

STEPS FOR INTERNAL CANDIDATES

1. Go to our Website www.bsd44.org
2. Go to **Careers**
3. Go to **Job Vacancies**
4. Click here to view the Job Vacancies for Belgrade School District
5. On the top right hand corner is the following options:

[Recruit & Hire Home](#) | [Internal](#) | [Admin](#) | [Help](#)

6. Click on Internal

Job Listings

Help

This page is for current employees only.

New Internal Applicants

In order to view jobs available to internal applicants, you must first create an online account to identify yourself as an internal applicant.

If you have already created an internal account, you may login with your existing username and password to see all internal jobs.

[I am not an employee.](#)

7. You will be taken to the following page:

8. Click on

9. Confirm that you are a current employee by typing "yes" in the text box.

I am a current employee of Belgrade Public Schools

Please confirm that you are a current employee by typing "yes" below.

10. Click **Continue**

11. Enter the profile information requested. This creates an account for you with your selected user name and password.

12. Once you have created this account, the next time you go to TalentEd, you will log in at the top of the job announcement page.



A horizontal green bar with rounded corners. On the left, the word "Username" is followed by a white rectangular input field. To the right of this field, the word "Password" is followed by another white rectangular input field. To the right of the second input field is a grey button with the text "Sign In" in white.

You will now be able to view internal positions through the TalentEd System.

If you have any questions, please feel free to contact the HR Department at 924-2019 or email us at hrbsd@belgradeschools.com