




Career Gateway

PSBA Career Gateway – Creating a profile


To apply for positions through the PSBA Career Gateway you must first create a profile. There are five sections required to complete a profile.

Basic Info

Enter your first and last name, email and a contact phone number to complete this section.



Career Gateway
Welcome Jesse Demarco



[My Settings](#)

My Profile

First Name <input type="text" value="John"/>	Last Name <input type="text" value="Doe"/>	Email Address <input type="text" value="jdoe@psba.org"/>		
Street Address <input type="text"/>	City <input type="text"/>	State <input type="text" value=""/>	Zip Code <input type="text" value=""/>	Zip Ext <input type="text" value=""/>
Cell Phone <input type="text" value="(111)-111-1111"/>	Home Phone <input type="text"/>	Business Phone <input type="text"/>	Extension <input type="text"/>	
Professional Personnel Identification # (PPID) <input type="text"/>				

Preferences

Enter at least one position you are interested in to complete this section.

The screenshot shows a 'Preferences' section with three main columns: 'Positions Interested In', 'Locations', and 'District Size'.
- The 'Positions Interested In' column has a dropdown menu showing 'Positions - 1 selected'. A list of job titles is displayed below it: Psychologist, Secretary, Security Officer, Specialist, Superintendent, Supervisor, Teacher (checked), and Technician.
- The 'Locations' column has a dropdown menu showing 'Locations - 0 selected' and a 'View Regions' link.
- The 'District Size' column has a dropdown menu showing 'District Size - 0 selected'. Below it are two checkboxes: 'Superintendent Experience' and 'Doctorate', both of which are unchecked.

Education

Enter at least one educational experience to complete this section.

The screenshot shows an 'Education' section with a form for adding an institution. The form includes the following fields:
- 'Name': A text input field.
- 'Type of Institution': A dropdown menu.
- 'Start Date': A date input field with a calendar icon.
- 'End Date': A date input field with a calendar icon.
- 'Type of Degree': A dropdown menu.
- 'Major': A text input field.
At the bottom left of the form is a '+ Add Institution' button. A close icon (X) is located in the top right corner of the form area.

Career History

Enter at least one career experience to complete this section. Make sure to include teaching and administrative positions if applicable.

Career History

Experience

Title

Description

Source: [Icons for source selection]

B ***I*** **U** abe x_2 x^2 [Icons for text formatting]

Styles [Dropdown] Format [Dropdown] Font [Dropdown] Size [Dropdown] [Icons for font settings]

[Large text area for description]


Company Name **Company Phone Number** **Are you currently employed here?** Yes No

Start Date **End Date** **Type of Experience**

Supervisor Name **Reason for Leaving**

References

Enter three professional references to complete this section. Include references you have known for at least one year.

First Name	Last Name	Years Known	
<input type="text"/>	<input type="text"/>	<input type="text" value="0.0"/>	
Organization name	Position	Phone Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

[+ Add Reference](#)

PSBA Search Services has the responsibility of checking references, not only those supplied by you, but also by identifying individuals not included on the reference list who are in a position to judge the quality of your work. We will only conduct references if you are a finalist for the position.

[Save](#)



Supporting Documents

Upload any supporting documents such as a resume or credential or certification.

[- Supporting Documents](#)

Upload Supporting Documents

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Profile Documents				
Document Name	Document Type	Effective Date	Status	Actions
 Certification Subject Area Codes1 (2)2014.02.14.02.13.45.pdf	Resume	02/14/2014	Active	

[Download Supporting Documents](#)

Once your profile is completed you can apply for positions through the PSBA Career Gateway.