2024-2025 - Local 2250 Voluntary Transfer Application Guide

To be eligible to transfer for the 2024-2025 school year, you must submit an application via iRecruitment by the deadline of Tuesday, April 2, 2024. Follow the directions below to complete the transfer application process.

Step 1 Navigate your computer's web browser to www.pgcps.org.

At www.pgcps.org select the "**Staff"** menu option. Once directed to the Staff Portal Page (image 2), select the **Oracle Employee Self Service** link.



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Step 2 Log into Oracle:

- Enter your **User Name** (*i.e. John.Doe*).
- Enter your **Password** in the password text box.
- Click the Login button.

Step 3

• Click on the *iRecruitment Employee Candidate* link.

Enterprise Search Contract Documents V		Go	Search Results Dis	play Preference Stan	
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iRecruitment Employee Candidate	From	Туре	Subject	Sent Due	
iRecruitment Recruiter	There are no notifications in this view.				
Figure Self-Service					
Figure Self-Service Limited	TIP Vacation Rules - Redirect or auto	-respond to notifications			

Step 4 Click on the Jobs tab.

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Recruitment Home Jobs General My Account					

Step 5 In the **Keywords** text box enter the IRC number for the position. Be sure to Include the IRC in the text box (i.e. IRC215580).

Step 6 Click the **Go** button below the **Date Posted** drop-down. Do **NOT** select a **Job Category** or **Date Posted**. The vacancy will appear at the bottom of the page.

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	Name 🛆	Job Title 🛆	Organization Name 🛆	Professional Area	Brief Description		Date Posted	Employment Status	Apply Now
	IRC190440	School Secretary I (10-month)	Robert R Gray Elementary School	Support	This is an ACE/AFSCME, Local 2250, Pay Table 700, Grade 13, 10-Month Position Hourly Rate: \$18.22- \$35.96 CLOSING DATE: January 20, 2023 Billingual candidates are encouraged to apply	ROBERT GRAY ES	06-Jan-2023	Full Time	бЪ
	IRC190420	Paraprofessional Educator (10- Month)	Gladys Noon Spellman Elementary School	Support	This is an ACE-AFSCME, Local 2250, Table 100, 10- Month Position Hourly Rate: \$13.88 - \$40.95 CLOSING DATE: January 20, 2022	GLADYS N SPELLMAN ES	06-Jan-2023	Full Time	6°6
					This is an ACE-AFSCME, Local 2250, Table 100, 10- Month Position				

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Keywords Date Posted Job Category Go Clear	(Examples: Science Teacher, Bue Driver: For incomplete word, wild card character has return teywood Mathematica.) Last Woek × Administrative Instructional Support Voluntary Transfer	Employment Status Shift Work Proferences Certified Teacher? Certification Subject Areas	v v					
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Step 8 Click on the **Next** button near the top right hand corner of the page. **DO NOT ENTER** any information on this page.

Recruitment Home	Jobs								
	Review Account	1		Enter Application	Details		Assessment	Beview	
🕑 Basic Details		Phone Numbers	Ocuments	Employment History	Section Qualifications	🕑 Skills			
Application	: Review Ac	count IRC16702	0				Cancel	Step 1 of 4: Review Account	Ne <u>x</u> t
As part of your ap * Indicates require	As part of your application, we will submit the following from your Account. You may use the fields below to make any corrections to your Account prior to completing this Application.								
Tip:									
TIP IMPORTA	NT: CLICK 'Click FION PROCESS.	Here' LINK BELOW II	F YOU ARE RECEI	VING (You have encounter CLEAR YOUR BROWSING	red an unexpected error. Plea	ase contact th	e System Administrato	r for assistance.) DURING THE	
Click Here									
Resume									
To upload your r	esume to your acco	ount click Upload Resum	е.					Upload Resume	

Step 9 References are required to move forward, Click + to add your references then click Next.

References			🔕 Return to Top
♂ TIP We encourage applicants to enter contact in ♂ TIP A Minimum of 2 references should be entered	formation for Professional References which must ed to proceed with this application.	include current or most recent supervisor.	
+			
*Reference Name	*Reference Title	*Reference Email	Delete
No results found.			
		Cancel Step 1 of 4: Revi	iew Account 🗸 Ne <u>x</u> t

Step 10 Complete the assessment survey then click 'Finish Survey'.			
PGCPS Recruitment			
Survey Instructions: Technology Education SY22	Cancel Clear	Page 1 of 1	Finish Survey
Answer the questions on this page . Click Finish Survey if you are ready to submit your survey.			
Section 1			
1. Are you authorized to work in the U.S. and would not require sponsorship now or in the future? If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.			
O Yes			

Step 11 Click on the **Next** button near the top right hand corner of the page.

Recruitment Home Jobs			
Review Account	Enter Application Details	Assessment	Review
Application: Other Info IRC167020		Cancel Back Step	2 of 4: Enter Application Details 🗸 Ne <u>x</u> t
* Indicates required field			
Equal Employment Opportunity			
As an equal opportunity employer, we are required by state and federal regulati will be kept confidential and may only be used in accordance with the provision	ions to collect applicant information for statistical analysis of our compliance with fair employment s of applicable laws, executive orders, and regulations. Submission of this information is voluntary	practices. We invite you to voluntarily complete the sect and refusal to provide it will not subject you to any adve	ion below. All information that you provide rise treatment.

Step 12 On the next page (review application), click on the **Finish** button near the top right hand corner of the page.

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Recruitment Home Jobs						
Review Account Enter Application Details		Assessme	nt		Review	
Education, Qualification and Employment Details O Application Assessment O Job Posting Details O Work Preferences Review Application: IRC167020		Cancel	Back	Step 4 of 4	Review	Finish
Personal Details		cancel	Dech	otep 4 014	Noview •	
Overview						
Family Name Bagley						

Step 13 You will receive a blue text Confirmation message at the top of the page.

Recruitment Home Jobs	
Confirmation	
Thank you for submitting your application.	
Jobs: Available Jobs	Save Search
Advanced Search	

You have now completed the 2024-2025 Voluntary Transfer application process for school based Local 2250 Transfers.

You will receive an email from iRecruitment (to your email) to confirm that you have successfully completed the transfer process. You may also click on the **Home Tab** near the top right hand corner of the page. Under **Jobs Applied For**, you will see the IRC number of the transfer vacancy you have applied for; if you see it, you have completed the transfer process.