



Employment Portal/Job Postings/Applications FAQs

GENERAL INFORMATION:

1. **What is TalentEd Hire?** CBSD Employment Portal is processed through TalentEd, an online application system. All applications must be submitted online through the CBSD Portal – we do not accept emailed, faxed or paper applications.
2. **Is this a secure website?** All data transfers use 128-bit or 256-bit encryption, depending on your computer's capabilities (same type encryption used for most online banking transactions).
3. **I forgot my username and/or password – what should I do?** Do NOT create a new account. If you created your TalentEd account **prior to 2019**, call Human Resources at 267-893-2083 for assistance. If you created your account **from 2019 to present**, you will need to call TalentEd Support at **1-877-974-7437**. NOTE: Accounts are linked to an email address and cannot be shared - each applicant must use their own email address.

CLEARANCES:

4. **What clearances are required to work in a PA public school district?** The state of Pennsylvania requires the three clearances listed below. These must be attached to the online application to be considered for a position with CBSD. Links to the state's websites follow:
 - a. **PA Child Abuse Certification** – Create a Keystone ID (username) and password (you'll need this to access your account for results). Complete the online questionnaire – you'll receive an email when results are available.
 - b. **PA State Police Criminal Record Check** – Results are available immediately. NOTE: you must follow the prompts on the website to print the certificate (with the state seal) *not* the registration confirmation.
 - c. **Federal Criminal History Record Information (CHRI), aka FBI Fingerprinting** – Enroll for fingerprinting services through **IdentoGo**. IMPORTANT – enter the correct Service Code:
For EMPLOYMENT purposes: Service Code 1KG6XN.
For VOLUNTEERS: Service Code 1KG6Y3. Volunteer clearances are NOT acceptable for employment purposes.
5. **How long are clearances “good for”?** Clearances are good for **60 months** from the date of the oldest clearance. **All clearances expire five years from the date of the oldest clearance.**
6. **Are clearances free?** No, the state charges for clearances – these fees may change at any time. Refer to the state's websites for the most accurate information.
7. **Do I need to keep a copy of my clearances?** Yes, you should always make a copy of the clearance/certificate for your records.

APPLICATION:

8. **How long will you keep my application on file?** Applications are kept on file for up to six (6) months (per job posting). You must apply to any/all positions you are interested in.
9. **I hit “Save and Continue” but my attachments were not saved.** You must complete the application, including the final review page, to save attachments. You will receive a confirmation notice when your application is submitted successfully.
10. **How do I update my application?** Log into your account, click the PROFILE tab, then click the ‘update application form’ link. After making revisions/updates, *continue to the END of the application – you’ll get a confirmation notice that the information was updated but a new application was not submitted.*
Do NOT withdraw your application to make updates – withdraw only if you are no longer interested in the position.
11. **I withdrew my application by mistake – what should I do?** Contact HR at 267-893-2083 or email civins@cbsd.org.
12. **I updated my application, but the PDF version still shows old information.** The PDF may show original information but any updates you make will be shown on your attachments. HR and building administrators review these attachments and will see the most recent versions.
13. **How will I know if I’m selected for an interview?** All applications are reviewed by administrators *at the hiring school/building* - if selected for an interview, they will contact you. Please understand a submitted application does not guarantee an interview. **The HR Dept is not involved in the review/interview process and is not able to provide status updates.**
14. **My email address changed – how do I update it?** Log into your TalentEd account and click the PROFILE tab, then click Account Settings to update your email, username or password. **It is very important that your email address is correct as all emails sent through TalentEd will *automatically* be sent to the email address on file.**
15. **How do I check the status of my application?** Log into your account, click the **Application Status tab**, then click the Details link for current applications. If the position was filled, your application will be listed in the Previous Applications section. Job postings are marked “Filled” once the hiring process is complete.
16. **What happens if I get the job?** **Congratulations and welcome to CB!** You’ll receive a series of emails with instructions about completing new hire paperwork (onboarding) through RECORDS, so be sure the email address in your TalentEd file is correct.

ATTACHMENTS/UPLOADING DOCUMENTS:

17. **Are documents saved according to the specific job application?** No. Attachments are saved to your “PROFILE” and are automatically attached to subsequent applications.
18. **Can I upload a different Cover Letter for each job I apply to?** No. Only the **most recently uploaded** documents are stored to your PROFILE, so any new version of a resume, cover letter, etc., will replace the previous version in all applications. We suggest keeping your cover letter general in nature so it will be suitable for multiple job postings.

19. When I uploaded my second clearance, the first one disappeared. What happened?

See #18 – only the last document uploaded is saved, so multi-page documents must be scanned together or combined on your computer to create a new multi-page PDF. For example, all three (3) clearances should be scanned together to create one new PDF to be uploaded to the appropriate tab. Same applies to multiple transcripts or test pages – you must combine the pages, creating a new PDF.

20. Do I need to attach letters of recommendation? Almost all our applications require references and at least two (2) letters of recommendation. You will fill in the Reference form and attach the letter by clicking Browse at the bottom of the form.

21. What types of files can I upload? Files must be .pdf, .docx, .doc, .txt or .rtf (.pdf preferred).

Tips:

*Word documents are not recommended – they show all highlighted errors and formatting issues, PDFs do not.

*Images should be converted to .pdf.

22. I'm having trouble uploading documents on my MAC / smart phone / i-Pad. TalentEd recommends using Google Chrome, Firefox, or the *most recent version* of Internet Explorer. It is typically easier to apply and navigate TalentEd using a laptop or tablet instead of a smart phone.

If your question is not answered here or you need additional information, please call the Human Resources Department at 267-893-2083 or email civins@cbsd.org .