

Applicant Guide: How to Apply for a Job

Welcome to our school district's career site portal! We use Red Rover Hiring to provide a modern, user-friendly application experience that works seamlessly on desktop, tablet, and mobile devices.

Topics Covered in this Guide

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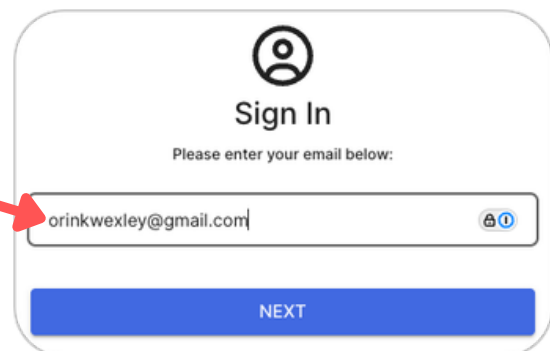
Access the Career Site and Create an Account

Navigate to the district's specific Red Rover jobs page (typically formatted as jobs.redroverk12.com/org/DistrictName). Then create your account by doing the following:

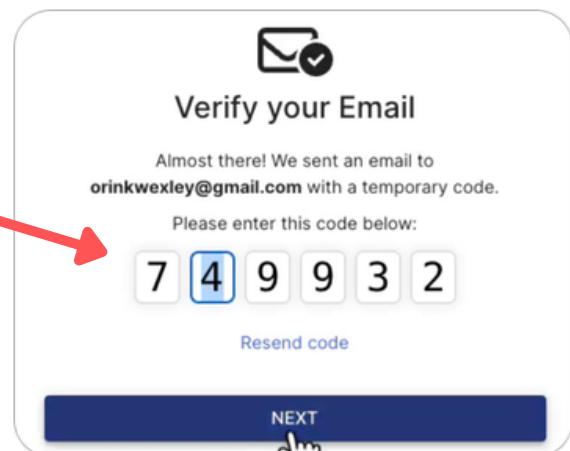
1. Click **Sign In** at the top of the screen.
2. Enter your email address and click **Next**.
3. An email will be sent to the provided address containing a verification code.
4. Enter the code into the Career Site and click **Next**.



You will follow this same login process each time you return to the Career Site.



The screenshot shows the 'Sign In' screen. At the top is a user icon and the text 'Sign In'. Below that is the instruction 'Please enter your email below:'. There is an email input field containing 'orinkwexley@gmail.com' and a lock icon. A blue 'NEXT' button is at the bottom.



The screenshot shows the 'Verify your Email' screen. At the top is an envelope icon with a checkmark and the text 'Verify your Email'. Below that is the instruction 'Almost there! We sent an email to orinkwexley@gmail.com with a temporary code.' and 'Please enter this code below:'. There is a numeric input field with the code '7 4 9 9 3 2', where the '4' is highlighted. A 'Resend code' link is below the code. A blue 'NEXT' button is at the bottom.

Browse Jobs

Once logged in, click **Browse Jobs** at the top of the screen. View open positions by scrolling through all available jobs or using filters to narrow the list to a specific subset. Click on a job title to view the job details.

The screenshot shows the job portal interface for Northshore Hills School District. At the top, the 'Browse Jobs' link is highlighted with a red box. Below the navigation bar, the text 'Northshore Hills School District (Demo)' is displayed, followed by the large heading 'Build the Future with Us!' and a blue 'CONNECT' button. The main search area features a search bar with the placeholder 'Search jobs', a location dropdown set to 'All Locations', a category dropdown set to 'All Categories', and a filter dropdown set to 'All Jobs'. Below the search bar, several job listings are shown. The first listing is for a 'Science Teacher' at Maple Springs High School, with the title circled in red. A red callout box points to this title with the text 'Click the job title to view job details'. Another red callout box points to the 'APPLY NOW' button of the same listing with the text 'Click 'Apply Now' to start an application'. Other listings include 'English Teacher' and 'Social Studies Teacher'.



If there is not a specific job that you would like to apply for at this time, click [CONNECT](#)

This will allow you to complete a general application so that the district has your information on file.

Complete an Application

Once you've found a job that interests you, it's time to start applying! Click the **Apply Now** button to start completing your application. You may be asked to complete a variety of question types depending on the requested information.

*If your application contains a video response question, instructions will appear upon opening the application.

Fine Arts Teacher
Maple Springs High School

FINISH LATER

Setup Video

Welcome!

Resume 0/1

Contact Info 1/1

Education 0/1

Employment History 1/1

Video Response 0/1

Review Application 40%

1 of 1
Education Info
Please fill out all required fields

Please list your education experience.

Institution Name (Required) Delete

University of Illinois Urbana-Champaign

Start Date (Required) 01/01/2025 📅 End Date (Required) 05/15/2025 📅

Active Enrollment

I am currently enrolled / no end date

Did You Graduate (Required)

Yes No

🔴 Did You Graduate? is Required

Degree Name

Bachelor of Arts - English Education

[+ ADD ANOTHER](#)

[PREVIOUS](#) [NEXT](#)

Use the Navigation menu to move between sections.

Click to save changes and complete the application at a later time.

Be sure to complete all required questions.

Move to the previous or next section of the application



The application will automatically save as questions are completed! If you need to return to the application at a later time, click the **FINISH LATER** button and close your browser window.

Video Response Questions

There may be times during the application or interview process in which you are required to submit a video response.



Before recording, you may be prompted to select your camera and microphone settings and “Allow Access” in your browser. It is highly recommended to test your camera and mic before recording.

- Click **Begin Recording** to start recording your response.
- When you are done recording, click **Stop Recording**.
- If the district allows, you may have the option to **Record Again**.
- Once you are satisfied with your recording, click **Continue**.

Setup Video	
Welcome!	
Resume	0/1
Contact Info	1/1
Education	1/1
Employment History	1/1
Video Response	0/1
Review Application	60%

1 of 1
Video Response

Answer the following questions:

- "Why are you interested in this position and our district?"
- "What makes you an effective educator?"

Click to begin recording. If there is a time limit, a count down will appear.

BEGIN RECORDING

CONTINUE

Troubleshooting Video Responses

If you are having difficulty recording a video response, try the following:

- ▶ Ensure your browser has permission to access your camera and microphone.
- ▶ Ensure the correct microphone and camera are selected for your device.
- ▶ Clear your cache and cookies.
- ▶ Update and restart your browser.
- ▶ Restart your computer.
- ▶ If all of the above fail, contact the district to reset the video question.

Review and Submit an Application

Once your application is completed, it is highly recommended that you review it fully before submitting. The **Review Application** section is a helpful place to start, showing which sections of the application may need your attention.

The screenshot displays the 'Review Your Application' interface. On the left, a sidebar lists application sections: Setup Video, Welcome!, Resume (0/1), Contact Info (1/1), Education (1/1), Employment History (1/1), Video Response (1/1), and Review Application (80%). The 'Review Application' section is highlighted in blue. The main content area shows a progress bar at 80% complete. Below the progress bar, a list of sections is shown: Resume (1 issue needs to be resolved), Contact Info (Completed), Education (Completed), Employment History (Completed), and Video Response (Completed). A 'Continue' button is next to the Resume section. At the bottom, there are 'FINISH LATER' and 'SUBMIT APPLICATION' buttons. Three red callout boxes provide instructions: one pointing to the 'Review Application' link in the sidebar, one pointing to the 'Resume' section, and one pointing to the 'SUBMIT APPLICATION' button.

When you are confident your application is ready to go, click **Submit Application**.

Congratulations! Your application is now submitted to the school district for review. After your application is submitted, you may view it at any time by logging into the Career Site and clicking **Review Application**.

Sign Up For Job Alerts

If you would like to be notified of future jobs that become available for this district, log in to the Career Site and click **Manage job alert preferences**. Here you can sign up for email alerts by location or job category!

The screenshot shows the 'Job Alerts' section. It has two tabs: 'Locations' and 'Categories'. Below the tabs, it says 'All Locations'. At the bottom, there is a button with a plus sign and the text '+ Manage job alert preferences', which is highlighted with a red box.