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Anchorage School District (Koog Tsev Kawm Ntawv Anchorage)..... 3

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## **Anchorage School District (Koog Tsev Kawm Ntawv Anchorage)**

Cov nplooj ntawv txuas mus no yog cov ntaub ntawv hais txog cov neeg muab kev saib xyuas tam sim no tus uas tau muaj kev nyiam rau kev hloov lub luag hauj lwm kev saib xyuas tshiab nrog rau Anchorage School District.

ASD txhua cov luag hauj lwm tau nthuav qhia nyob rau peb lub vev xaib, [www.asdk12.org/workforasd](http://www.asdk12.org/workforasd). Thaum thov, koj yuav tsum tau thov los ntawm peb cov kev ua hauj lwm txog Kev Ntrhiav Neeg Ua Hauj Lwm thiab Ntiav Neeg Ua Hauj Lwm. Txhua nrho cov tswv cuab ntawm zej tsoom thiab cov neeg ua hauj lwm nyob rau tam sim no uas tau muaj kev nyiam raug cov luag hauj lwm nyob rau ASD li kev thov los ntawm qhov kev ua hauj lwm no. Yog tias koj xav tau kev pab, thov hu rau peb ntawm tus xov tooj hu dawb 907-742-4115.





## Saib Cov Kev Tso Tawm Hauj Lwm Ntawm Kev Saib Xyuas

Los saib cov luag hauj lwm kev saib xyuas uas qhib:

1. Nyob rau nplooj Ua Hauj Lwm rau ASD, nyem rau lub pob xim xiav *View positions open to internal applicants (Saib cov luag hauj lwm rau cov neeg thov sab hauv uas qhib)*.
2. Nyob rau nplooj tom ntej, nrhiav saum lub hau ntawv uas tau sau ua Custodial (Kev Saib Xyuas) thiab nyem rau txoj kab txuas mus rau lwm qhov txhawm rau qhib nws. [Custodial \(2\)](#)
3. Koj yuav pom daim npe ntawm cov hauj lwm uas qhib nyob rau tam sim no. Cov luag hauj lwm uas muaj cim xim liab (Tsuas Yog Sab Hauv) tam sim no tsuas qhib rau ASD cov neeg ua hauj lwm uas twb tau ua hauj lwm tam li cov neeg saib xyuas lawm.
4. Saib rau txhua lub luag hauj lwm txhawm rau nrhiav ib lub uas koj xav los thov rau. Lub hau ntawv tseem ceeb ua qhia pom txog lub npe, hnuv tim tau tso tawm, thiab qhov chaw ua hauj lwm los sis lub chaw hauj lwm.
5. Txuas ntxiv rau Cov Ntaub Ntawv Txhab Ntxiv, Nyem rau *Show/Hide (Tshwm Tuaj/Nploj Mus)* txhawm rau saib qhov kev piav qhia ntawm txoj hauj lwm. Nyem rau txoj kab txuas mus rau lwm qhov dua ib zaug ntxiv txhawm rau kom qhov kev piav qhia ntawd ploj mus.
6. Yog tias koj xav thov rau lub luag hauj lwm, nyem rau lub pob xim liab *Apply (Thov)* nyob rau ces kaum sab xis sab sauv ntawm qhov kev xaus lus lub luag hauj lwm seem. Ohov no yuav qhib lub window (vis dauj) txhawm rau tsim daim ntawv thov tshiab los sis, yog tias koj twb tau qhov uas siv qhov kev ua hauj lwm no ua ntej lawm, koj yuav nkag mus rau koj daim ntawv qhia keeb kwm tus kheej uas muaj lawm.

## **Kev Sau Daim Ntawv Thov**

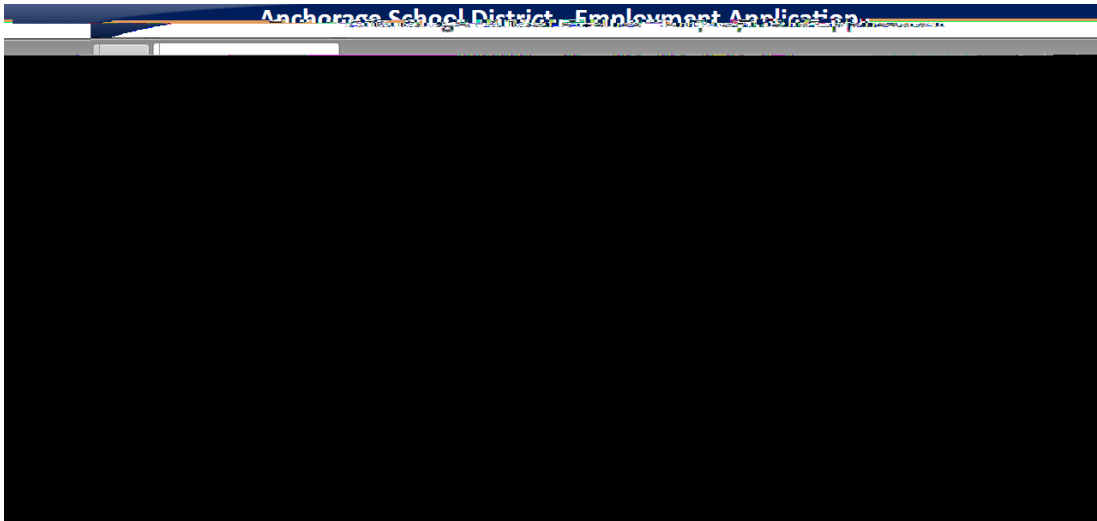
Tom qab nyem rau *Apply (Thov)* rau qhov kev tso tawm hauj lwm, lub vis dauj tshiab yuav qhib rau koj los pib los sis nkag mus rau koj daim ntawv thov. Muaj ntau txoj hauv kev xaiv nyob rau lub tis viv txog kev nkag rau daim ntawv thov. Nyem rau ib ntawm cov hauv kev xaiv ntawd uas siv tau rau koj.

- Pib: Tsim ib daim ntawv qhia txog keeb kwm tus kheej thiab ib daim ntawv thov tshiab rau cov neeg thov uas tsis tau muaj kev thov rau Anchorage School District cov hauj lwm uas siv Kev Nrhiav Neeg Ua Hauj Lwm thiab Kev Ntiav Neeg Ua Hauj Lwm dua li.
- Nkag mus: Tso cai rau cov neeg uas twb tau thov rau Anchorage School District dua lawm nkag mus thiab hloov kho dua tshiab lawv cov ntawv qhia keeb kwm tus kheej thiab/los sis thov rau lwm txoj hauj lwm. Cim tseg tias kev xa rov qab rau cov neeg thov yuav tsum tau tshab xyuas txhua cov ntaub ntawv uas twb muaj lawm thiab hloov kho du. (au)-I co.5 696law -2.9 (r)-1.7 (ow)-1..6 (a)-2.8 (-3.5 (t)-0.6 (o0.6 (j)-2.4 ( )-m)-5.3r





5. Nyob rau nplooj thib ob, xaiv rau *I am a regular employee of the Anchorage School District and applying for a position within my position's same bargaining unit...* (Kuv yog tus neeg ua hauj lwm raws li ib txwm ntawm Anchorage School District thiab thov rau lub luag hauj lwm nyob rau kuv lub luag hauj lwm zoo tib yam nkaus li lub chaw sib tham txog kev hu nqi....)



6. Nyob rau nplooj tom ntej, sau koj li chaw nyob xa ntawv raws Chaw Nyob Ruaj Khov. Yog tias koj muaj chaw nyob tsis ruaj khov yuav tau txais koj tsab ntawv nyob rau lwm qhov chaw nyob, ntaus qhov chaw nyob thib ob no raws li Chaw Nyob Tam Sim No. Nyem rau *Next Page (Nplooj Tom Ntej)* txhawm rau ua txuas mus ntxiv.





13. Nyob rau nplooj *Ntaub Ntawv Pov Thawj Txog Keeb Kwm Tus Kheej Uas Tau Muaj Nrog thiab Pab Txhawb Cov Ntaub Ntawv*, koj yuav tau av lauj cov fais ntawm koj cov ntaub ntawv qhia keeb kwm tus kheej, tsab ntawv thov hauj lwm, cov ntawv muab lus qhia, thiab lwm yam yog tias koj muaj. Koj yuav tsum tau tsim los sis thaj cov ntaub ntawv thiab muab lo rau cov fais los ntawm koj tus kheej; HR Talent Management (Lub Chaw Hauj Lwm Saib Xyuas Neeg Ua Hauj Lwm Tuav Tswj Fab Kev Txhawj Ntse) tsis tuaj yeem thaj los sis lo tau cov ntaub ntawv ntawd rau cov neeg thov.

a. Txhawm rau los av lauj daim fais, nyem rau *Add File (Ntxiv Fais)* txuas ntxiv los sau cov

ntaub ntawv.

15. Thaum koj tau ua tiav txhua nplooj lawm, nyem rau *Finish and Submit (Tiav thiab Xa)*

