

## **How does the interview and hiring process work at Neshaminy?**

We are so pleased that you are interested in the Neshaminy School District!

Here's what to expect during the interview to hire process:

- Was my application received?

Once your application is complete, there is an automated email that confirms your application. It may arrive in your junk or spam folder. Here is a sample of that message:

*Dear Applicant,*

*This e-mail confirms that your application has been received. Below you will find a summary of your application. You may check the status of your application at any time by visiting the careers web site.*

*Applicant Name: Jane Doe*

*Posting Name: Elementary Teacher - Anticipated 2023-2024*

*Posting ID: 2792*

*Application Date: 5/17/2023 7:40 PM*

*Job Type: Elementary Certified*

### **For new school year hires:**

We typically post anticipated new school year positions in April and then begin interviews in May and then continue through the summer.

- What is my application status?

This is a question we receive frequently. Many of our new school year postings are generic or have multiple positions open. For example, Elementary Teachers, Secondary Teachers, Special Education etc. Our principals review all applications and if you are selected as a candidate, you are contacted for an interview.

There are several rounds of interviews each month as we recommend applicants for hire at each board meeting in May, June, July and if need be, into August. Since we are continuously interviewing and hiring during this timeframe, we do not eliminate anyone from the process. Therefore, we do not update your application in the system unless you've been hired or if the position/posting has been closed.

### **For hires throughout the school year.**

The hiring process during the school year is a bit more streamlined as we are looking to hire right away. These positions are typically filled within 30-45 days or sooner as we have board meetings once a month. Our principals review all applications and if you are selected as a candidate, you will be contacted for an interview.

- What is my application status?

If you are not selected as a candidate, once the position is closed, there is an automated email from the system letting you know that the position has been closed. This may arrive in your junk or spam mailbox.

## What documents are required in my application?

**Clearances** are required for most applications. If you are awaiting certain clearances, go ahead and upload what you have. We will collect the remaining documents upon hire. Your start date may be delayed if we do not have these documents in place upon hire. Here is a link to all required clearances as well as the sites where you can obtain the clearances and the codes associated with them

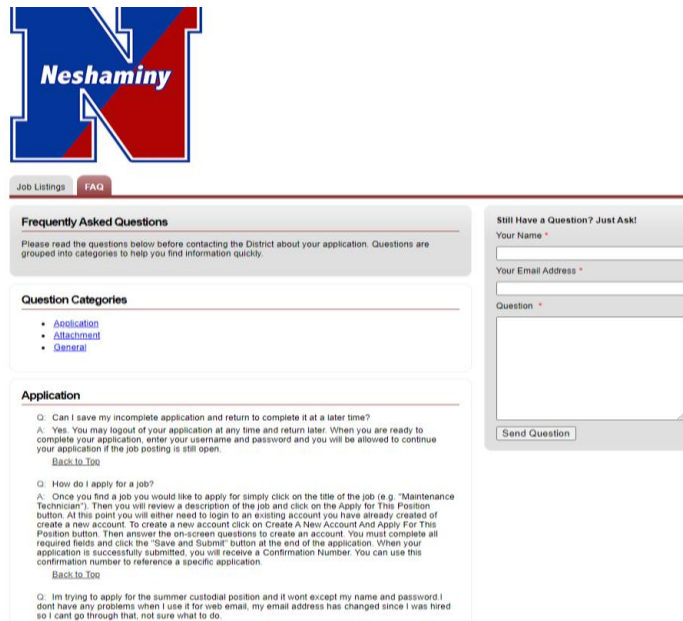
<https://www.neshaminy.org/Page/26162>

**Physicals, TB results and act 168 forms** can be completed / submitted upon hire.

**References** – email addresses and/or other contact information for those who know you professionally. You may also upload formal letters of reference.

## I'm having a technical issue with my application.

Our application site, Talent Ed, <https://neshaminypa.tedk12.com/hire/index.aspx> has 2 tabs -*Job listings* and *FAQ*, see screen shot below. The FAQ or frequently asked questions tab provides data on solving the most common application problems encountered by applicants.



**Neshaminy**

Job Listings **FAQ**

### Frequently Asked Questions

Please read the questions below before contacting the District about your application. Questions are grouped into categories to help you find information quickly.

#### Question Categories

- [Application](#)
- [Attachment](#)
- [General](#)

#### Application

Q: Can I save my incomplete application and return to complete it at a later time?

A: Yes. You may logout of your application at any time and return later. When you are ready to complete your application, enter your username and password and you will be allowed to continue your application if the job posting is still open.  
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Q: How do I apply for a job?

A: Once you find a job you would like to apply for simply click on the title of the job (e.g. "Maintenance Technician"). Then you will review a description of the job and click on the Apply for This Position button. At this point you will either need to login to an existing account you have already created or create a new account. To create a new account click on Create A New Account And Apply For This Position button. Then answer the on-screen questions to create an account. You must complete all required fields and click the "Save and Submit" button at the end of the application. When your application is successfully submitted, you will receive a Confirmation Number. You can use this confirmation number to reference a specific application.  
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Q: Im trying to apply for the summer custodial position and it wont except my name and password I dont have any problems when I use it for web email, my email address has changed since I was hired so I cant go through that, not sure what to do.

Still Have a Question? Just Ask!

Your Name \*

Your Email Address \*

Question \*

We look forward to working with you!