REAP

Regional Education Applicant Program

notes

for Human Resources Personnel

REAP STATES

Connecticut

Iowa

Kentucky

Michigan

Missouri

New Mexico

Ohio

Pennsylvania

Texas

U.S. REAP

HELP DESK:

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

e-mail:
Help Desk
admin@reapmail.net

Fax:
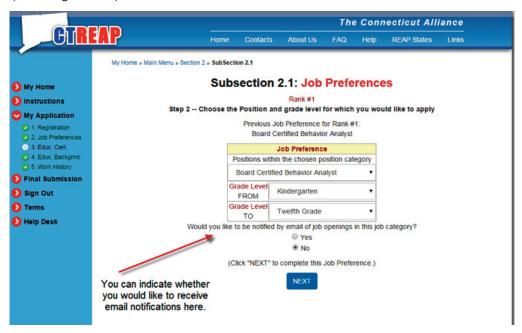314-692-1297

To: Applicants
From: The REAP Team
RE: Tips to Improve Your REAP Experience

Hello REAP members! It's time for the transition from summer vacation to "back to school" mode and the REAP Team has once again put together a few tips to help improve your REAP experience.
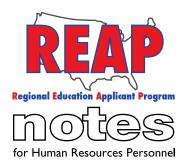
Tips:

1. Email Notifications – It is possible to receive email notification from employers that have created new job postings by selecting "yes" to the question "Would you like to be notified by email of job openings in this job category?" in Subsection 2.1 Job Preferences (see image below).

Important note:
During your job search our recommendation is to not rely solely on email notifications because sending email notifications to interested applicants is optional for schools/districts when creating their job postings. In other words, you may receive notifications regarding some of the job postings that match your job preferences on REAP, but not all of the jobs that fit your preferences. The best approach is to search for your preferred job position daily and have the email notifications as a back up for times when you are unable to proactively search.

2. Links within job postings - Some job postings have links that navigate you outside of REAP's website. In some cases, links guide you back to a school or district's website to fill out an application. Once outside of REAP, we do not have the ability or authority to provide technical or customer service support for applications created by companies such as Applitrack or Schoolspring, but here are some steps you can take to receive assistance according to their websites: Schoolspring – send an email to support@schoolspring.com Applitrack - Go to your application web site (from your home page). At the same point where you can start an application, you can click the link, "Request Technical Help" to fill out a form.

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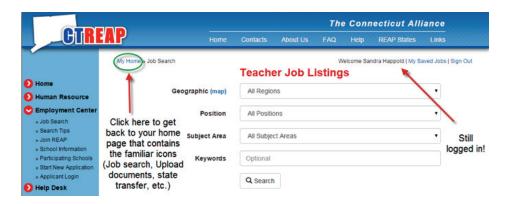314-692-1205
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3. "Home" or "My Home"
Clicking on "My Home" takes you to a webpage that has several icons including "State Transfer", "Upload Documents" and "Job Postings". Clicking on "Home" brings you back to the start screen. This does not mean that you are logged out. In fact, if you click on "Teaching Positions" you will be able to see that you are still logged in until you sign out (see image below).

4. Reminder for logging in successfully - Make sure you have entered the proper web address.
 a. Many applicants who have applications on our state websites (CTREAP, IAREAP, KYREAP, MIREAP, MOREAP, NMREAP, OHREAP, PAREAP and TXREAP) attempt to log in to our national website USREAP, which results in the error message, "Sorry, Username/Password not found!"
 b. REAP usernames and passwords are case sensitive.
 c. REAP usernames and passwords should be 10 characters or less.

5. Certification error message – When notifying a school you are interested in a position, if you receive the message, "You do not appear to have the proper certification for this position"
 a. Make sure you have entered your certifications in subsection 3.3.
 b. If you are anticipating your certification soon, you may receive this message. If you think you may have the certification by the time an employer reaches out to you, it is possible to continue on at your discretion.
 c. Make sure your certification(s) match the certification(s) called for in the job posting.

6. Cover Letters - In most REAP markets, it is possible to create a cover letter as an optional part of the application process. Our recommendation is that you keep it generic (not tailored to a specific employer) since it is possible that your application may be seen by several employers.

We hope that these tips help to make searching for positions on REAP an even better experience for applicants. Thanks again for your great suggestions and for being a REAP applicant.

Best Regards,

Your REAP Team

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