



## TalentEd Instructions

Russell Independent Schools uses an online application program. Paper applications and / or email requests for job postings are not accepted. All applicants must use TalentEd.

### INTERESTED IN EMPLOYMENT WITH RUSSELL?

It's easy and it's all **online!** *Russell Independent School District* (RISD) uses the online application process, TalentEd. Upload your resume, letters of recommendation, and certifications directly into the program! A unique email address is required.

Russell Independent district employees are committed to create an environment of high expectations, to engage every student in work reflecting a high achievement level and to work collaboratively with students, colleagues, families, and our community to ensure student learning. This commitment guides every decision and establishes our priorities.

If you think **Russell Independent** is right for you, go to the RISD website at [russellind.kyschools.us](http://russellind.kyschools.us). Across the TOP BAR of the website select "Employment", and select the submenu "Apply Here". Follow the on-screen prompts to make a username and password, and apply for any position for which you are qualified.

**RUSSELL INDEPENDENT SCHOOLS**  
**"WHERE TRADITION MEETS EXCELLENCE"**

#### How to apply for a position:

- Visit [russellind.kyschools.us](http://russellind.kyschools.us)
- Across the TOP BAR select "**Employment**"
- From dropdown menu choose "**Job List**"
- Select the job for which you'd like to apply
- Click on "**Create new account / Apply**"

*NOTE: there are several pages of the application. You do not have to enter information on every page—only what pertains to you!*

**BE SURE TO REMEMBER YOUR USERNAME AND PASSWORD — this will be required each time you apply.**

Once you have entered all information and completed the application, **you need to click "SUBMIT YOUR APPLICATION" and wait for a confirmation.** For your records, you may want to print out or write the confirmation down.

Your application will always be saved. The next time you want to apply, you will choose "I ALREADY HAVE AN ACCOUNT WITH RUSSELL INDEPENDENT". You will then be asked for your username and password. Your saved application can be viewed and you can add or edit your application information specific to the job posting. You can return to the site anytime and upload or edit information.

"An Equal Education and Employment Institution"