



REACH FURTHER.

Talent Pool Process Frequently Asked Questions

Why has CMS decided to incorporate talent pools? The purpose of creating this process is to ensure schools have the most effective leaders. The goals are to minimize the amount of time taken to fill AP/Principal positions, to build a reserve of competitive talent and clarify the steps to become an AP/Principal.

Will recommendations be uploaded by me personally or can my principal upload them? Candidates can upload their recommendations. For supervisors who would prefer to keep their recommendations confidential, please ask them to send their recommendations to talentpools@cms.k12.nc.us with a subject line of *Talent Pool Confidential Letter of Recommendation*.

I am currently a Literacy Facilitator (or Media Facilitator) and do not have any personal student data linked to me. What type of documentation could I use for this part of the application? We are requesting that you provide any metrics that you have associated with the students you have worked with. We encourage you to ensure the data that you provide does the best job of demonstrating results that you have achieved.

I am trying to apply to the pool and I'm getting an error message. What should I do? If you are having trouble within the application, please contact HRDC at (980) 343-4732 or onlineapplication@cms.k12.nc.us.

If I am a Dean of Students, do I have to apply to be in the pool for APs? Are Deans of Students eligible to enter the talent pool? Current assistant principals and principals are automatically put in the talent pool for the jobs they hold. Otherwise, anyone interested in holding an assistant principal or principal position should apply to the talent pool.

Is there a format for the recommendations? We are requesting that you provide letters of recommendation. Beyond that, it is up to you to determine the format.

Is there a format for showing evidence of growth? Regarding student growth and/or school performance metrics, it is up to you to decide the data to provide and the best way to show it. We would encourage you to ensure the data that you provide does the best job of demonstrating results that you have achieved.

All of my information is in the system - application, resume, letter of interest, recommendations from my principal, licensure details, etc. Will I need to resubmit all of these items? Once the application is complete within MyApp, click on the Jobs link on the left frame and apply to the AP or principal talent pool.

I do not remember my user name and password. I created a new one and do not have access to old information from the old application. What should I do? If an account has been created in

MyApp, click the "Forget your password" link on the sign in page. Your password will be emailed to you. If you are still having trouble accessing the application, please contact HRDC at onlineapplication@cms.k12.nc.us or 980 343-4732.

Do I need to attach college transcripts or my praxis scores? When I go through the application process, there are places to enter these items though they are not listed in the required items. If the application requests college transcripts, praxis scores or any other information, please be sure to complete all the required fields within the application.

Will I be able to save and come back to the application process? Can I go back and edit previous pages if I haven't completed and finalized the entire process? Yes, applicants can edit saved information. If you are having trouble accessing the application or navigating MyAPP, please contact HRDC at onlineapplication@cms.k12.nc.us or (980) 343-4732.

If I am a current AP within the district, am I automatically placed in the principal pool as well or do I apply to be placed in the principal pool? Current assistant principals and principals are automatically put in the talent pool for the jobs they hold.

Do I have to create another application even though I just completed an application for a teaching position? If all the requested information is already a part of your application, then your next step would be to click on the Jobs link on the left frame and apply to the AP or principal talent pool, once the application is complete within MyApp.

What is the size limit of the attachments? Attachments cannot be any larger than 1 MB. If your documents are too big, please send them to onlineapplication@cms.k12.nc.us

My evaluations are in Liquid Office (or McRel). How do I upload them to my application for the talent pool? You will need to reach out to HR to determine if you can get your evaluations electronically. If not, you will need to scan the hard copies so that they can be attached electronically. The reason that candidates will be asked to scan the hard copies of the evaluation if there are no electronic copies available from HR is because the system being used for the talent pool application has not yet been integrated with the system that is used for evaluations and other documents that HR holds. We hope this is a fix we can implement down the road. Until then, we will ask candidates to scan hard copies so that they can be submitted electronically.

I am an individual that teaches but has a curriculum and supervision license. Am I eligible to be in the AP/Principal pool? Principal licensure in North Carolina/another state or eligibility for NC principal license is required to become a part of the talent pool.

What are the school performance metrics that you want attached to the application? It is up to you to decide the data to provide and the best way to show it. We would encourage you to ensure any data that you provide around student growth and/or school performance metrics does the best job of demonstrating results that you have achieved.

What kind of information are you requesting for the past three years' of performance reviews? For internal candidates, we only need your end of year summative evaluations for the past three years. For external candidates, please be sure to provide your end of year evaluations.

If I don't make it into the talent pool, when can I re-apply? Ineligible candidates may reapply one year after their initial application was submitted.