



Learn more about APS Recruitment here: www.apsrecruits.us

APPLY HERE: WWW.APSCAREERS.ORG

Hire Enterprise (formerly Search Soft) Online Application Tracking System

Directions for New Users

- Open a Google Chrome web browser tab & type in: www.APSCAREERS.ORG
 - Click the **Orange & White “My Application” words** in the upper right corner.
 - Arrive at the Application Log-in page.
 - If you have an account, click the **blue “Login” button**. You will be prompted to insert your Username and Password. Proceed to accept the Disclaimer.
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- If you do not have an account, read the **three (3) Steps** located to the left of the screen, in the **gray box**.
 - Click the **blue “Create Account” button**. You will then be prompted to select your account type; **Select Standard**.
 - Next, for the **“Add Applicant”** page: Select **Support Staff or Certified or Substitute or Teacher or Leadership** as an Applicant Type (*or you can select all five if you are interested in all five job types*); and proceed to enter your general information, username and password. **Click SAVE AND NEXT**.
 - You have successfully created an account. (Account Recovery Questions are optional-but highly recommended)
 - After completing this stage, read and **ACCEPT the Disclaimer**, in order to proceed to **“My Application”** on the next page.
 - Click on **“My Application”** in the **upper left-hand** corner to complete all tabs before applying for the job. Please remember to click **SAVE AND NEXT** after each item.
 - After completing all tabs, you are now ready to **click on “Jobs”** and enter the Job numbers or search for a Job.

For online application assistance, please email: recruitmentservices@atlanta.k12.ga.us