

EDUCATION ASSISTANT POSTINGS

Including SSWs, VLIs etc.

Please apply electronically ONLY

PAPER APPLICATIONS FOR POSTINGS ARE NO LONGER NECESSARY

ELECTRONIC INSTRUCTIONS:

it's EASY – if you have any problems, contact Vanessa (HR) immediately

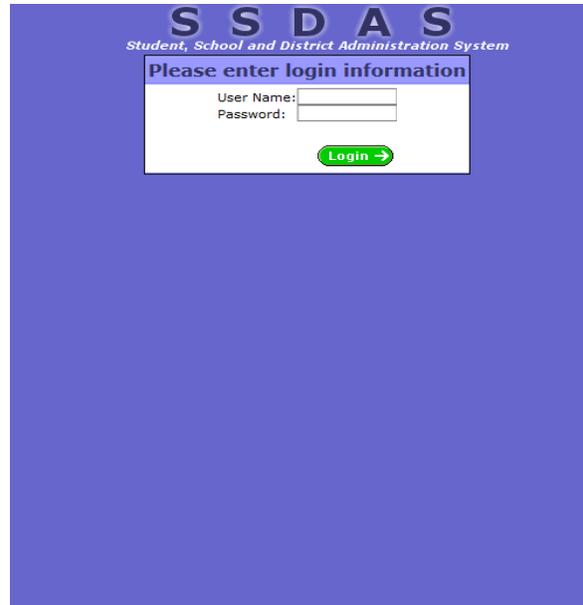
vlysne@sd79.bc.ca or 250-748-0321 ext 270

NOTE: Be sure your login screen looks like this (NOTHING else is on this page): 

If you find another box below the white one shown here, it is not the correct URL. Be sure the URL is exactly:

<https://www.awinfosys.com/das2/sd79hr/> and then hit <enter>. Watch that it is not automatically defaulting to a SSDAS saved link with a longer URL. Just what you see above.

Login is: first letter of first name followed by lastname: John Smith would be: jsmith. The password will also be jsmith UNLESS you changed it. If you can't login, call Vanessa right away.



.../con't

Once you login, you will see the following screen:

Things I can do:

- Apply for Available Postings
- Upload/View Qualifications
- My Position Status & History
- Change Password
- Logout

My Information

Name: Vanessa Lysne
SD79 CUPE Postings

Instructions

Notes from Vanessa, HR Officer:

Once postings are "open," click on "Apply for Postings" in the left menu to VIEW and APPLY for postings for which you have been previously qualified. You MUST put your choices in preference order. Be SURE to ask ALL your questions of the Principals PRIOR to applying for positions.

NOTE: Check over ALL the listed qualifications for a position you are trying to apply for! If you are PC and a position requires PC (which you have) and ASL 11 (which you do not have) - it will say you are not qualified, which is accurate.

Your submitted applications for these positions requires approval from Vanessa, HR Officer. If you get awarded a position you will be immediately notified by your school district email as well as listed under "My Position Status & History" on the left side of this screen. (If you don't know your SD79 email or password, please call the helpdesk 250-748-0321 ext 217 to reset your password.) Don't confuse your SD79 district email login/password with the login/password for this electronic process. Two different systems. For questions regarding your userid and/or password for this system, or any other questions for this HR electronic posting system, please email Vanessa at vlysne@sd79.bc.ca, do not contact the helpdesk for this purpose.

Check on the status of your position applications and/or your successful submission of qualification certificates at any time by clicking on "My Position Status & History" in the left menu. This will tell you if you successfully submitted your applications to HR. Good Luck!

Your available menu options are on the left, noted by the arrow under "Things I can do."

One of your options is to "Change Password." Go ahead and click Change Password, which will bring you to this screen:

Change Password

New Password:

Confirm Password:

Enter a NEW password that you will remember and then confirm it. Then click on the green check mark in the top left of the box and your password will save.

Back to the main screen under 'Things I can do.' Now click "Upload/View Qualifications." This is where you will see what qualifications we have on file for you. Let HR know if you believe you have a qualification that is not listed - right away! You can also upload a qualification to HR here, but it is preferred you send it by email.

Now close the qualification listing and you will go back to the main screen. On the *Things I Can Do* menu click "Apply for Available Postings" as noted by arrow below. When postings are ACTIVE and can be applied for, you will see this menu option. If postings are not active, you will not see this option. When postings are open and active, click on it.

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You will go to this screen;

Note the search boxes at the top noted by the arrow. You can narrow down available positions to you such as “behaviour” etc or narrow it down by site as in “Khowhemun.” Or just view them all. If you maximize your screen, you can see more.

The 2 columns on the right side. “Positions You Qualify For” (the system knows!) or “Preview All Positions” available.

Once you click on the Personal Care for example, a screen like this pops up:

Click anywhere in the box containing a position in order to apply for it. The box will change to yellow, meaning you are applying. You will see this being added to your “cart” on the left side. If you change your mind or click

the wrong position, just click it again and it will disappear from the cart. If you have more than one position selected, just click the "X" beside any position in the cart, to remove it from your cart.

Once you have selected all positions for which you are applying, **YOU MUST PUT YOUR CHOICES IN PREFERENCE ORDER!!** *This is a critical step!* Once HR gets to your seniority number, should you have several selected positions, HR needs to know your 1st choice, 2nd choice, 3rd choice, etc. You will be awarded your highest preference choice that is available once HR reaches your seniority in the awarding process.

In the cart on the left of your screen, you will see your selections for which you want to apply. Preference order is listed here in the cart. Change these numbers to YOUR preference. Maybe it is 3, 1, 2 not 1, 2, 3 for example.

Once you have clicked on all the positions that you know you would accept if offered, and you have put them all in your preference order, click on "Submit Applications" button. It's above the cart. Now you have applied!

That's it! You have applied for possible positions for which you qualify. Once postings close at noon, the awarding process will begin in the afternoon/evening starting with the most senior applicant and moving down the applicants. As soon as I award a position to someone, an email is automatically generated to the person's **school district email account** indicating you have been awarded a particular position along with the details. If you need details on your district email please contact the Helpdesk 250-748-0321 ext 217. Don't confuse district email/password with the login/password of this electronic system. Two different things. For login/password of this electronic system, contact HR.

You can also click on "My Position Status and History" under "Things I can Do" which will let you know if positions you applied for have gone to someone senior to you during awarding, or if a position was awarded to you.

Be SURE of what you apply for, that you have done your homework prior to closing, spoken with the Principal at the site and know that if it comes to you, it will be awarded to you *without a phone call by HR first*. Know about the position/site before you apply. Applying for a position is agreeing to take it, should it come to you in seniority. I will call only if I need confirmation of something, which would be something to do with your rights or obligations under the CUPE Collective Agreement.

If you have any questions for HR regarding rights and obligations, please ask me before you apply.

Let HR know right away if you need help. Good luck!