CPS Job Application Instructions

The Talent Office of Chicago Public Schools provides a direct link to the CPS on-line application at hr4u.cps.edu.

Application Tips
Before signing on to complete the CPS online employment application, have the following items ready:

1. Up-to-date resume. Include a Certification section where you list your expected Illinois teaching certification (e.g. 03, 04, 09) and expected Endorsements.
2. Major GPA and overall GPA. In addition, you can submit test scores (ACT, SAT, Basic Skills, etc.).
3. Review the four short-answer questions. Draft a response on your computer (NOT in the application), proofread it, and have others review it. You are allowed to go back and copy and paste a response into the application. You can start the application, but always SAVE so you can return to it at a later time. Open response questions are reviewed and SCORED by NBC Teachers. The categories are Highly Recommended, Recommended, Recommended with Reservations, and Not Recommended. Although the scores will not prevent you from being hired, your results are passed on to principals.
4. You will take a profile survey called TeacherFit. This can take up to 45 minutes and will ask for responses in a number of areas regarding your abilities to manage a classroom, planning, teaching, and student learning, as well as your own self-initiative. Take this part of the application seriously and consider each answer. Candidates are scored and put into three categories (Green, Yellow, and Red). Although your score cannot technically keep you from being hired, it is passed on to principals as part of your hiring profile.

Once Selected
If you are selected for employment, you will be required to have the following:

- New CBC*
- New TB
- Drug test
- Official transcripts

* CPS pays for the new CBC for new employees, but the employee is responsible for paying for the new TB and drug test. You can do the TB/drug test at Mercy Works (our drug test vendor) for about $30.

Day-to-Day Substitute
If you would like to apply to be a Day-to-Day Substitute, watch for information regarding the selection process. CPS opens the “Sub Pool” once each semester and holds mandatory CPS Substitute events that you must attend in order to be eligible. FYI, if you are brought into CPS as a day-to-day substitute, you need to pay for a new CBC, TB, and drug test.
CPS Timeline
It is highly recommended that you complete the CPS online employment application as soon as possible. However, you can start the application at any time and then finish when you are ready. Start checking the CPS E-bulletin for job listings now. The CPS E-bulletin will contain postings for this year, and principals will start to submit postings for the next school year as they hear of retirements and leaves. You should “network” on your own by contacting schools and principals directly. Consider using any breaks as a time to network and reach out to schools, etc. In some cases, principals and assistant principals are working in their buildings during the breaks and they might have a chance to speak (via phone or in-person) with direct hiring authority.

*Keep in mind that CPS is a late-hiring district. Many principals will not finalize hiring for the following school year until late spring/early summer when their annual budgets are complete.*

CPS will keep ISU CTEP informed as to upcoming dates for job fairs and sub events. In addition, you can submit your resume directly to Leslie Ackerman (studentteach@cps.edu) in the CPS Talent Office and indicate that you are an ISU Pipeline student teacher. She will keep your resume on file and forward to any applicable openings that come through the Talent Office.

Stay Connected
Principals and the CPS Talent Office often contact ISU CTEP directly regarding openings. If you are interested in teaching in CPS, go to the ISU Chicago Teacher Education Pipeline Employment Services page (http://teacherpipeline.illinoisstate.edu/employment.aspx) to complete an online form and upload a resume. This will insure that we can quickly match you with a position when we are contacted by principals from our partner schools.