

TALENT ED: REQUEST FOR PARA SUPPORT



Before we get started...
it's important to know:

Request = Requisition

Para Request Form = New Requisition in Recruit & Hire



I would like to request a new or replacement para...



1. Go to Talent Ed, Recruit & Hire
2. Login
3. Create a New Requisition
4. Fill out the form with all applicable information
5. Choose the required workflow
6. Submit your form



Login link:

<https://sekinterlocal637.tedk12.com/sso/account/login>

Supporting browsers:

-  Chrome
-  Firefox
-  Internet Explorer (9 or higher)

Make sure the heading under the **TALENTED** logo reads as *SEK Interlocal #637 SPED*



SEK Interlocal #637 SPED

Four Products. One Login.

Introducing an easier way to access all of your TalentEd products.

Sign In

Remember username on this computer

[Logging in for the first time?](#)

[Forgot your password?](#)

If you are an applicant and have reached this page in error, please go to our [Careers Homepage](#).



Please use **Chrome**, **Firefox**, or Internet Explorer 9 or higher with JavaScript enabled.

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Enter the same username/password you use for Perform.

Once logged in, make sure you are on the **TOOLS**

After logging in, click on the **Tools** tab



TOOLS

Under the Posting Management click on "Requisition".



Posting Management
Job Postings
Requisitions
Requisition Approval

Application Management
Application Manager

Interviews & Recommendations
My Interviews
Hiring Approvals

Document Library
Document Library

Job Fairs & Career Days
Job Fairs
Career Days

Forms Exchange
Exchange

Once in the Requisition screen, click on

NEW REQUISITION

REQUISITIONS

Requisition Approval (0)

Only show requisitions I submitted.

DRAFT REVISIONS SUBMITTED APPROVED DENIED ASSIGNED TO JOB POOL FILLED/HIRED ARCHIVED

Results 0-0 of 0

ID ▼	Title	Category	Location	Submitter
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DELETE SELECTED ARCHIVE SELECTED

EXIT NEW REQUISITION

Click "New Requisition" to begin the process of filling out your request.

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Fill out the information to the best of your knowledge.

Welcome Lisa Carter Impersonating - SHERI BOEKHOUT End Sign Out

Hire TOOLS DASHBOARD REPORTS SUPPORT

NEW REQUISITION

GENERAL INFORMATION

Title *

Select Job from Template

Shift Type *

Location *

REQUEST FOR PARAEDUCATOR

Number of Paras you are currently supervising? *

Number of Student IEPs you are Primary Provider? *

Explanation of Request:

(Increased student time, new student, change in schedule, etc...)

This request is for a: *

Name of para being replaced:

Describe briefly the reason for:

Type in 'Paraeducator' in the Title text box.

Provide specific details that help to define and/or clarify the purpose of your request.

Number of Paras you are currently supervising? *

Number of Student IEPs you are Primary Provider? *

Explanation of Request:
(Increased student time, new student, change in schedule, etc...)

This request is for a: *

Name of para being replaced:

Describe briefly the reason for leaving:

Anticipated last date: (mm/dd/yyyy)

WORKFLOW

Approval Workflow *

Status **Draft**

Approval Path	1	Jon Bishop	Principal
	2	Christopher Ratzlaff	Assistant Director
	3	Kathy Davidson	HR
	4	Lisa Carter	Information Syst.
			Coord

Select the workflow by clicking on the drop down menu and selecting your building.

Save and submit your request when all the information has been filled out.

WHAT WAS THE PROCESS AGAIN????

- First time you use this process, please reach out to your SEK Building Coordinator for assistance!