



# notes

for Applicants

## REAP STATES

Spring 2017

Connecticut

Iowa

Kentucky

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

Michigan

Missouri

**This spring, applicants have been asking some very good questions about how to best use REAP. We have provided some of our top questions and answers below.**

New Mexico

### How do I indicate that I would like to be a substitute teacher?

Ohio

To indicate that you are interested in substitute teaching, you must:

Pennsylvania

Texas

U.S. REAP

1. Log in by entering your username and password.
2. Click on "My Home"
3. On the left side of the screen under the heading "My Application", click on subsection "2" Job Preferences.
4. In the center of the screen click on "1" Job Preferences.
5. Click on "Add".
6. Choose your position category from the dropdown box.
7. Choose the Position and grade level for which you would like to apply and then indicate whether you would like to be notified of job openings in the category.
8. In subsection 2.2: Other Positions indicate (by selecting yes or no) whether you would like to be considered for 1)a teacher assistant or teacher aide position, 2)A substitute teacher position, 3)A long-term substitute teacher position and 4)a short-term substitute position.
9. Do a final submission.
10. Click on "My Home"
11. You may now conduct a job search for substitute positions by clicking on the "Job Search" box.
12. On the left side of the screen, under "Employment Center", click on "Job Search".
13. In the center of the "Job Opportunities" screen under the heading "Teaching Positions", click on "Substitute Teacher".
14. You will now see a list of all of the Substitute Teacher openings for your REAP state.

## HELP DESK:

Call:

314-692-1205

1-800-288-8115

e-mail:

Help Desk

admin@reapmail.net

Fax:

314-692-1297

### How do I view and/or delete a previously uploaded document?

How to view and/or delete old documents:

1. Log in
2. Click on "My Home"
3. Click on the "Upload Documents" box
4. Click on the appropriate document (Resume, transcript, etc.)
5. If you have previously uploaded a document, you will see two buttons, "View" or "Delete".
6. Click on "View" and a copy of your document will be downloaded to your computer. If you wish to delete the document, just click on "Delete" instead of "View".



Regional Education Applicant Program

# notes

for Applicants

## REAP STATES

Connecticut

Iowa

Kentucky

Michigan

Missouri

New Mexico

Ohio

Pennsylvania

Texas

U.S. REAP

### Should I Wait Until I Receive My Certificate Before I Apply to a Position that Requires a Certificate?

When creating a job posting, employers do have the option to select whether they require a candidate to have their certification or not. If they indicate that they do, you will need to wait until you graduate and hold the certificate to apply. Otherwise, the system will not allow you to proceed. As an option you may reach out to the employer to advise them of your situation and ask them how they would like you to proceed.



## HELP DESK:

Call:

314-692-1205

1-800-288-8115

e-mail:

Help Desk

admin@reapmail.net

Fax:

### Why isn't my Other Work Experience showing up on my standard application?

314-692-1297

The standard application is a summary of what you entered using the REAP application process. For teachers, only K-12 work experience shows on the standard application. Many applicants have concerns that employers will assume that the applicant has no work experience. Rest assured, employers are able to see your other work experience in their "Executive Summary" section. If you would like to see everything you entered during the REAP application process, you may download a full detail report. Here are the instructions:

Once logged in, click on My Home, click on the Download Reports Icon, Click on Application Forms to view your standard application. To view your full detail report click on "Full Detail Report". From a PC, you can right click and then select print or do ctrl + P.



Regional Education Applicant Program

# notes

for Applicants



## What is an internet (HTML) Resume?

### REAP STATES

Connecticut

Iowa

Kentucky

Michigan

Missouri

New Mexico

Ohio

Pennsylvania

Texas

U.S. REAP

While completing the REAP application, the registration section, subsection 1.4 question 10 (see illustration below) asks if you to enter the internet address of your internet resume. An internet or HTML resume is a webpage that serves as your resume. For example, you may create a document using Google Docs and then make that document a webpage, complete with its own URL (web address). This is not the only way to add a resume to REAP. Once the REAP application is complete and the final submission takes place, you will be able to upload a PDF version of your resume by clicking on the "Upload Documents" icon.

### Internet address of internet resume (HTML) (if any):



### Is it possible to retract a Job Notified of Interest?

Unfortunately it is not possible to retract or "undo" a notification of interest. If you notified a school or district that you were interested in a position by mistake, the best course of action is to reach out to their HR professional via email or phone to explain the situation and that you would like to be withdrawn from consideration.

### HELP DESK:

Call:

314-692-1205

1-800-288-8115

**If I make changes to my application or upload new documents after I notify an employer I'm interested in their job posting, do I need to click on the "Notify District I'm Interested" icon again?**

It is not necessary to re-click the "Notify District I'm Interested" icon after you make your changes. As long as you do a final submission, all of the changes you made will be viewable by the district the next time they log in and view your application.

e-mail:

Help Desk

admin@reapmail.net

Fax:

314-692-1297

We hope that the information provided helps to make your experience using a smoother experience. We strive for continuous improvement and appreciate your feedback and suggestions.

Best Regards,

Your REAP Team