



# Frequently Asked Questions for Job Openings

## **Q. How do I find out what jobs are available?**

**A.** The Cleveland Metropolitan School District publishes available positions via our website, found under the [Current Employment Opportunities](#) link on the [Human Resources front page](#). District employees also receive a Job Posting email notification via the school email account.

## **Q. How do I apply for a job opening?**

**A.** Apply on-line through the [Human Resources website](#).

## **Q. Do I have to complete an application?**

**A.** Yes, an application is required for each position for which you are applying.

## **Q. Can I apply directly with the hiring department?**

**A.** The Human Resources department coordinates the hiring process for all district departments. To be considered for a position, you must submit an electronic application via the website.

## **Q. Can I attach my resume to my online application?**

**A.** No, the CMSD job application system has no provision for attaching files to your application.

## **Q. Can I apply by sending my resume?**

**A.** The Cleveland Metropolitan School District no longer accepts resumes. If you are granted an interview, you may bring a resume with you at that time.

## **Q. I missed the deadline. Can I still apply?**

**A.** All instructions and deadlines must be observed when applying for open positions. Once the posting deadline has passed, no applications will be accepted. All applications must be completed and received on or before the deadline date by 5:00 p.m.

## **Q. Can I apply for more than one position at a time?**

**A.** Yes, you may apply for multiple positions. If you intend to apply for more than one position, you may want to consider becoming a registered user.

## **Q. What are the benefits of becoming a registered user?**

**A.** Registering will allow you to save a completed or in-process application and update it at any time, using a self-assigned user ID and password. Registering has the added benefit of allowing you to use the saved application to apply for any available position without having to reenter the information each time.

## **Q. Why do some postings refer to a "salary schedule" and do not list an actual amount?**

**A.** The salary for some licensed positions are determined by degree level, semester hours, years of experience or service, military experience and other factors. Current salary schedules can be found on the [Human Resources front page](#).

## **Q. How long will it take before I hear if I will be asked in for an interview?**

**A.** Generally it takes 2-3 weeks after the position closes for the interview process to begin. You will be contacted by Human Resources if you are selected for an interview by the hiring department.