Online Transfer Rounds
A Step-by-Step Guide for Teachers

The Catalogue of Vacancies for Rounds 1 and 2, along with the application form for teacher transfers is published online at the Employee Self-Service website.

How do I find the Employee Self-Service website?
Choose one of two ways to access the website:
- Open your internet browser (e.g. Internet Explorer) and type the website address in the address bar: https://staff.sd36.bc.ca then press "Return" or "Enter", **Or**
- From your First Class desktop, click on the **Employee Self-Service** icon, and it will open your browser and take you directly to the website.

How do I log on?
To protect your privacy, a username and password are required.
- Your username is the **same as for your Windows SD36 network login account** – for example, smith_m or smith_mary.
- For all teachers, your password is the **same as your Windows SD36 network login.**
- If you are having problems logging onto Employee Self Serve, please call the Service Desk as 604-595-6000.

How do I complete my application form?
- Click on **My Info.**
- Click on **Job Shopping.**
- Click on **Teacher Postings.**
- Complete the online application form, detailing your **experience** and **qualifications**. **(The sections can be edited by you. You may scroll down in each section to include more information.)** Your name, contact number, seniority date, and recent assignments will be pre-filled in for you. You may edit these if necessary (except for your seniority date – if you believe this is incorrect, call Maureen Steele at 604-595-6153).
- Click on **Save.** Your application form is now saved until you make further changes.

How do I view the postings?
- Return to the top of the page and click on **Current Postings.**
- Select the appropriate year (2012-2013) and the current round, and choose how you would like to view the postings (sorted by location or by type of position).
- Click on **Start Search** to browse the available postings.
- Click on the **posting number** to view the details of the posting (e.g. requirements, unique position descriptors).
- Click on the **school name** to view details about the school (e.g. school profile, address, administrators).

How do I apply for postings?
- Click in the **Apply checkbox** next to the posting.
- When you are finished, click on **Add to Shopping Cart.**
- The Application Review screen will appear, displaying all the postings you wish to apply for, as well as any postings you have previously applied for.
- Click on **Proceed to Check Out.**
- Click on **Submit Application** to complete the application process. **Critical step to ensure process is complete.**
- The Application Receipt screen will display the postings you have applied for, along with a confirmation number. This will be emailed to your District email account automatically. Click on **Print Receipt** to print a copy of this page if you wish.
- Click on **Log Out** to exit.

> *PLEASE NOTE: If you do not receive a confirmation email, your application has not been processed.*

Can I withdraw an application?
Yes. Principals will not receive your application until the closing time for that Transfer Round. You may withdraw your application for a posting up to the closing time by logging in and going to the Application Review screen. **Uncheck** the **Apply checkbox** next to the posting you wish to withdraw from, and continue to check out and submit your application as outlined above.

If you have questions regarding this Transfer Round Guide, please contact Cindy Lukey @ 604-595-6155.