



Regional Education Applicant Program

notes

for Applicants

November 2016

REAP STATES To: Applicants
From: The REAP Team
Connecticut RE: Helpful Tips and Announcements

Iowa

Kentucky **As we enter the winter season, here are a few tips that will make your REAP experience a smoother one.**

Michigan

Missouri

Delete Your Application Only When Necessary

New Mexico

Ohio Obtaining a new job is exciting and is one of the goals REAP strives to help you to achieve. Once you are hired for that new position you may be tempted to delete or deactivate your REAP application. To save yourself from unnecessary time and effort, we advise against deleting your REAP application. Instead, please log into your state's REAP web site, go to "update", sign out on left side of screen and put your application on HOLD. This way, in the event that you need to do another job search in the future, you only need to UPDATE your application. (See Illustration 1)

Pennsylvania

Texas

U.S. REAP

HELP DESK:

Illustration 1

Call:
314-692-1205
1-800-288-8115

Sign-out

Would you like to **hold** your application or **activate** (submit) your application for job consideration.
NOTE: You may return to "active" status later if you wish.

e-mail:
Help Desk
admin@reapmail.net



Fax:
314-692-1297



Regional Education Applicant Program

notes

for Applicants

REAP STATES

Connecticut

Iowa

Kentucky

Michigan

Missouri

New Mexico

Ohio

Pennsylvania

Texas

U.S. REAP

Are You Having Final Submission Difficulty? Check How You Entered Your Phone Number(s) on Your Application

If you are having difficulty doing a final submission, but cannot pinpoint which section you need to complete, check your phone number entry, subsection 1.4, questions 6 and 7. (See Illustration 2).

Illustration 2

6. Main Telephone Number:
 area code - number - Extension:

7. Alternate Telephone No:
 area code - number - Extension:

Enter all seven digits here.

Leave blank unless you have an extension.

Example - area code 314 - number 55555555 - Extension: nothing here (unless you have an extension)

HELP DESK:

Call:
314-692-1205
1-800-288-8115

e-mail:
Help Desk
admin@reapmail.net

Fax:
314-692-1297

There's no dash in the main phone number section - first box is area code(314), second box 7 digit phone Number (5555555), third box is for an extension number(1230), if you have one. Make sure you click on NEXT to save updated information. Then do a FINAL SUBMISSION, Sign your first and last name in the box that says "signature" at the bottom of that page, click on "Submit Application" and then put your application either on HOLD or ACTIVATE.



REAP STATES

- Connecticut
- Iowa
- Kentucky
- Michigan
- Missouri
- New Mexico
- Ohio
- Pennsylvania
- Texas
- U.S. REAP

Another Final Submission Tip – Make Sure You Complete All Sections

In order for the REAP system to let you do a Final Submission, all sections including the optional sections must have “finished” beside them on the main menu. You must open the sections and click next or next subsection all the way through those sections. You must also answer any pertinent questions that you may be asked in order to get a “finished” status. (See Illustration 3)

HELP DESK:

Call:
314-692-1205
1-800-288-8115

e-mail:
Help Desk
admin@reapmai

Fax:
314-692-1297

These must all say finished. To accomplish this fill out with pertinent information and then click on next.

Resume Sections:	Status:	
1. Job Preferences	FINISHED	R
2. Other Positions	FINISHED	R
3. Activity Preferences	FINISHED	R
4. Geographical Preferences	FINISHED	R
5. Current Employer	FINISHED	R
6. National Resume Bank	FINISHED	R

R indicates required section, O indicates optional section

Illustration 3

All subsections must be complete (green with a white checkmark). Cover letter is optional.

- ▶ My Home
- ▶ Instructions
- ▼ My Application
 - ✔ 1. Registration
 - ✔ 2. Job Preferences
 - ✔ 3. Educ. Cert.
 - ✔ 4. Educ. Backgrmd.
 - ✔ 5. Work History
 - ✔ 6. Activities
 - ✔ 7. Background Info.
 - ✔ 8. Prof. Stmts.
 - ✔ 9. Required Tests
 - ✔ 10. Demographics
 - ✔ 11. Essay Q.
 - ✔ 12. Addit. Q's
 - 13. Cover Letter



Regional Education Applicant Program

notes

for Applicants

REAP STATES

Connecticut We hope that the information provided helps to make searching for positions on REAP
Iowa improves the overall experience for applicants. We strive for continuous improvement and
Kentucky appreciate your feedback and suggestions.

Michigan

Missouri Best Regards,

New Mexico Your REAP Team

Ohio

Pennsylvania

Texas

U.S. REAP

HELP DESK:

Call:

314-692-1205

1-800-288-8115

e-mail:

Help Desk

admin@reapmail.net

Fax:

314-692-1297