

## EdJoin Application and Hiring Process

This *Quick Guide* provides an overview of the application and hiring process and can be an excellent guide for candidates who are interested in applying for a position with Fremont Unified School District.

Fremont Unified School District aims to recruit, select, and retain the highest quality employees to educate and serve our students. To help achieve this goal, we use EdJoin – the most widely-used job posting and applicant tracking system in California districts – to advertise vacant positions and to accept electronic applications from interested applicants.

**How does the application and hiring process work in Fremont?**

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We have tried to make the application and hiring process clear and simple in order to make it easy for great candidates to apply for positions with our district! The overall process from an applicant’s perspective is described in the *flowchart* on the second page of this document.

**What if I have never used EdJoin before?**

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If you don’t yet have an EdJoin account, don’t worry – creating one is easy! EdJoin has published a very helpful user guide that provides detailed instructions for applicants who are using their system. You can find this user guide on the Fremont Unified Website: <http://www.fremont.k12.ca.us> under the Employment tab.

**EdJoin won’t let me attach my documents. What do I do?**

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EdJoin only accepts files in the following formats: .PDF, .JPG, .GIF, .TXT, .RTF. Since .DOC and .DOCX Word documents are not allowed, these files should be saved as .RTF instead. In addition, EdJoin has a maximum size limit of 1 MB (1024 KB) per file, not to exceed 12 MB in total attachments. If any of your individual files or the total size exceeds these limits, consider:

- Saving files as .PDFs (which are typically smaller)
- Saving any .JPG or .GIF files with a lower resolution

**What happens after I submit my application?**

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Through EdJoin, you can see the status of any applications you have submitted. Throughout the hiring process, you will also receive email updates through EdJoin on the status of your application. Typically this includes notifications confirming receipt of the application, whether you have been invited to move forward to the next phase of the hiring process, and the final hiring decision.

**Who can I contact if I have questions about my application?**

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EdJoin has included answers to lots of frequently asked questions on their website and has set up a toll-free help line at [1-888-900-8945](tel:1-888-900-8945). Don’t hesitate to give them a call with any technical questions about using EdJoin.

If you have specific questions about a particular position or application, there is a district contact person listed within each posting who can assist you.

**If I am selected for a position, what happens after I accept my offer?**

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Once you’ve been offered and have accepted a position, there are a few key things that must happen before you can begin work:

- Give notice to previous employer in accordance with contract requirements
- Clear fingerprint screening and background check
- Provide documentation of cleared TB test
- Complete all new hire paperwork
- Attend New Employee Orientation

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## EdJoin Application and Hiring Process Flow

