



INSTRUCTIONS FOR COMPLETING YOUR 2011-2012 TEACHER STAFFING PROFILE

QUICK FACTS

- The only way to apply with DPS is online (www.TeachinDenver.com). DPS does not accept faxed, mailed, or emailed resumes in lieu of the online e-application.
- Upon login, you will be asked to complete an application profile. You need to complete your profile before you can apply to specific job postings.
- The Denver Public Schools spring staffing hiring cycle for the 2011-2012 school year begins mid-February.
- Your data is saved in each profile section after you click the "Save" button. You may log out and return at any time to fill out and/or change the remaining profile sections.
- **The Gallup TeacherInsight has recently undergone system updates. All new and returning classroom teacher applicants need to complete the new TeacherInsight.** Please allow 45 minutes to take the full evaluation.

APPLYING FOR JOBS

- The jobs you can apply for on the "Apply for Jobs" tab will pull up according to the license and endorsement information you entered in the application. Look at the qualifications for the job, etc.
- To view a specific position, click the "Details" link next to the job to view the full job description and requirements.
- To apply for a specific position, click the "Apply for Position" at either the top or bottom of the page.
- You will then be prompted to attach a résumé and cover letter (optional) to complete your application for that specific position. Your default résumé and cover letter will be auto-selected, OR you can use the drop-down menus to select a different résumé and/or cover letter from your profile to tailor your application for each position (recommended).

IF YOU EXPERIENCE TECHNICAL ISSUES

1. For the best user experience, use Internet Explorer 7, Internet Explorer 8, Mozilla Firefox, or Google Chrome as your internet browser.
2. Be sure to clear your "Cache"

DIRECTIONS FOR PC

1. Open Internet Explorer
2. Click on Tools
3. Click on Internet Options
4. Click Delete Cookies
5. Click Delete Files
6. Click Clear History
7. Click OK

DIRECTIONS FOR MAC

1. Open Mozilla Firefox:
2. Tools
3. Clear Private Data
4. Check Cache
5. Click Clear Private Data now

IF YOU FORGET YOUR PASSWORD

If you have already registered for the system but forget your password, click the "Reset Password" link at the top of the page. You will be prompted to enter the user name with which you registered. You will then receive an email with a temporary login and instructions on how to reset your password.



BE SURE TO FILL OUT ALL AREAS MARKED WITH A RED ASTERISK (*)

- **Résumé:** While you may upload multiple resumes, only one resume is required to complete your profile. You may upload and attach a different résumé to each job application if you would like (recommended).
- Enter job history dates (From and To) in the **mm/dd/yyyy** format (if currently employed select today's date)
- Reason for Leaving: Keep short (2 words), e.g., internship ended, moved, current employer, etc.

If you have any additional questions, please contact HRConnect at connect_humanresources@dpsk12.org.