

## Internal Application Instructions

When the district posts an internal position, an email will be sent notifying employees. Select the link that is listed below to apply. You will see a list of open positions that are available outside of the district. You will **NOT** see the internal postings. To view the internal postings, you will need to select the internal tab on the top right of the page and create an internal account. The instructions are provided.

An internal applicant is an employee who is issued a contract with the district. Substitutes and temporary employees are not considered an internal applicant.

### How to apply as an internal applicant.

Click on the following link. <https://indianola.tedk12.com/hire/>

Once you click on the link the following page will show up.

The screenshot shows the top portion of the Indianola Community Schools hiring website. At the top, there is a dark blue navigation bar with a login form containing fields for 'Username' and 'Password', and a 'Sign In' button. To the right of the login form are links for 'Hire Home | Internal | Admin | Help'. Below the navigation bar is the school's logo, which features a stylized 'I' and 'C' inside a circle, followed by the text 'Proud Traditions ... Unlimited Possibilities' and 'Indianola Community Schools'. Below the logo are two tabs: 'Job Listings' (which is active) and 'Help'. The main content area is divided into two columns. The left column has a 'Welcome' section with instructions: 'To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications. Please be sure and remember your username and password for use on future applications.' The right column has a 'Menu' section with three links: 'Sign Up for Job Alerts', 'View Job Listings', and 'I forgot my Username or Password'. Below these sections is a 'Job Listings' section with a search bar. The search bar has the text 'Search' and a placeholder 'Type any part of the Job Title, Job Type, or Job Location to Search'. Below the search bar is a table header with columns for 'Job Title', 'Posting Date' (with a dropdown arrow), 'Type', and 'Location'.

On the top right of the page select the internal button.



After you have opened the internal page, you will see the screen showed that is for current employees only.

### I already have an internal account:

Log into the top of the page and return to the job postings page. Once logged in you will be able to view the internal postings. Select the position that you would like to apply for and follow the application process.

## New Internal Applicants:

Select **yes** I am an employee. The screen below will show up next. Confirm that you are a current employee. Type "yes" and then continue.

Username  Password   [Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

---



**Proud Traditions ... Unlimited Possibilities**  
**Indianola Community Schools**

---

[Job Listings](#) [Help](#)

---

**This page is for current employees only.**

**I am a current employee of Indianola Community School District**

---

Please confirm that you are a current employee by typing "yes" below.

**I am not a current employee of Indianola Community School District**

---

If you are not a current employee, please [Browse our Available Jobs](#) and fill out a new application for a currently posted position.

---

---

Indianola Community School District  
1301 E 2nd Avenue  
Indianola, IA 50125  
515-961-9500  
515-961-9505

[Help](#)

Powered by [TalentEd Hire](#)  
Copyright © 2005-  
@DateTime.Now.Year - [PowerSchool Group LLC](#)  
and/or its affiliate(s)

After selecting "continue" the screen below will show:



Proud Traditions ... Unlimited Possibilities

# Indianola Community Schools

Job Listings

Help

## Profile Information

Fields marked with an asterisk (\*) are required.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>
Security Question *	<input type="text"/>
Security Answer *	<input type="text"/>

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application.

Enter your current valid email address. We will use the below email address for future correspondence.

Cancel Save

Indianola Community School District  
1301 E 2nd Avenue  
Indianola, IA 50125  
515-961-9500  
515-961-9505

[Help](#)

Powered by [TalentEd Hire](#)  
Copyright © 2005-  
@DateTime.Now.Year - [PowerSchool Group LLC](#)  
and/or its affiliate(s)

The profile information is required.

Enter the information and see the important message on the right side of the screen.

Once your application is complete, you will use your user name and the password that you create below to log into the Jobs area and to edit and update your application.

Enter your current valid email address. We will use the below email address for future correspondence.

After you have completed the profile information and are logged in, you will be able to view the internal postings. Select the position that you would like to apply for and follow the application process.

To begin a new application, choose a job from the available listings below. After your information is complete, you will receive a confirmation number, and your information will be saved allowing you to return at any time to submit additional applications.

Please be sure and remember your username and password for use on future applications.

Always save your work and your user name and password. Central Office does **NOT** have access to usernames or passwords.

Job Title	Posting Date <input checked="" type="checkbox"/>	Type	Location	
<a href="#">Custodians</a>	04/11/2019	Maintenance	Facilities	

After selecting the “apply tab”, you will be directed to the job posting page. The position title is listed along with the details of the open position.



Proud Traditions ... Unlimited Possibilities

# Indianola Community Schools

Job Listings

Profile

Application Status

Interviews

References

Documents

Help

[Sign Out](#)

## Custodians

### Job Description

<https://indianola.tedk12.com/hire/index.aspx>

Single Health and Dental Insurance

Primary Location

Facilities

Salary Range

Per Hour

Shift Type

Full-Time

## Apply Now

Apply for this Position

Internal applications will be accepted  
Thursday, April 11, 2019 12:00 AM -  
Tuesday, April 16, 2019 11:59 PM  
(Central Standard Time)



[Print Job Posting](#)



[Download Job Posting](#)

Select "apply now/apply for this position".

Follow the application process. Enter your information on the profile page, application status, interviews, references and document pages.

Always save your work.

When the application is completed a confirmation will be sent.

When you are completely finished, you will want to sign out.

---

If you are applying for more than one position within the district. You will need to start another application but the system will save your basic information. You will be required to proof read your application and answer any questions that are specific to your position that you are applying for.