

[admin_super] Virtual Job Expo Process

From : Rob Hess <hess_r@4j.lane.edu>
Sender : admin_super <admin_super-bounces@4j.lane.edu>
Subject : [admin_super] Virtual Job Expo Process
To : 4J Teachers <cert_all@4j.lane.edu>
Cc : HR Expo <expo@4j.lane.edu>, ADMIN <admin_super@4j.lane.edu>

Fri, Apr 10, 2020 12:21 PM

Dear 4J Licensed Employees –

We want to start by apologizing for the delay in getting information out about this year's Job Expo. Thank you for your patience. We have been in contact with EEA and will continue with the Job Expo process as established by the CBA with the necessary accommodations to account for social distancing guidelines and Governor Brown's *Save Lives, Stay Home* order. We apologize for any inconvenience the virtual process may cause and appreciate your patience and flexibility.

Eugene 4J will hold a virtual (ZOOM) Job Expo from April 28th to May 14th. The Job Expo dates for all secondary level vacancies will be held on **Tuesday 4/28** (round 1) and **Tuesday 5/12** (round 2). Elementary level vacancies will be held **Thursday 4/30** (round 1) and **Thursday 5/14** (round 2). Interviews will occur via Zoom from 4:00 to 7:00 pm on the scheduled dates. EEA members who have been displaced, who are returning from a leave, or who wish to transfer to another building will have the opportunity to interview for open positions for which they are endorsed to teach **or** willing and able to obtain the endorsement.

Bargaining unit members who fit the following criteria are eligible to participate in the Job Expo:

- part-time or full-time job rights
- 0.5 FTE or greater
- contract or probationary
- temporary employees working 0.5 FTE or greater, hired into their temporary assignment prior to **November 1, 2019**, and whose assignment continues through the Job Expo

HR will email all Licensed employees a list of all known District job openings by the end of the day on **Tuesday, April 21st**. After completion of the first round, HR will email an updated list of openings to all licensed employees for round 2. Anyone interested in applying for a district vacancy must fill out the Job Expo Application located at the following link: http://www.4j.lane.edu/wp-content/uploads/2018/03/4J_Internal_Application-for-the-Job-Expo.pdf

You must also complete a Job Interest Form each round, which informs HR of the vacancies you hope to interview for during that round of the Job Expo (maximum of 4) so that we can schedule your interviews. A link to each round's Job Interest Form (Google Form) will be included in each vacancy list email.

Complete your Job Interest Form and submit your Job Expo Application via email to expo@4j.lane.edu by the due date of each round. The due date will be clearly communicated in the vacancy list email. The Job Expo does not use GovernmentJobs.com.

PLEASE NOTE: HR suggests updating your Adobe Reader software (or using the Chrome browser) to ensure you are able to download and complete the internal application and remember to use the SAVE AS feature and check to make sure your information saved properly before sending in your application.

Employees will receive their interview schedule, via email, the day prior to each Job Expo event. Principals will host **10 minute** Zoom interviews (with 5 minutes between each interview). Each principal will send the Zoom meeting link to interviewees the day of the Job Expo. Please make sure you arrive at your ZOOM interview at the scheduled time. This year we will only have two rounds for the Job Expo. We have allowed for a week between rounds 1 and 2 to account for technology difficulties or other unforeseen events that arise from doing the Expo virtually.

All communications regarding the Job Expo will be sent via district email. Please look for correspondence from expo@4j.lane.edu regarding vacancies and vacancy changes during the Job Expo. **All applications and inquiries must be sent by the communicated deadlines to expo@4j.lane.edu.**

When an employee accepts a position during the Job Expo, the newly vacated position will be offered during the second round of the Expo. Round 2 of the Job Expo will begin with an updated list of known vacancies.

The District and Association are pleased to offer this process for District licensed employees to support and streamline the staffing process. Please do not hesitate to reach out to us regarding any questions you have about the process.

Sabrina Gordon Rob Hess
EEA President HR Administrator

Dr. Rob Hess
HR Administrator, Eugene 4J
Licensed Staff Support
Desk: 541-790-7662
Cell: 541-409-5012

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