

# Job Seeker Guide

## Highlights & Key Issues

### 1 LOG IN

Go to [www.teachers-teachers.com](http://www.teachers-teachers.com) .

Enter Username and Password  
or register as needed.

### ACCOUNT DISPLAY

### 3 PORTFOLIO TAB

- Create and store your resume
- When applying, employers request either:
  - Submit Resume - Resume is sent as the application. Documents are not included.
  - Submit Application - Resume auto-populates the employer's application. Additional questions are asked and documents requested. (Prepare by filling out the resume thoroughly and uploading documents to the portfolio tab.)

#### Resume

Use the Resume Builder on the left and fill in the sections that are relevant to you.

#### Certificates/Licenses

- If licensed, fill in information. If not yet licensed, select the license you expect to receive and indicate you will be graduating from a state-approved teacher preparation program.
- Scroll through the "Position Areas" and select ALL positions this license qualifies you to teach.
- Select all age levels this license qualifies you to teach.

#### Resume Visibility

Make your resume visible to employers to proactively find you. Employers may find you and send you messages or "invites" inviting you to apply.

#### Sensitive Information

Sensitive data is only released to employers if requested during the application process and you grant them permission. By permission, social security numbers are seen by employers. Other data is only shown on general demographic reports.

#### Documents

- Upload prior to applying to a position.
- Documents must be saved as a PDF.

### 4 OPPORTUNITIES TAB

#### Search and Browse

Search: Save customized searches.

Browse: Use filters and keywords.

Click on Job Title to view opportunity.

#### Apply to Job Postings

- To be qualified to apply, you must see a green check next to license requirements.
- A yellow caution symbol denotes that your license does not meet the posting's requirements. (Be sure that in the resume section you have selected all position areas and grade levels that you are qualified to teach.)
- To apply, select "Submit Resume" or "Submit Application".
- Submit Resume: Resume will be sent immediately.
- Submit Application: Complete employer's application. (Be sure all required sections of your resume are complete and all documents requested are uploaded).
- If you are missing a document, submit the application without it. Go to the Portfolio tab to upload the document to your documents list and then return to the Opportunities tab to access your submitted application in Activity History to attach documents.
- If applying to multiple positions with the same employer, you have the option of reusing your previously submitted application.

It's FREE!

TEACHERS-TEACHERS.COM

Job Seeker Help Desk

[info@teachers-teachers.com](mailto:info@teachers-teachers.com)

Get Hired Now at [www.teachers-teachers.com](http://www.teachers-teachers.com)