

Applicant Tracking: Creating an Application & Applying

Application Website: <https://ccs.ted.peopleadmin.com/hire/index.aspx>

The link shown above takes you to the Applicant Tracking (TalentEd) Application login screen. Always use the same email address when logging in.

- View the job vacancies and click **Apply Now** to any job or type in “**Open**” in the search bar for the Open Recruitment folders. Choose an area to apply to in the Open Recruitment section.
- The *next* page will present **three** options.
 - First Box** Applicant Tracking
 - The **first** will prompt you to create a new account if you are a new applicant to this system.
 - Second Box** Applicant Tracking
 - The **second** allows you to log in if you have an existing account for this system with CCS.
 - Third Box** Applicant Tracking
 - The **third** gives you the option to transfer an account with another district that uses TalentEd.
- Once you have submitted your information in one of these three boxes, you will be taken to the actual application. On the right-hand side of the screen, you can see your progress as you move through the application.
- You must complete all required fields and click **Save and Continue** on each page to progress through the application. Please note that while you can leave the application at any time, you *must* click **Save and Continue** in order for the system to save your information on that page.
- Got stuck? Use the Live Chat feature in the application to get immediate real time help for your questions. **Additional Help- Call the direct line at [1-877-974-7437](tel:1-877-974-7437)**
- **Note:** that a period of *inactivity* will cause the system to log you out; **try not to** step away from your application without clicking **Save and Continue**, or entered data could be lost.
- Read the Job Description carefully- upload all documents required before you submit / complete.
- Due to limited space for documents, please try to consolidate some documents into one scan to save space. Contact Tech Support if you have any issues. Please ensure you save your transcripts as **PDF** format Only. File names **cannot** have **special characters, spaces, commas, apostrophes**, and file sizes should be no larger than **10MB**. Try renaming the document and try to upload again.
- Once you have completed all pages and have reviewed your information, click **Save and Submit**.
- With your application **successfully submitted**, you will receive a **confirmation number**. You can use *this* confirmation number to reference your specific application.
- You will also be able to see the status of all applications you have submitted by clicking the **Application Status** tab in your account. Until you are offered a position and accept, HR will not know the application status.

Once your application has been submitted, you will *only* be able to update your **profile information (personal data)**, so please **review your application carefully** and ensure all required documents are uploaded into the application before submitting it.

Thank you for applying to Cumberland County Schools

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