

## Applicant FAQ's

***Question: How do I apply online for a specific vacancy?***

Answer: On the application you will complete a page labeled Vacancy Desired. Select the positions you wish to apply for. If you click the JobID link you will be provided with additional information on the position.

***Question: I do not have a computer or internet connection at home. Can I submit a paper application?***

Answer: No. Horry County Schools does not accept paper applications. All employment applications must be submitted via the online application system. The school district currently maintains two application kiosks in the Human Resources office should you need access to a computer. You can also access the online application via the internet at a local public library or the Coastal Workforce Center. Please contact Human Resources if you have a disability that prevents you from submitting an online application and would like to make a request for a reasonable accommodation to the application process.

***Question: What if I have forgotten my User ID and/or password?***

Answer: Click on the "Forgot Password" link located within the log-in section. Your information will be e-mailed directly to you. If you have forgotten what e-mail address you used as your login, please contact the Human Resources Office.

***Question: How do I find out what jobs are currently available?***

Answer: All jobs are listed in the system. They can be viewed by categories or locations.

***Question: Can I apply for more than one job at a time?***

Answer: Yes. Select the jobs you are interested in applying for on the Vacancy Desired page.

***Question: Are all the sections of the online application required?***

Answer: No, but you would want to complete the entire application and provide us with as much information as possible. We highly encourage you to attach a resume. All required fields are marked with a blue arrow.

***Will I be contacted for a job interview?***

Answer: After applications are reviewed, applicants qualified for specified positions are referred to principals or other hiring managers for their consideration. Principals/Hiring Managers then contact the candidates they are interested in interviewing. The Division of Human Resources does not know who will be contacted for interviews.

***What happens to my application after I submit it?***

Answer: Once you apply, you will receive an email confirming submission of your application. All applications are reviewed and screened against position qualifications. Principals and hiring managers will contact candidates who best meet the position requirements.

***How frequently do you update the job postings?***

Answer: Job postings are updated daily with the addition of new positions and the removal of filled positions.

***Can I update an application once it has been submitted?***

Answer: Once you have submitted an application, you can make changes before the job closes.

***Do I have to re-enter my information every time I apply?***

Answer: If you have already submitted an application in the past, the information you entered will populate your new application so you do not have to re-enter the same information every time you apply. There may be additional pages to complete that pertain to the position you have selected.

***Why do you exclusively accept electronic applications? Why don't you accept paper or emailed resumes?***

Answer: The advantages of an electronic application system benefit both the applicants and the school system. The electronic application system provides more search options for applicants and more timely updates to job postings. In addition, applications to Job Openings can be processed expeditiously.

***At what time does a job posting close?***

Answer: If a closing date appears on the posting, the posting will close at midnight on the day listed.

***I received an email stating my online application is incomplete. How do I know what is missing?***

Answer: We do not consider incomplete applications that have not been submitted. Log on to your online application and review each page for completeness and click the Finish and Submit button.

***Can I apply for a position even though there is not a specific one posted as available?***

Answer: Yes, if you are interested in future openings in a specific area please select that under the application page "Position Desired".

***Should I submit my original transcripts when I apply for a position?***

Answer: No, you do not have to submit original transcripts. You should upload your scanned transcripts into your application. Original transcripts may be required upon hire and you would be asked to provide them at that time.