Frequently Asked Questions

THE NEW SYSTEM AND THE TRANSITION

What Is SuccessFactors Recruiting?

SuccessFactors is LAUSD's new recruitment and applicant management system. This new system will enhance the job application experience and streamline the new hire on-boarding process.

Who Will Be Using SuccessFactors Recruiting?

- All internal and external candidates for Classified (non-teaching) positions (candidates for Certificated positions will begin using the system soon).

- All employees working directly on the recruitment, selection and hiring of new employees.

- Hiring departments will begin using the system soon to view employment lists and hire candidates to fill their vacancies.

Will My Profile in the Past System Transfer to SuccessFactors?

If you are an LAUSD employee or a current external candidate (you recently applied for a job, you are in the process of taking an employment test, and/or you are on an active employment eligibility list) you will have a basic profile set up in the new system. While your name and contact information should be in your profile, you will need to re-enter your job history, educational history, and related information.

If you are not an employee or a current candidate, you will need to create a new account in the system.

If I Already Have a Profile in the System, How Should I Access the System?

LAUSD employees, log in using your single sign-on email and password. For external candidates, log in using the same email that you used in the last system. For the password, you should request a password reset. Please note that if you were previously an LAUSD employee, but you are no longer working for us, please contact our help desk for assistance in accessing the system.

Will I Have Access to the Old System?

Candidates will not have access to the past system. All candidates, including employees looking to promote, are encouraged to create/update their profile in SuccessFactors. A good way to start a new profile is to upload a resume, as the resume will automatically populate part of the profile.

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SEARCHING AND APPLYING FOR A JOB

Can I Search for a List of Current Job Opportunities Without Creating an Account?

If you are an external candidate (you do not currently work for LAUSD) you can view a list of jobs openings without logging into the system. However, if you are a current employee, you will need to log in using your single sign-on username and password, to view the list of promotional job opportunities.

Can I Apply as a Guest Without Creating an Account?

No, you need to create an account and candidate profile to apply.

Can I Update my Application After I Have Applied?

You can update your profile but if a recruitment closes, the updates will not be reflected; however, you can't edit your responses to the job related questions. If you would like to change responses to those questions, and the posting is still active, you will need to withdraw your application and reapply.

Can I Stop Working on My Application and then Continue at a Later Time?

Yes you may, just be sure to save your data before exiting the system; however, the system can only save if you have completed all mandatory fields (fields marked with "*"). Later, when you wish to continue working on your application, you can access your application from your profile and pick up where you left off.

Can I Apply For More Than One Job At One Time?

Yes, you can apply for more than one job; however, you will need to complete a separate application for each job.

LAUSD Covers a Large Area, How do I Indicate Where I Want to Work?

When you complete your application, you will be asked to indicate your preferences in the "Desired Employment Details" section. You can choose to indicate preferences as large as one of our four regions, or as small as one of our 40+ community of schools. Refer to the maps provided to determine where these areas are located.

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CANDIDATE PROFILE

What is the Difference Between A Candidate Profile and an Application?

Your Candidate Profile is your on-line resume, which is maintained in the system on an on-going basis. Your profile is not associated with a specific job opportunity. An application is created when you specify an interest in (apply for) a specific job opening. You must apply for a job to be considered for employment with LAUSD. Typically, your application will consist of your current candidate profile as well as responses to direct, job-related questions.

There is additional information contained in the profile as well such as:
- A list of all jobs for which you have applied including the status of each of your applications
- Any applications you have in draft status
- A list of all employment eligibility lists on which you are currently ranked

UPCOMING JOB OPPORTUNITIES

What If I Don't Find A Job Opening For Which I Want To Apply, But I Still Want To Pursue A Career With LAUSD?

There are several options you may choose to take:
- You can view a list of upcoming job opportunities and plan to apply for jobs of interest when they open for recruitment
- You can create a job alert and be notified when a job of interest opens for recruitment
- You can also create a candidate profile and allow our recruiters to reach out to you when a job opens for recruitment that meets your skillset. In this case, you will need to place a checkmark next to "hear more about career opportunities" in the search options and privacy section of your profile.

NEED ASSISTANCE?

Contact our help desk:

PHONE: 213-241-3455
EMAIL: helpmeapply@lausd.net