

Memo



TO: TO ALL EDUCATION ASSISTANTS
FROM: Vanessa A. Lysne, Human Resources Officer
DATE: September 7, 2018
**RE: *IMPORTANT - PLEASE READ* POSTING PROCESS for
EXPEDITED POSTINGS - PAPER & ELECTRONIC APPLICATIONS**

As we go into our first round of Expedited EA Postings on Friday, Sep 7, 2018, **we will continue with the usual paper application process you have always done. We will also be running the new Electronic Application process at the same time alongside the paper process.** This means EAs who are applying for any positions must do the paper AND the electronic application process. Any discrepancies will be determined by the paper application process.

While reviewing applications from the electronic process, if everything lines up with the paper process, the awarding will be electronic. As soon as I get to you in seniority, I will either award the position to you electronically (based on the preference order of applications you submit), or if there are any issues, I will be phoning you. If I award electronically, you will receive this notification to your district email account and you will see it immediately.

Remember, if you have forgotten your userid or password for your **district email account**, please contact Tech Services asap at 250-748-0321 ext 217 and they will reset your email password for you.

Applying through the electronic process is super simple and quick! Easy-to-follow instructions are attached. At the Assignment meeting, most of you met with Techs, logged in and changed your password for the Electronic posting process (different than your district email account). If you did not do this, you will need to still login and change your password. This information is included in the instructions attached and you will be able to change your password yourself and then apply for positions.

Terminals are available at all sites. If you are unsure of which computer to use at a site, please ask the Principal or contact Tech Services who will advise. If you are coming to the Board office, please contact Betty (local 279) ahead of time to arrange a timeslot.

If you get a pop-up that says you are not qualified for a position, please email me directly and I will use your paper copy. If you are not set up with a login (first initial, last name...tsmith) please email me. I will make corrections, just be sure you have also completed the paper application process.

Thank you for your patience as we work out the bugs in this much better, quicker and more efficient electronic system going forward!

Vanessa A. Lysne
Human Resources Officer