

1. Using the <u>HPS Employment Link</u>, browse the available jobs and choose **APPLY NOW** to start the application process.



2. To begin the application process, enter your email address and click NEXT.

÷	Athletic Director Scranton High School
	I (S)I
	Apply Now
	You can save your progress at any time and come back later.
	To begin, please enter your email below:
	test@example.com
	NEXT

3. You will be sent a **Temporary Login Code** to the email address you provided. Retrieve that code and enter it in the code field.

÷	Athletic Director Scranton High School	
	Ś	
	Welcome Back!	
	Almost theref We sent an email to	
	Prodec enter this code below.	
	Kesena code	
	NEXT	

4. Proceed by gilling out the questions in the application. You can click the **Finish Later** button in the top right at any time to save your spot in the application process and come back later. You can see the process bar in the bottom left to let you know how much of the application is left.

		Scranton High School
Welcome!		
Resume	0/1	
Contact Info	1/1	
Education	1/1	
Employment History	1/1	
Review Application	75%	
		1 of 1 Welcome! Your answers will be automatically saved. You can pause and return to complete this application at any time. To begin, click "Next" below. NEXT

5. Once you get to the end of the application process, you will be able to review the application before submitting it to the district. You **will not** be able to submit the application until the required questions are filled out.

		Athletic Director Scranton High School	FINISH LATER
Welcome!			
Resume	0/1		
Contact Info	1/1		
Education	1/1		
Employment History	1/1	Ēo	
Review Application	75%	Review Your Ap	plication
		75% Complete	
	-	Resume 1 required questions remaining	Continue \rightarrow
		Gontact-Info	✓ Completed
		Education	✓ Completed
		Employment-History	✓ Completed
		FINISH LATER	SUBMIT APPLICATION

6. Once all required questions have been filled out and completed, the **Submit Application** button will highlight, and you may proceed.

Employment History	✓ Completed
FINISH LATER	SUBMIT APPLICATION

The district will be notified that you have submitted your application and will follow up with you based on their timeline. If you decide to not submit your application right away, you will be reminded by Red Rover to finish your application 24 hours after and then once more 7 days later.