

## **FAQ's for IASB Appli™ On-line application system:**

### ***How do I apply for a position?***

Log-in at <https://illinois.executivesearchservices.com/applicant/login.aspx>

Create a user name and password for yourself. You will need to step through the application screens and upload your resume, letters of recommendation, transcripts and proof of superintendent endorsement.

### ***How do I get help on-line?***

A Help Manual is available within Appli™. Select the “Help Manual” icon in the upper right of the page and then the print command. The manual is short and contains detailed instructions for use of the on-line application system.

### ***How do I upload a document?***

Documents that are uploaded as part of the application process are normally filed on a drive in your computer. Documents which are not authored by the applicant such as transcripts or copies of certifications must be scanned into the computer and stored in the same location as the other documents to be uploaded. To upload any of these documents, continue through the application process until you reach the “Document” portion of the portfolio. Select “Add New File” and open the “File Upload” window. Select the document type from the drop down menu, then “browse”. Select the document to be uploaded using the “browse” function and select “upload”. This will convert the target document to .pdf and load it into the system. Continue this process, changing the document type, until you have uploaded all required documents.

### ***What happens when I upload a document where I have previously uploaded one?***

Each time you upload a document, the system adds that one to the list of documents available for assignment to a specific application. You may have several different resumes or cover letters in your portfolio. This is the reason why each document should have a unique name—so you can easily identify that specific document. You may add documents at any time but you may only delete documents that have not been assigned to a specific search. Once a document is in the portfolio, it cannot be changed or modified. You must make changes to the original copy filed in your computer, rename the changed version, and upload the modified version.

### ***Can I view my documents after I have uploaded one?***

You may view individual documents that have been uploaded from the “Packet Documents” window of the portfolio section by clicking on the description of the document. This opens the document in a separate window for review. You may also review your entire application packet including documents by clicking on the “view packet” link in the “View Application” window when you first return to your account. (If there is a system error uploading your document, IASB staff will contact you and ask you to re-upload the document.)

### ***Is there an ideal length for an application?***

The application packet should be long enough for a candidate to “sell” her- or himself to a prospective board of education. The best way to do this is for the candidate to stress accomplishments and show a positive track record. When all required documents are submitted and combined, the application packet should not exceed 30 pages.

***If I send in colored pictures and documents to be scanned in by Appli™, will they show up in color?***

Any documents containing color should either be copied to black and white and then scanned or converted to black and white during the scanning process. This saves memory and minimizes the possibility of corrupting the entire application.

***What happens if I don't submit all "required" documents?***

The system will not allow an incomplete application; this includes one missing any of the required documents, to be submitted. Additionally, the applicant will receive an error message during the document loading process identifying any required documents that have not been loaded. Once all required documents are uploaded and saved, the system will allow the process to continue to the next steps.

***Are there certain documents that shouldn't be submitted with the application?***

We try not to restrict document submission but there are some documents that are best left out of the application file. These include photos of the applicant, PowerPoint presentations and documents with large amounts of color, text, logos or graphics in them.

***What happens once my application is submitted?***

IASB staff will review your application and documents to make sure they are complete. If your application isn't complete or required documents are missing or illegible you will be informed and given the opportunity to add/replace them. This doesn't imply that the information submitted is accurate or presentable as these issues, as well as the quality of content, are the responsibility of the applicant.

***How do I withdraw my application from a position?***

Once you have selected an open search, you have created an application for that position. To withdraw, return to the login screen and your account. When the "Manage Account" window opens, select the application you wish to withdraw, click on "edit" to the left side. This opens the "Review Application" window and you can select the "withdraw application" button on the right side of that window. You will see the red message at the top of the window change to "application is withdrawn". You may now log out of the system.

***Must I submit a new application for each position I wish to be considered?***

You must submit your application packet to each position individually once logged into your Appli™ account. Only one Appli™ account is necessary to submit an application for multiple searches.

Make sure you check the brochure and/or posting to determine the documents required for each position. If you don't submit all required documents, your application will be considered incomplete and may not be reviewed.

It is best if your resume and letters of reference are generic and not specific to a district. However, if you want to make them specific please upload them into the additional documents section.

***Why is a resume required when all of the information is in the application form?***

Many candidates include information on their resume that they don't include on the application form. It is also a way for candidates to present their materials in a customized format of their choosing and provide a professional-looking resume.

***Is a superintendent's endorsement necessary?***

Yes. Illinois has a very rigid certification requirement. An applicant must have or be eligible to receive a valid Illinois superintendent's endorsement. Inquiries regarding certification should be directed to the Illinois State Board of Education; Division of Professional Preparation, 100 North First Street, Springfield, Illinois 62777: 1-800-845-8749 or visit ISBE website at [www.isbe.net](http://www.isbe.net).

***Is a doctorate necessary?***

Please consult the district's announcement of vacancy for a complete list of qualifications desired by the board of education to answer this district specific question.

***How will I know if my application is presented to the board and whether I've been selected for an interview?***

The reviewing team will see every application received by the specified closing date. If you are selected for an interview, the search consultant will contact you to set up an interview with the board of education. If you aren't selected for an interview, you will receive a letter letting you know who was selected at the completion of the search.

***Should an applicant contact the employing board president?***

Candidates are requested NOT to contact board members at any time throughout the search process. All contacts should be with the IASB consultant associated with that search.

***Can an applicant apply for too many positions?***

A board hires only one person to be its superintendent. This means that a number of well-qualified candidates must be passed over, so you should not feel discouraged. Apply for any position for which you feel qualified, but applicants should not apply for positions that they wouldn't accept if offered.

***Will my application be confidential?***

Yes. IASB makes every effort to maintain strict confidentiality of applicant names and materials. IASB encourages school boards to release only the names of the final candidates, which also helps to protect applicant's confidentiality.

***Do I have to pay any fees to use the Appli™ system?***

No. The service is complimentary for all applicants.

For further information contact Mary Torgler at: [mtorgler@iasb.com](mailto:mtorgler@iasb.com) or 630-629-3776, ext. 1217.