

## **To apply online through TalentEd as an internal candidate:**

For internal applications the application has been shortened to include only the necessary information making the internal application process streamlined and more efficient.

### **Internal Candidate Instructions**

*(for candidates that have never applied internally via TalentEd before, returning internal candidates can skip to below instructions)*

1. Visit: <http://www.casdschools.org/>
2. Hover over: “Departments”
3. Click on: “Human Resources”
4. Click on: “Employment Opportunities”
5. Click on: “Job Opportunities”
6. Click on: “Internal” *located at the top of the screen*
7. Click: “Yes, I am an employee”
8. Enter in your district email address (ie: smithj@casdschools.org)
9. Begin completing your profile
10. Click “Save and Continue”
11. Find the position you wish to apply to and click “Apply”
12. Click “Apply for this Position”
13. Complete the required fields of the application and click “Submit” at the end. Please note there will be multiple pages that you will have to hit “Save and Continue” at the bottom of each one.

### **Internal Candidate Instructions**

*(for returning candidates that have applied internally via TalentEd before)*

1. Visit: <http://www.casdschools.org/>
2. Hover over: “Departments”
3. Click on: “Human Resources”
4. Click on: “Employment Opportunities”
5. Click on: “Job Opportunities”
6. At the top of the screen enter in your username and password
7. Complete steps 11 through 13 above.