

Welcome to the new online application platform for Howell Public Schools.

Internal Application Process:

Internal candidates who wish to apply for open positions are required to complete a short application which asks for basic information. To apply to jobs as an internal applicant, you must currently be employed by the District and have an active “@howellschools.com” email address.

There are two ways to create an internal account. First, we have an “Internal” button enabled at the top right of the screen which will take you through the process of creating an internal account.



The screenshot shows the user interface of the Howell Public Schools online application platform. At the top, there is a dark green header with a search bar for Username and Password, a Sign In button, and navigation links for Hire Home, Internal, Admin, and Help. Below the header is the Howell Public Schools logo and the website URL, HowellSchools.com. A navigation bar contains Job Listings and Help buttons. The main content area is divided into two columns: a Welcome message on the left and a Menu on the right. The Welcome message instructs users to choose a job from the listings and provides instructions on how to return to the application process. The Menu includes links for Sign Up for Job Alerts, View Job Listings, and I forgot my Username or Password. Below the Welcome message is the Job Listings section, which features a search bar and a table of job listings. The table has columns for Job Title, Posting Date, Type, and Location. One job listing is visible: Hockey Coach (Varsity) posted on 04/01/2019, located at Howell High School - 10-12 Building. An Apply button is next to the listing. At the bottom of the page, there is contact information for Howell Public Schools and a footer with copyright and power-by information.

Job Title	Posting Date	Type	Location
Hockey Coach (Varsity)	04/01/2019	Coaching	Howell High School - 10-12 Building

Second, if you have already created an account and would like to change it to internal, select the “Account Settings” option at the top of the screen after you have logged in. On the right side of the page there is an “Account Type” section. Here you can change your external account to internal by selecting “I am a current employee.”

Once you have created an internal account, you will have access to see and apply to postings which are internal only as well as postings which are available to the general public.