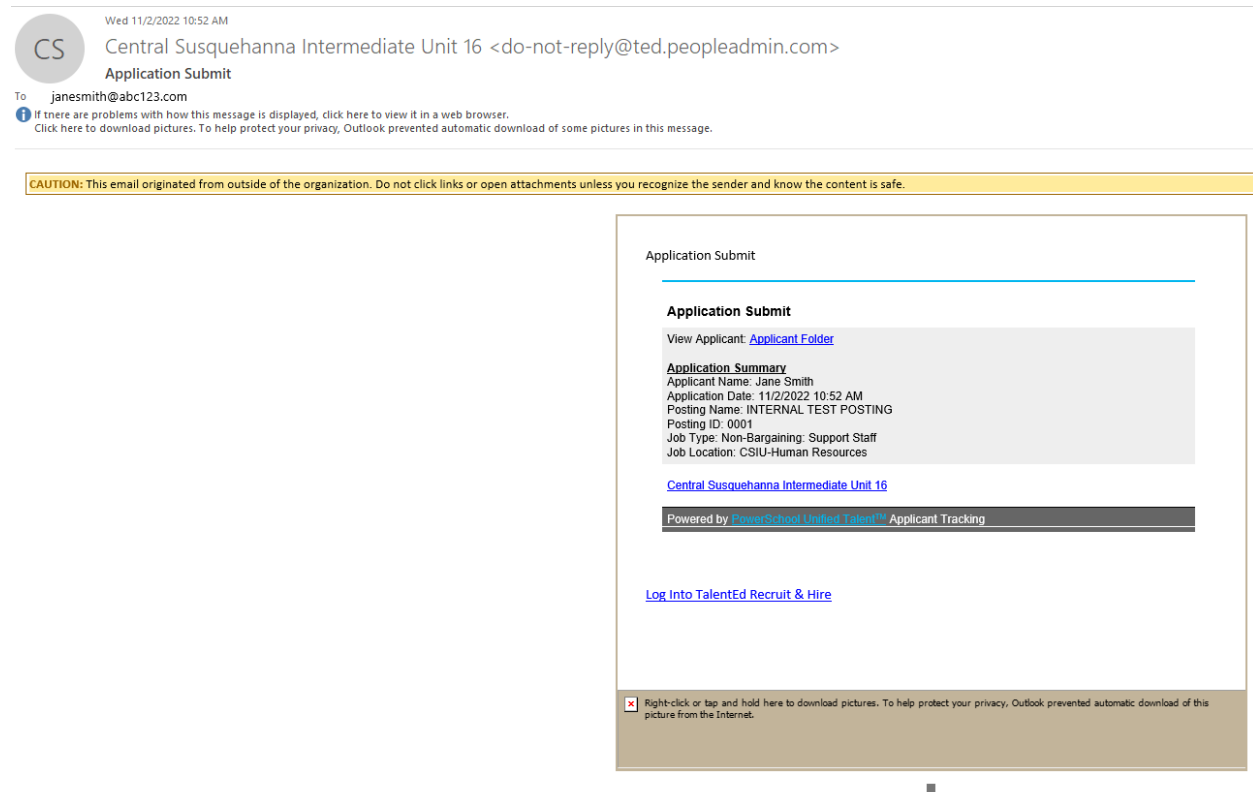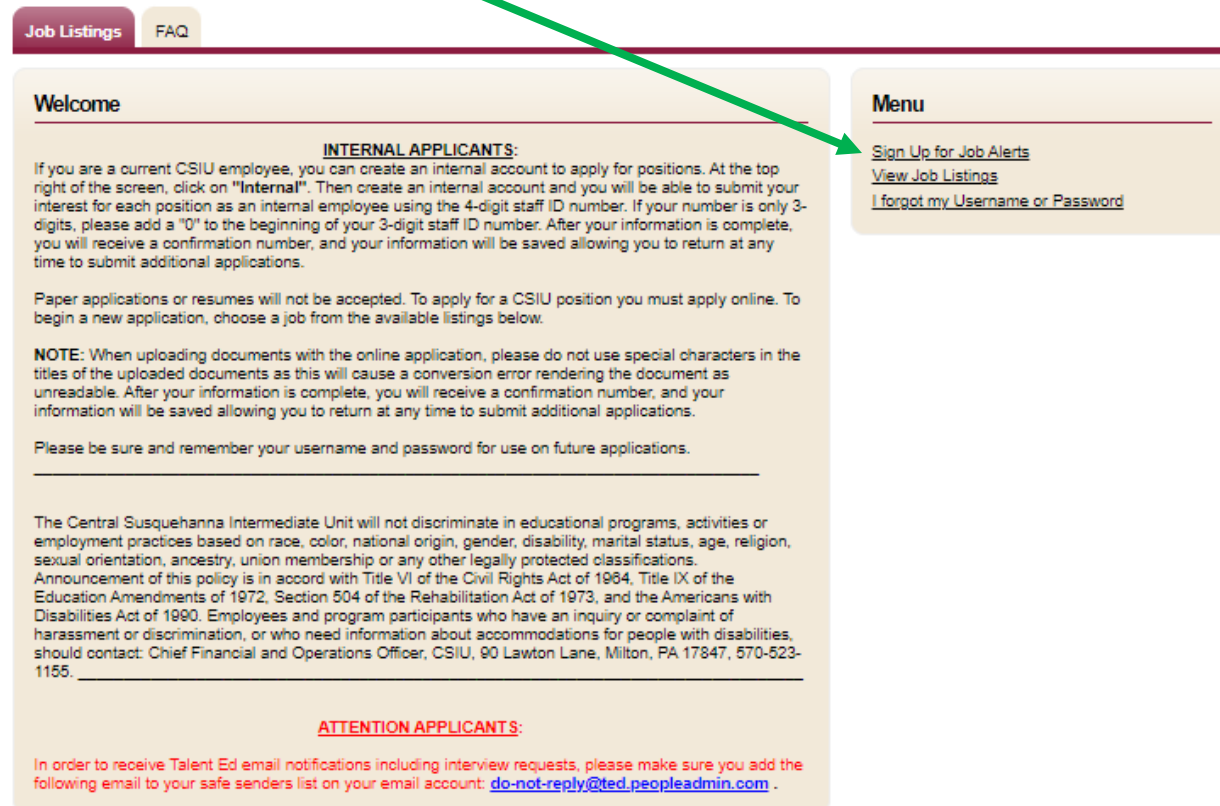**NOTE:** When uploading documents with the online application, please do not use special characters in the titles of the uploaded documents as this will cause a conversion error rendering the document as unreadable. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.
_____

The Central Susquehanna Intermediate Unit will not discriminate in educational programs, activities or employment practices based on race, color, national origin, gender, disability, marital status, age, religion, sexual orientation, ancestry, union membership or any other legally protected classifications. Announcement of this policy is in accord with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Employees and program participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for people with disabilities, should contact: Chief Financial and Operations Officer, CSIU, 90 Lawton Lane, Milton, PA 17847, 570-523-1155. _____

ATTENTION APPLICANTS:

In order to receive Talent Ed email notifications including interview requests, please make sure you add the following email to your safe senders list on your email account: do-not-reply@ted.peopleadmin.com .

Menu

Sign Up for Job Alerts
View Job Listings
I forgot my Username or Password

Thank you for your interest in job opportunities with the Central Susquehanna Intermediate Unit.