How to Enter an Employee Application for a Posted Position
from the
TEAMS Employee Service Center

1. Sign into the TEAMS Employee Service Center found within your MYEPISD home page. Enter your TEAMS User ID and Password.

Start Page | Zimbra Webmail | Directory | TEAMS | episd.org | Log-out

Health Service
Human Resou
Internal Audit
Languages an
Library Learnin
Live Materials/
Center
Maintenance,
New
Operations Su
Planetarium
Policy Office
Print Shop and
Resources
Property Contr
Procurement S
Strategy & Acc
Risk Managem
Special Educa
Speakers Bure
School Handb
School Leader
Division New
Student and P
Student Succe
Survey System
TEAMS Inform

REFINE

EPISD Active Learning Framework

24/7 TECHNOLOGY TRAINING — Powered by Atomic Learning

El Paso Independent School District Anti-Bullying Initiative

Community and Student Engagement Campus Performance Rating Survey Tool

APP of the WEEK

Customer Service Star Quiz | CS Star Form | Presentation

TEAMS Information Center | Brain Breaks | Administrator's Reference Guide | EPISD Emergency Operations Resources | CCRP | TECHNOLOGY SERVICES

Your browser is EPISD compatible! USING: Windows NT UAgent: Chrome 57.0.2987.133 Engine: AppleWebKit v: 537.36

Employee Services

Ask the Superintendent Now Open!

Employee Change Address (Use Emp. Srv. Ctr. for phone nmbr changes.)

Update Emergency Contacts

Enable Windows 7 Secure WiFi NEW

Employee Handbook

Laptop Acceptance Agreement 2011

Google Chrome | Flash Player

TEAMS Employee Service Center

TEAMS Employee Service Center FAQ New

Individual Benefits Summary

Salary Notices

EPCO: El Paso Consultation Organization New

Contracts? go to Employee Service Center ↑

Change my Password New!

org/bullying/

h the web and Windows

ⓘ Luana Romero , you are now logged out.

TEAMS BY PROLOGIC

Welcome to the El Paso Independent School District Employee Service Center

Please log in with your TEAMS user ID and password.

User ID

Password

🔓 Sign On

Forgot Password | Forgot User ID

Need an Account? Register

4. Under Job Selection, click on the appropriate Job Category. These Job Categories match the categories on the EPISD Job Posting Page.
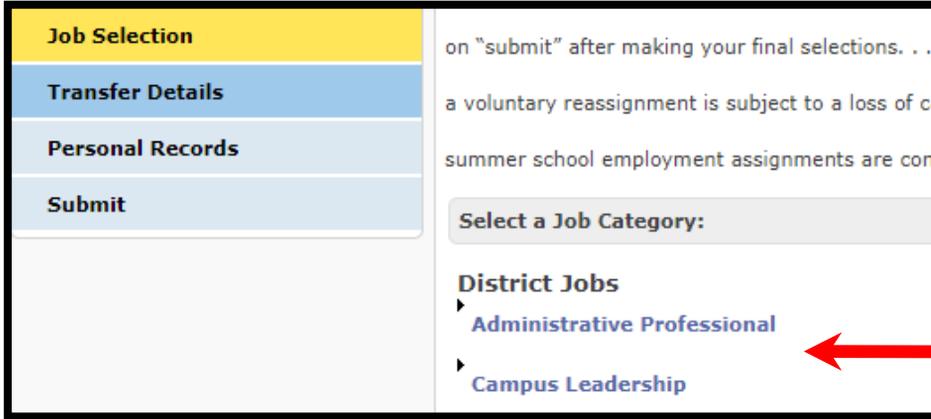
Job Selection	on "submit" after making your final selections. . .
Transfer Details	a voluntary reassignment is subject to a loss of c
Personal Records	summer school employment assignments are con
Submit	

Select a Job Category:

District Jobs
▸
Administrative Professional
▸
Campus Leadership

5. Click on the checkbox for the posted position you wish to apply for. Click SAVE CHANGES.
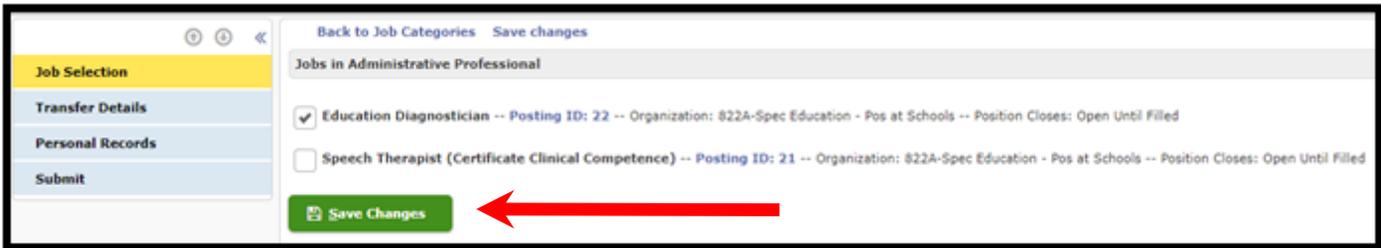
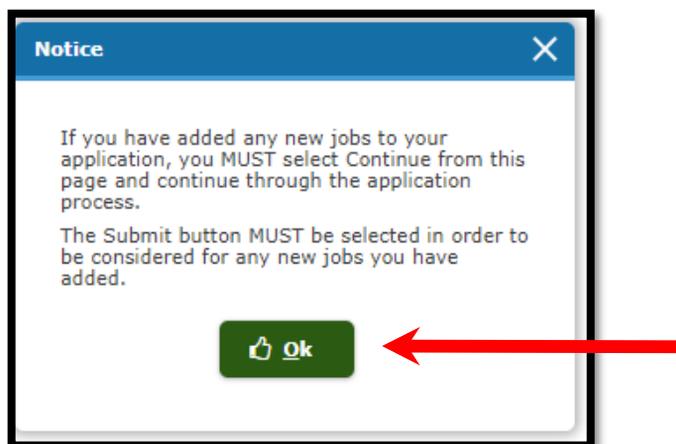Back to Job Categories   Save changes

Jobs in Administrative Professional

- ☑ Education Diagnostician -- Posting ID: 22 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled
- ☐ Speech Therapist (Certificate Clinical Competence) -- Posting ID: 21 -- Organization: 822A-Spec Education - Pos at Schools -- Position Closes: Open Until Filled

Job Selection
Transfer Details
Personal Records
Submit

Save Changes

6. Click OK in the Notice box.

Notice ✕

If you have added any new jobs to your application, you MUST select Continue from this page and continue through the application process.

The Submit button MUST be selected in order to be considered for any new jobs you have added.

👍 Ok

7. From the Job Selection page, click CONTINUE.

Job Selection
Transfer Details
Personal Records
Submit

on "submit" after making your final selections. . . . .LATERAL TRANSFER: This reque

a voluntary reassignment is subject to a loss of campus seniority. . . . .SUMMER EMF

summer school employment assignments are considered 'at-will' and are subject to

Select a Job Category:

District Jobs

▸ Administrative Professional You have selected: Education Diagnostician - 22

▸ Campus Leadership

▸ Paraprofessional

▸ Summer School Middle

▸ Summer School Professional

▸ Summer School SPED (ESY)

▸ Teacher Career & Tech Ed

▸ Teacher Elementary

▸ Teacher High School

▸ Teacher Middle School

Continue ↩ **Cancel** 🗑 **Delete Application**

8. Select Assignment or Location as your application preference. If you applied for more than one posted postion, you may move the assignment or location up or down depending on the order of your preference. Click CONTINUE.

9. Select 'Posted Position' as the Application reason. Click CONTINUE.

10. The position you are applying for will most likey require three references. Click ADD to add your references. All required fields are designated with a red star. When you are finished, Click OK. Proceed to add additional references. When all references have been added, Click CONTINUE from the References page.

ⓘ At least 3 references are required for the selected jobs

≡ **References**

Name

🞢 **Add**   ✎ **Edit**   🗑 **Delete**

Reference

Type:	★	[dropdown]
First Name:	★	[ ]
Last Name:	★	[ ]
Title:		[ ]
School/University/Company:		[ ]
Country:	★	United States Of America
Zip:	★	[ ]
Address Line 1:	★	[ ]
Address Line 2:		[ ]
City:	★	[ ]
State:	★	Texas
Phone:	★	[ ] - [ ] - [ ] ext [ ]
Email:		[ ]

👍 **Ok**   ✖ **Cancel**

≡ **References**

Name

Jesus Corral

🞢 **Add**   ✎ **Edit**   🗑 **Delete**

Continue   ↩ **Back**

11. Any certification Human Resources has on file for you will be displayed in the Certifications screen. Contact Human Resources if you have questions concerning your certifications on file. Click CONTINUE.

Certification	Endorsement	Tests	Program	Permit	Deficiency Plan	Notes

The information displayed is what HR has on file for you. If you feel this information is incorrect or you need to update your information□, please contact HR at (915) 230-2005.
Select a row below to see associated details.

≡ Certifications

Cert. Type	Level	Subject Area	Issued	Expiration	Submitted for Approval in Texas

Continue   Back

12. Any licenses Human Resources has on file for you will be displayed in the Licenses screen. Contact Human Resources if you have questions concerning your licenses on file. Click CONTINUE.

The information displayed is what HR has on file for you. If you feel this information is incorrect or you need to update your information□, please contact HR at (915) 230-2005.

≡ Licenses

License Name

Continue   Back

13. Any education history Human Resources has on file for you will be displayed in the Education History screen. Contact Human Resources if you have questions concerning your education history on file. Click CONTINUE.

The information displayed is what HR has on file for you. If you feel this information is incorrect or you need to update your information□, please contact HR at (915) 230-2005.
Select a row below to see associated details.

≡ Education History

Institute Name	Degree Earned	Major Subject

Continue   Back

14. Add all attachments required for the position you are applying for. Click Upload and select your document. Choose the Type of attachment from the Type drop down menu. Click CONTINUE.

Please note: The required Affidavit form must be filled out and uploaded. Please find the form on episd.org under Join Our Team, Job Categories pages.

15. Click SUBMIT. Your application has been submitted.