

Frequently Asked Questions (FAQs) NLESD Personnel Package

Q. How do I create my profile?

A. Simply click the “Employment” link on our website, select “Teaching Positions” and then “Register” to access the Profile template. A tutorial is provided at <https://www.nlesd.ca/staff/personnelpackage.jsp>

Q. Will you still be accepting paper or fax copies of applications for advertised positions?

A. The Newfoundland and Labrador English School District has developed the Personnel Package that requires all applicants for all teaching positions, both regular and substitute, to register a profile and apply online for all positions.

Paper and fax copies of applications will no longer be accepted.

Q. What do I need to include in my Profile?

A. The Profile template has a number of fields that you must complete to register your profile. As well, you are required to upload electronic copies of supporting documents such as your teaching certificate and university transcripts. New employees need to upload a police records check with a Vulnerable Sector Query, while continuing employees are required to complete the Criminal Offense Declaration each time that they apply for transfer.

Q. Do all teachers; permanent, replacement, and substitute need a Profile?

A. All teachers who are actively seeking employment need a current profile in the system. As well, permanent teachers will need to create and/or update their profile as this is the tool the District will use to assess “Capability” when redundancies are declared and reassignments made under Article 9.

Q. Who will have access to my Profile and information?

A. Your profile is, in essence, a job application and will only be reviewed by district Human Resources staff compiling shortlists for competitions and approving substitute teacher applications.

Principals and Assistant Principals will have access to the profiles of candidates shortlisted for interviews in their schools for a period time ending when the position is filled. In other words, a Principal will only have access to your information during an open competition in which you are shortlisted for an interview

Q. Once my Profile is active how long will it remain on the site?

A. Once a profile is created it will exist on our website until you delete it. After one year, you will be required to refresh the Profile. A prompt will appear advising you of this when you login.

Q How will the system recognize my contract status (i.e. permanent tenured teacher) with the district?

A. Personnel Package will upload your status and seniority data from the District Database. You will not need to provide this information.

Q: If I have any further questions on the process, who should I contact?

A: If there are further questions or concerns following a review of the tutorials provided here <https://www.nlesd.ca/staff/personnelpackage.jsp>, please feel free to send an email through to personnel@esdnl.ca and a response to your inquiry will be forthcoming.

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