

When applying for an internal position, please use the link <https://haverhill.tedk12.com/hire/index.aspx> to apply. This site will also allow you to view all HPS postings.

The first time you apply as an HPS internal candidate, you will need to create an internal account. Please follow the instructions below. Your new internal account will be specific to Haverhill Public Schools. Under your new account, you will have access to all internal and external HPS postings. An important note... when you revisit the site to apply for future postings, the username box defaults to your work email. Type in your username and password.

Please note these instructions are for staff applying for HPS postings only and does not apply to hiring managers who want to post a position and view candidates.

INSTRUCTIONS:

Applying as an Internal Applicant

1. You will go to <https://haverhill.tedk12.com/hire/index.aspx> and click in the top right corner where it says 'Internal'



2. You will click Yes, I am an employee

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

Yes, I am an employee.

[I am not an employee.](#)

3. It will have you verify by answering the question with your Haverhill email and then you will click continue on the bottom right side

I am a current employee of Haverhill School District

Please confirm that you are a current employee by typing your Haverhill Public Schools email address below.

4. You will then fill out the profile information which is creating your account and click save at the bottom right side

Profile Information

Fields marked with an asterisk (*) are required.

First Name *	<input type="text" value="Test"/>
Last Name *	<input type="text" value="Person"/>
Username *	<input type="text" value="TestPerson"/>
Password *	<input type="password" value="....."/>
Confirm Password *	<input type="password" value="....."/>
Email	<input type="text" value="testperson@gmail.com"/>
Confirm Email	<input type="text" value="testperson@gmail.com"/>
Security Question *	<input type="text" value="Who was your childhood hero"/>
Security Answer *	<input type="text" value="null"/>

- Once you have created your profile you can start applying for jobs.