Ocean Beach School District TalentEd Recruit & Hire

1st Time Internal Job Applicants

Applying for an internal job opening

Step 1. Go to https://ocean.tedk12.com/hire/Index.aspx

Step 2. Click on "internal" in the upper right corner.

Step 3. Click on the box "Yes, I am an employee".

Step 4. Create an account – be sure to remember your user name and password.

Step 5. After you save your profile information you will be directed back to the job listings page.

Step 6. Click on the "apply" button to the far right of the job posting. This will open the job posting with the job description.

Step. 7. Click on "apply for the position" on the right.

Step 8. This will open the "internal" job application form. Fill out the required information. You can attach letters of reference if they are saved on your computer or on a zip drive if you are using a shared computer.

Step 9. Once you have completed the application process and reviewed your information, click on save and submit. You will receive an email notification that your application has been received.

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Returning Internal Job Applicants

Step 1. Go to https://ocean.tedk12.com/hire/Index.aspx

Step 2. Select the job opening you wish to apply for and click "apply" on the far right.

Step 3. Under the section "I already have a Recruit and Hire account with Ocean Beach School District" fill in your user name and password. This will open the "internal:" job application form.

Step 4. Fill out the "Internal" job application form and submit. You will receive an email notification that your application has been received.

NOTE: if a job posting in not marked as "Internal Applicants Only", you can still apply. You will be required to fill out a more extensive job application form and additional documents may also be required.

Questions? If you don't have access to a computer, we can help you with that, too.

Call the HR Department at 360-642-3739