

## Frequently Asked Questions

### **I forgot my username and password, what do I do?**

Go to the *Applicant login page*, click on *Forgot username and password*. You will be redirected to a page that will ask for your username or e-mail address. You will receive an e-mail with the information needed to help you login to your account. Please note the recovery e-mail may take up to 24 hours to reach your inbox. For security purposes, Human Resources will not be able to assist you with the recovery of your password.

### **Why do I need to enter my social security number when creating an account in SearchSoft?**

Your social security number is used to create a unique identifier for each employee or applicant in the application system. The system is secured by a 1024-bit encryption system, the same security methods used by major credit card companies and other highly secure online systems.

### **What is the application process?**

Our application process is online and is divided into three (3) steps: The first step is to register and create an account. You will need an e-mail address in order to register. Once you have registered successfully, you will see *Success!* on the screen. You are ready for the second step, which is completing the application. The last step is to attach your application to jobs for which you are interested and qualified.

### **How will I know if anything is missing in my application?**

Click on the yellow question mark in the top right-hand corner of your application. It will list the missing items in an incomplete application. You will see a green check mark next to *Data Requirement Met* when application is complete.

### **How do I know I attached to a job?**

You will receive an e-mail that confirms the District has received your application for x school/position. If you attach your application for 10 positions, you will receive 10 e-mails.

### **I'm unable to find my previous administrator's email address. Can I leave it blank?**

No. We must have an email address for your most current/most recent reference. Our references are electronically sent and returned. Not having correct e-mail addresses will delay the processing of your application. Try contacting your district's Human Resources office, the last school he/she was an administrator, etc.

### **I don't graduate for another few months. Is it too early for me to apply?**

No. We will process as much as we can until your transcripts have the degree-posted and/or your test scores are uploaded.

### **My principal doesn't know I am applying; do I have to put her down as a reference?**

We must have your current administrator prior to being accepted into our qualified selection pool. If you'd like to wait until the school year is almost over, we can begin to process your application, but will need that reference prior to a decision being made.

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### **Do I need to official transcripts?**

Unofficial degree-posted transcripts are acceptable throughout the application process. If offered a contract, official transcripts will be needed at that time.

### **My transcripts are from a foreign university. Do I need to do anything different?**

An approved evaluation company, as identified by the Nevada Department of Education, must evaluate all foreign transcripts. Please click [HERE](#) and scroll to the bottom of the page for a list of approved companies.

### **Do I need a Nevada Teaching License at the time of my application?**

Applicants do not need to have a Nevada Teaching License at the time of application. We review each applicant's documents (transcripts, competency testing, and/or teaching licenses from other states) to predict his/her ability to license. However, the Nevada Department of Education is the licensing authority and makes the final determination. Once a teaching contract is offered, directions to secure a Nevada Teaching License are emailed. For more information on licensing in Nevada, including reciprocity, please click [HERE](#).

### **How long does it take for my application to be approved?**

The time varies depending on how quickly your references are returned and if you have uploaded all required documents. Former employees and applicants answering 'yes' to a background question(s) do go through additional review processes.

### **How will I find out if I made it into the qualified selection pool?**

All applicants are notified of their status via email.

### **What is the next step after my application is approved?**

Approved applications are placed into our qualified selection pool. Principals now have access to your complete application. Principals contact applicants directly for an interview.

### **Do I have to fly to Las Vegas for an interview?**

No. Principals will schedule an interview with you via Skype, Google Hangout, Facetime, and/or phone if you aren't able to be in Las Vegas.

### **How are teachers placed on the salary schedule?**

Please view frequently asked questions regarding salaries [HERE](#).