

**!!! IMPORTANT!!!**

Review your application and answers thoroughly.  
Incomplete and inaccurate applications may cause delays in processing or not be processed at all.

**Taleo - Applicant Quick Guide**

This guide covers frequently asked questions for navigating Taleo. There are FAQs specifically for internal applicants as well as all applicants.

**Frequently Asked Questions:**

**Where Do I Apply for Jobs in Fort Bend ISD?**

- Applicants can apply through the Fort Bend ISD Career Site [www.fortbendisd.com/careers](http://www.fortbendisd.com/careers)
- Select which category that pertains to you
  - **Internal Applicant** – You are already employed by Fort Bend ISD
  - **External Applicant** – You would like to apply to work in Fort Bend ISD
  - **Student Teacher** – You would like to be a student teacher in Fort Bend ISD as part of your Educational program
  - **Volunteer** – You would like to volunteer in Fort Bend ISD



Internal Applicant



External Applicant



Student Teacher



Volunteers

**FAQ for INTERNAL Applicants**

**I am an internal applicant, how do I log in?**

- As an internal applicant logged into a computer within the district, when you click on the “Internal Applicant” option you will be logged in automatically. If you are accessing through a phone or a personal computer at home, you will first need to log into Office 365 with your district credentials.

**I am an internal applicant, what information is already in Taleo the first time I go in?**

- As an internal applicant, your personal information, such as address and phone number, is pulled over from MySelfServe.
- Please note: Documentation, such as transcripts, resume and references, do NOT automatically pull over.

**As an internal applicant, how do I change my phone number or address?**

- As an internal applicant, you can change your phone number or address by going into MySelfServe and selecting “Personal Details.”
- To change address, click on the arrow to the right of “Address” and a small window will open up. Change address and click “Save.”
- To change phone number, click on “Contact Detail” and click on the arrow the right of the phone number and a small window will open up. Change phone number, label it, and click Save.

**I am an internal applicant, where do I upload documents such as resume, transcripts, certifications, etc.?**

- You will be prompted to upload any pertinent documents when you apply for a position.

**What is the file limit size?**

- All files loaded together cannot be over 10mb.

## FAQ for ALL Applicants

### How do I search for positions?

- Once in the Career Site you can
  - Type in specific keyword or requisition id at top to narrow list
  - Type in location at top to narrow list
  - Select specific fields over to the left to narrow list
  - Search through list for desired position

### How do I set up an account?

- External Candidates –
  - Create a username and a password that you will remember, or
  - Sign in with Google Account or Yahoo Account
- Internal Candidates –
  - Your account is automatically created as a current employee

### What if I forget my log in information?

- External Candidates –
  - Click on *Forgot your username?* to receive information through email
  - Click on *Forgot your password?* to receive information through email
- Internal Candidates –
  - If accessing through a network computer within the district, you will be logged in automatically through your district credentials
  - If accessing through a device or a computer outside of the district, log in with district credentials to Office 365 for Staff Links to gain access. If you forget your district credentials, you can reset by clicking “forgot your password” or you call the Technology Help Desk at 281-634-1300

### Where do I add my documents and references?

- Once you have started to apply for a position, you will see boxes across the top of sections that need to be completed. There will be a box labeled Attachments and a box labeled References. Please Note: All files loaded together cannot be over 10mb.

### Where do I see if I submitted my application and the status?

- After applying, you can view all your submissions by clicking the **My Jobpage** tab. You will see your Draft Submissions, Your Completed Submissions, and Withdrawn Submissions
- Under the position/s, you will see the Job Status and Submission Status.

### What if I didn't receive an email regarding a position or can't find it?

- Click on My JobPage and under the position; you will see View Email Messages. All emails sent to you regarding the position will be sent to the email address you provided and a copy will be in Taleo.

### What if I have additional questions regarding Taleo?

- Submit additional questions through [Talent Connection](#) > Taleo

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