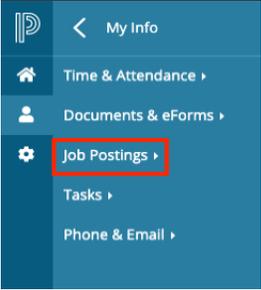
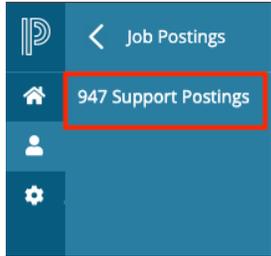


Information Technology for Learning

How to view internal postings in eServices.

The eServices web application is where employees go to complete their timesheets, log absences, review their pay stubs, **[apply for internal job postings](#)**, and more.

You can login with district credentials [here](#) or at <https://sd61.atriveerp.com>

<p>1. Click on the My Info button on the left-hand side of the screen.</p>	
<p>2. Click Job Postings.</p>	
<p>3. Keep in mind this will look different for each employee. You should see...</p> <p>947 Support Postings 382 Postings or Teacher Postings</p> <p>Select the correct group.</p>	

3b. Viewing Postings

Click on the **Current Postings** button, located at the top right of the window.



3c. Search for Postings

Select the appropriate **Year** and select **Search** to view results. .

Job Posting: Search For Postings

Select the desired School Year and Posting Round and then identify how you want the available postings listed. Press the Start Search button to view the postings

School Year

2023

Summarize Postings

Location Position No Summary

Start Search

3d. Position Types

Click the desired job type.

Cupe 947

Position

- Account Clerk Schools
- District Ed Assistant
- Ed Assistant General
- Ed Assistant Physical
- School Library Clerk
- School Meal Assistant
- Secretarial Clerk
- Senior Management Assistant
- Supervision Paid At Eag Rate

Proceed To Checkout

3e. Selecting a Position.

Check the desired position and **Add To Cart**.

If you have selected multiple positions, you can rank them based on your priority for the desired position.

Once ranked click **Proceed to Checkout**.

Postings For Account Clerk School

Apply	Status	Posting Number	Closing Date	Start Date	End Date	Location	Hours / Week
<input checked="" type="checkbox"/>	Open	947240/007C	17-Jan-2024 16:00	22-Jan-2024		Lansdowne North	32.0000

Add To Shopping Cart Reset

Postings Applied For Today

Status	Posting Number	Ranking	Closing Date	Start Date	End Date	Location	Hours / Week	Pay Grade	Posting Type	Assignment
Open	947240/017T	1	7-Jan-2024 16:00	22-Jan-2024	15-Mar-2024	Spectrum	28.5000	30.3200	TEMP	EAG/SP/VN @ Spectrum
Open	947240/017T	2	7-Jan-2024 16:00	22-Jan-2024	15-Mar-2024	Spectrum	0.9800	30.3200	TEMP	EAG/SP/VN @ Spectrum
Open	947240/018C	3	7-Jan-2024 16:00	22-Jan-2024		Cedar Hill	26.0200	30.3200	CONT	EAG/SP/VN @ Cedar Hill
Open	947240/018C		7-Jan-2024 16:00	22-Jan-2024		Cedar Hill	2.1800	30.3200	CONT	EAG/SP/VN @ Cedar Hill
Open	947240/020T		7-Jan-2024 16:00	22-Jan-2024	27-Jun-2024	Craigflower	30.0000	30.3200	TEMP	EAG @ Craigflower

Postings Applied For Previously

Status	Posting Number	Ranking	Closing Date	Start Date	End Date	Location	Hours / Week	Pay Grade
--------	----------------	---------	--------------	------------	----------	----------	--------------	-----------

Postings Withdrawn Today

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
--------	----------------	--------------	----------	--------------	-----------

Proceed To Checkout

3f. Applying for a Position.

Click **Proceed to Checkout** to verify and submit your submission. You will then see a confirmation of your submission.

Postings Applied For Today

Apply	Status	Posting Number	Closing Date	Start Date	End Date	Location	Hours / Week	Pay Grade
<input checked="" type="checkbox"/>	Open	947240/007C	17-Jan-2024 16:00	22-Jan-2024		Lansdowne North	32.0000	30.3200

Postings Applied For Previously

Apply	Status	Posting Number	Closing Date	Start Date	End Date	Location
-------	--------	----------------	--------------	------------	----------	----------

View/ Edit Online Application

4. Click 947 Support Postings



On this page you will see your employee information and posting history.

This information is view only.

OnLine Application Form

Part A - Personal Information

Name: _____ Number: _____
Phone Number 1: _____ Seniority Date: _____
Phone Number 2: _____ Secondary Seniority: _____

Part B - Position Information

Position	Start Date	End Date	Location	FTE	Subjects and Levels
----------	------------	----------	----------	-----	---------------------

Part C, D and E are input boxes for you to enter information that you feel is relevant to the postings that you are applying for.

Please be sure to hit **Save** to confirm your entries.

Part C - Accomplishments and Special Skills

Part D - Education and Areas of Expertise

Part E - References

Name	Position	Location	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I Agree

IMPORTANT: After clicking on SAVE, please wait for the application form to re-display your changes. Double check to make sure your changes have been saved properly BEFORE clicking on Current Postings