
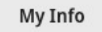
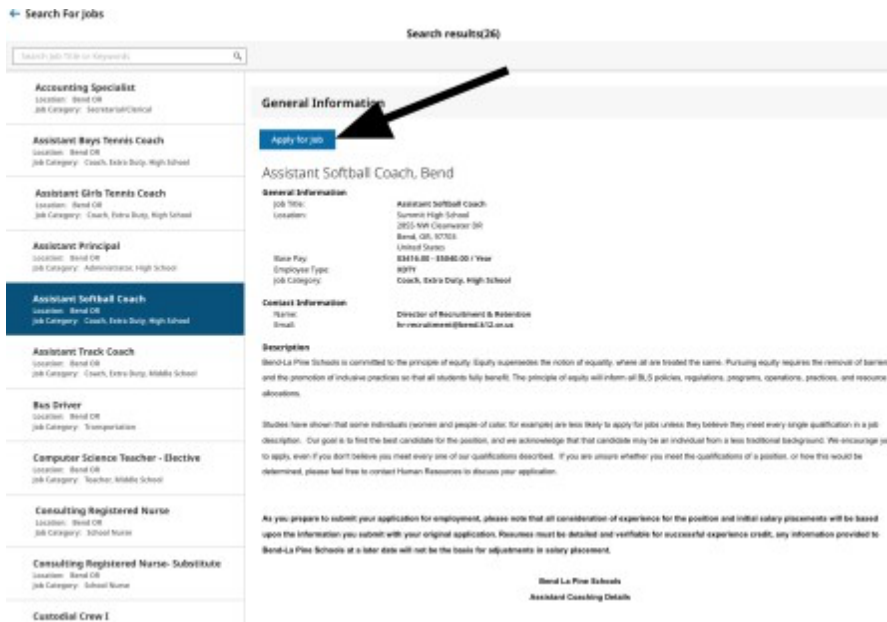


Internal Employee Instructions on How To Apply For Another BLS Job Thru UKG

Step 1 - Apply to position by:

- A. Selecting the main menu icon 
- B. Click on My Info: 
- C. Scroll down and click on My Career and then "Search For Job"
- D. Click [Apply For Job](#)



The screenshot shows a search results page for 'Assistant Softball Coach, Bend'. On the left is a list of job listings. The selected job is highlighted. On the right is the job details page. A red asterisk is next to the 'Add Resume' prompt. An arrow points to the 'Apply for Job' button.

Job Title	Location	Job Category
Accounting Specialist	Bend OR	Secretarial/Clerical
Assistant Boys Tennis Coach	Bend OR	Coach, Extra Duty, High School
Assistant Girls Tennis Coach	Bend OR	Coach, Extra Duty, High School
Assistant Principal	Bend OR	Administrative, High School
Assistant Softball Coach	Bend OR	Coach, Extra Duty, High School
Assistant Track Coach	Bend OR	Coach, Extra Duty, Middle School
Bus Driver	Bend OR	Transportation
Computer Science Teacher - Elective	Bend OR	Teacher, Middle School
Consulting Registered Nurse	Bend OR	School Nurse
Consulting Registered Nurse- Substitute	Bend OR	School Nurse
Custodial Crew I		

Assistant Softball Coach, Bend

General Information

[Apply for Job](#)

General Information

General Information

Job Title: Assistant Softball Coach
Location: Summit High School
2015-16 Compensation (SE): Bend, OR, 87763
United States: \$2414.00 - \$3040.00 /Year
RDY: Coach, Extra Duty, High School

State Pay: \$2414.00 - \$3040.00 /Year
Employer Type: RDY
Job Category: Coach, Extra Duty, High School

Contact Information

Title: Director of Recruitment & Retention
Email: hr-recruitment@bend.k12.or.us

Description

Bend-La Pine Schools is committed to the principle of equity. Equity supersedes the notion of equality, where all are treated the same. Pursuing equity requires the removal of barriers and the promotion of inclusive practices so that all students fully benefit. The principle of equity will inform all BLS policies, regulations, programs, operations, practices, and resource allocations.

Studies have shown that some individuals (women and people of color, for example) are less likely to apply for jobs unless they believe they meet every single qualification in a job description. Our goal is to find the best candidate for the position, and we acknowledge that that candidate may be an individual from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of a position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

As you prepare to submit your application for employment, please note that all consideration of experience for the position and initial salary placements will be based upon the information you submit with your original application. Resumes must be detailed and verifiable for successful experience credit. Any information provided to Bend-La Pine Schools at a later date will not be the basis for adjustments in salary placement.


Bend La Pine Schools
Assistant Coaching Details

- E. If the **Add Resume** prompt has a red * next to it, uploading a resume is a requirement for this position and you must upload it at this step (you can upload different resumes for different positions)
- F. Click on the [Apply for This Job](#) button.
- G. As you work through your application, you will arrive at a window called "**cover letter**". This only holds a limited amount of text (seriously limited, like 255 characters) so don't try to enter a traditional **cover letter** in this place. Treat this as a place to make a short statement about yourself. Then upload a proper cover letter using the upload instructions on the next page.

BLS EMPLOYEE DOCUMENT UPLOAD

When you apply internally to a job as an employee, the UKG System only asks you to upload a Resume. Many of our jobs require more documents. This is how to upload your documents to your applicant files.

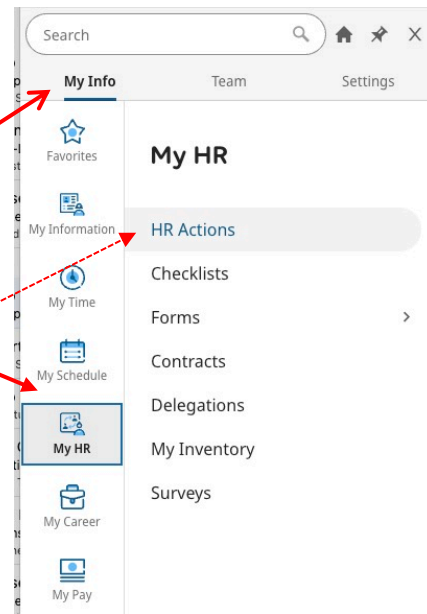
Log in to your UKG account from your district screen.

Select the menu  at the top left of your screen. This opens your options.

Select 'My Info'


Select 'My HR'

Select 'HR Actions'




This will open the available HR actions.

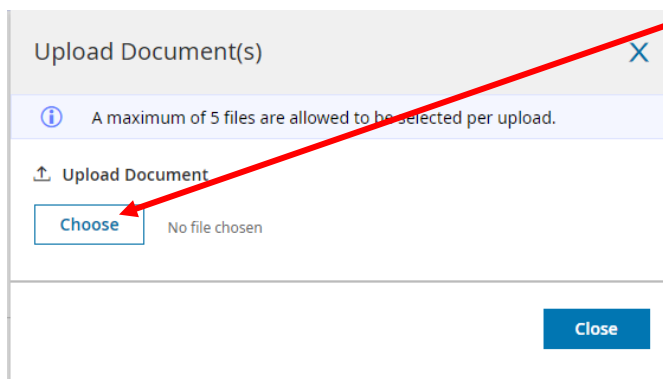
Select the Available Tab  at the top of the window.

Find the 'Job Application Supporting Documents Upload' line and select the  **Start** button to the far right.

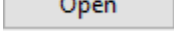
This opens an upload window. You may upload up to 5 documents at a time. Please label them clearly and select the appropriate document type from the drop down.

Select  **Upload Document** on the right hand side of the screen.

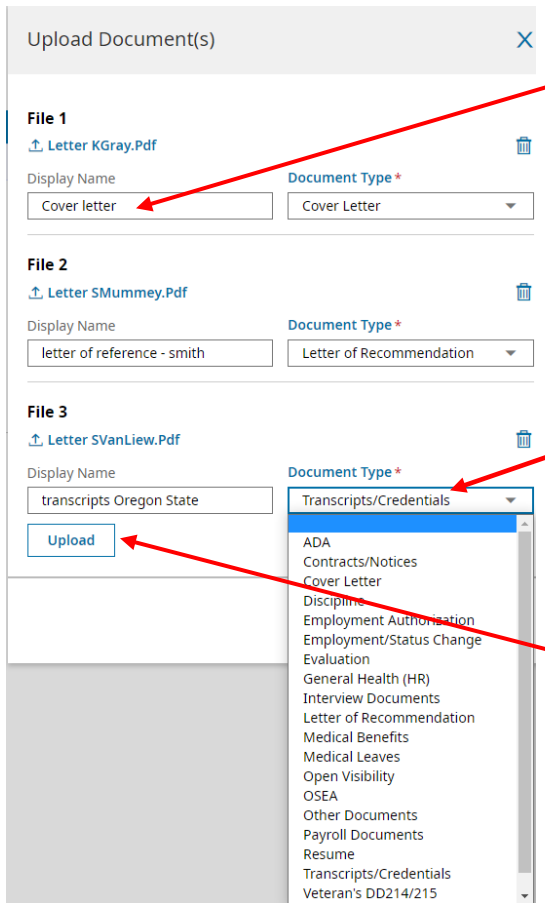
You will see a box for uploading your documents. Select the 'Choose' button.



BLS EMPLOYEE DOCUMENT UPLOAD

You can navigate to your documents, select up to 5 individual documents and choose .

Your upload window will look like this:



The screenshot shows the 'Upload Document(s)' window with three files listed:

- File 1:** Letter KGray.Pdf. Display Name: Cover letter. Document Type: Cover Letter.
- File 2:** Letter SMummy.Pdf. Display Name: letter of reference - smith. Document Type: Letter of Recommendation.
- File 3:** Letter SVanLiew.Pdf. Display Name: transcripts Oregon State. Document Type: Transcripts/Credentials. An 'Upload' button is visible below the file name.

Red arrows in the image point to the 'Display Name' field for File 1, the 'Document Type' dropdown for File 3, and the 'Upload' button for File 3.

Be sure to clearly title each document.

Also select the appropriate document type from the pull down.

Select the upload button. Your documents are now attached to your applicant profile and will be visible to hiring managers as they review your applications.

If you have more documents to add to your application, you may repeat this process as many times as you need.