

## Instructions for Current KISD Employees Applying for Other KISD Positions

Internal applications are submitted using the TEAMS Employee Service Center (<https://killean.tx01.teams360.net/servicecenter/>). As you complete an application, please keep in mind that TEAMS considers all job applications of current employees as transfer requests. Requests for lateral transfers will be considered on a case by case basis for the upcoming school year. Principals will no longer receive a "Transfer List". Employees completing applications for a lateral transfer for a new school year must email the campus principal in addition to completing the transfer request in TEAMS.

- Login – User ID and password. This is the User ID and password used to login to your district computer and/or email.
- Select "My Employment Records" (from list displayed along the left).
- Select "My Employee Transfer Request". *NOTE: For employees receiving the following message "You have completed the separation process from the district. You are no longer eligible to request a transfer. Please visit the district on-line web application."; please visit the KISD employment page to complete an application as an external applicant.*
- To view positions and closing dates, select a job category:
  - o Administration and Prof Spt
  - o Auxiliary Current Openings
  - o Classified
  - o Elementary School Teacher
  - o High School Teacher
  - o Middle School Teacher
  - o Paraprofessional
- After selecting a category, positions are displayed with a corresponding box. To apply, check the box. Once selected, some positions will display locations. If locations are listed, select at least one location. To continue, select "Save Changes".
- After selecting positions and saving changes, you must select "Continue" to follow the online process. If you do not select continue, the positions and locations you selected will not be saved. As you continue through the process, select "Continue" at each screen. Navigating using the menu on left will not save changes – only use this menu to navigate back to "Job Selection"
  - o Transfer Details
    - Preferences (select assignment)
    - Reasons (select application reason(s))
    - Extracurricular (you may add activities, if applicable)
    - References (you may add recent references)
    - Additional Questions (response as required)
  - o Personal Records (on file with Personnel Services)
    - Certifications
    - License
    - Education History
  - o Attachments (attach any additional documents needed to verify education/certification/licensure not currently a part of your district personnel file)
  - o Submit (you must submit application to complete the process). Only submitted applications can be considered.