

SUMMER SCHOOL APPLICATION INSTRUCTIONS FOR McALLEN ISD EMPLOYEES

Click on Employment Opportunities then on [Job Opportunities](#).
Then follow steps below:

1. Employees that **have** a SchoolRecruiter Username and Password need to sign in.

Username	<input type="text"/>	Password	<input type="password"/>	<input type="button" value="Sign In"/>
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2. Click on the **Internal** link on top right hand corner to view job postings.

[Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

1. Employees that **do not** have a SchoolRecruiter Username and Password should create one by:

Clicking on the **Internal** link on top right hand corner.

[Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

2. Start the process by completing the new internal applicant question, profile information.

Note: To view only summer school postings do a quick search by typing *summer* in the search box. See sample below:

Job Listings
Search <input type="text" value="summer"/>

Click on the apply button for position you would like to apply. Answer all required questions marked with a red *.