

FAQ # 2 – Applying and Interviewing for Positions

1. How do I transfer to another building/site?

A: You may apply to transfer to vacant positions. **Applications for transfer must be made through PPS' online process:** www.pps.k12.or.us/departments/HR/employmentopportunities
Review the Application Guide which explains the new process. Review and apply for the vacancies that interest you. Contract educators, Probationary 3, and any unassigned educators may apply for transfer during the Internal Phase.

2. When will the Internal Process vacancies be posted and interviews take place?

A: Internal Process vacancies will be **posted April 18-24** and interviews will take place **April 25 – May 01**. A vacancy shall be posted a minimum of five work days before interviews for that position begin.

3. When will External Process vacancies be posted and interviews take place?

A: External Process vacancies will be **posted May 05 (tentative)** and will be ongoing from that date. A vacancy may be posted externally only when there are no unassigned unit members remaining who are properly licensed and competent for such position.

4. If I am selected for an interview, will it be during my work day?

A: Administrators will try to schedule interviews after school hours. However, if an interview is scheduled during your work day, you have the right to attend and you do **not** have to use any of your own leave time. (The building conducting the interview shall pay for a Substitute, if needed).

5. If I take a job at another building/site, will I be able to maintain my current work schedule?

A: Since buildings/worksites have different bell schedules, there is *no guarantee* you will have the same start and end time as your current work schedule. In the case of part-time schedules, negotiating with the administrator may be possible, within the other building constraints. Make sure you get the information you need to understand the position before you accept an assignment.

6. What if I apply for a position, then decide I am no longer interested in it?

A: Within 48 hours of interviewing, employees must notify the interviewing administrator that they are no longer interested in the position, or run the risk of being assigned there.

7. If I accept a transfer to a new school, but then a vacancy is posted that interests me more, can I apply for it?

A: A professional educator who accepts a transfer is not eligible to apply for a subsequent transfer in the same year. The only exception is if the educator applied for that initial transfer because he/she was involuntarily unassigned.

8. What if a vacancy for which I am qualified opens in the school from which I was unassigned?

A: If you are still unassigned, you shall be returned to your original school. If you have already been assigned somewhere else, you may request to be returned to your original school, but no guarantee.

9. What if I do not like, or am not a good fit, for my new assignment?

A: In general, due to the limited amount of resources in the District, once an employee is placed in a position, that remains his or her assignment for the school year.

www.pps.k12.or.us/departments/HR/employmentopportunities

Make sure your application and resume are up to date and active