

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:** [Human Resources Employment Opportunities](#) . Review the Application Guide which explains the new process. Review and apply for the vacancies that interest you. Contract educators, Probationary 3, and unassigned educators may apply for transfer during the Internal Process.

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

A: Internal Process vacancies will be **posted March 23rd until April 6th** and interviews will take place **April 9 through April 13**. 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 April 28 (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 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 applies for and accepts a transfer is not eligible to apply for a subsequent transfer in the same year. But a member who is unassigned and placed in a position by the district may for vacancies in the external round.

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, once an employee is placed in a position, it remains their assignment for the school year. Interviewing is a two-way street. Get as much information about the new assignment as you can before you accept the position.

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

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