



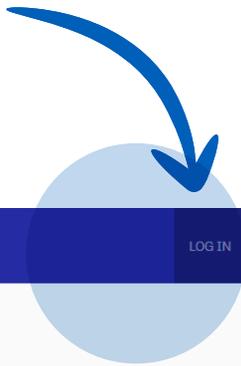
**GUIDE TO REVIEWING**  
**APPLICATION**  
**PACKETS**  
**USING**  
**REVELUS**

**QUESTIONS?**

Contact Sarah Herb at OSBA  
sherb@osba.org | 503-400-3047

VISIT [OREGONSCHOOLBOARDS.MYREVELUS.COM](https://oregonschoolboards.myrevelus.com)

**CLICK** “LOG IN” IN THE UPPER RIGHT-HAND CORNER OF THE SCREEN:



### Open Searches

SEARCH TITLE	JOB TYPE	MEMBER ORGANIZATION	CLOSING DATE	
Lake County SD Superintendent	Superintendent	Lake County 7	4/1/2020 7:59 PM	<a href="#">Apply Now</a>
Arlington SD Superintendent/Principal	Superintendent/Principal	Arlington 3	4/10/2020 12:00 AM	<a href="#">Apply Now</a>
Sheridan SD Superintendent	Superintendent	Sheridan 48J	4/26/2020 1:00 AM	<a href="#">Apply Now</a>
Knappa SD Superintendent	Superintendent	Knappa 4	4/23/2020 11:59 PM	<a href="#">Apply Now</a>
Blachly SD Superintendent	Superintendent	Blachly 90	4/20/2020 11:59 PM	<a href="#">Apply Now</a>

Type in your **EMAIL ADDRESS** and **PASSWORD**

**CLICK** “Log in”:



You are logging into: Oregon School Boards Association

[Log in](#) [Create new account](#) [Reset your password](#)

Username \*

Password \*

[Log in](#)

By clicking "Log In," you agree to our [Terms of Use](#) and our [Privacy Policy](#).

Your **DISTRICT'S SEARCH** will come up immediately and you will see the list of applicants.

**CLICK** on the name of the applicant to view their application materials:

### My Searches

#### [YOUR DISTRICT NAME] Superintendent

20 total applications • Your search closes on 1/15/20.

Show:

All Applicants



FULL NAME	CURRENT EMPLOYER	TITLE	AVAILABLE TO START
John Doe	Example School District #1	Superintendent	2020-07-01
Jane Smith	Example School District #2	Assistant Superintendent	2020-07-01
Brad Brown	Example School District #3	Superintendent	2020-07-01
Robert Sample	Example Public Schools	Interim Superintendent	2020-07-01
Connie Miller	Example School District #4	Superintendent	2020-07-01
Jeff Sample	Example Public Schools	Principal	2020-07-01
Jimmy Adams	Example School District #5	Superintendent	2020-07-01

To display the **INFORMATION** under each application section, **CLICK** on the section name or the plus sign on the right:

**Oregon School Boards Association**

DASHBOARD REVIEW SEARCHES PROFILES SUPPORT SETTINGS MY ACCOUNT LOG OUT

## John Doe

**Superintendent**  
Example School District #1  
Submitted 1/8/2020

[Download Application PDF](#)

- Certifications** +
- Personal Information +
- Address +
- Education History +
- Current Employment +
- Work History +
- References +
- Files- Upload at least 3 reference letters +
- Additional Questions +
- Certification Questions +
- Veteran's Preference +
- Application Questions +

*Snapshot*

**Example School District #1**  
Current District

**Superintendent**  
Current Title

*Application Documents*

- Letter of Interest
- Resume

To view each  
**APPLICANT'S RESUME** and **LETTER OF INTEREST**,  
**CLICK** on the PDF document on the right-hand side of the screen:

## John Doe

### Superintendent

Example School District #1  
Submitted 1/8/2020

[Download Application PDF](#)

- Certifications +
- Personal Information +
- Address +
- Education History +
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- Work History +
- References +
- Files- Upload at least 3 reference letters +
- Additional Questions +
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- Veteran's Preference +
- Application Questions +

### Snapshot

**Example School District #1**  
Current District

**Superintendent**  
Current Title

### Application Documents

-  Letter of Interest
-  Resume



To display **EACH LETTER OF REFERENCE**,  
**CLICK** on “Files-Upload at least 3 reference letters”  
or the plus sign on the right:

The screenshot shows the Oregon School Boards Association application portal for John Doe, Superintendent of Example School District #1. The page includes a navigation bar with links for Dashboard, Review, Searches, Profiles, Support, Settings, My Account, and Log Out. The main content area displays the applicant's profile and a list of application sections. The 'References' section is highlighted with a blue oval and a blue arrow pointing to it. A blue arrow also points to a plus sign (+) next to the 'References' section. Another blue arrow points to a plus sign (+) on the right side of the 'References' section. The 'References' section is currently empty, and the plus sign on the right indicates that the user can click it to display each letter of reference.

**John Doe**  
Superintendent  
Example School District #1  
Submitted 1/8/2020

[Download Application PDF](#)

- Certifications +
- Personal Information +
- Address +
- Education History +
- Current Employment +
- Work History +
- References +
- Files- Upload at least 3 reference letters +
- Additional Questions +
- Certification Questions +
- Veteran's Preference +
- Application Questions +

*Snapshot*

**Example School District #1**  
Current District

**Superintendent**  
Current Title

*Application Documents*

- Letter of Interest
- Resume

Then, **CLICK** on each PDF to read the **INDIVIDUAL LETTERS:**



## John Doe

### Superintendent

Example School District #1  
Submitted 1/8/2020

[Download Application PDF](#)

- Certifications +
- Personal Information +
- Address +
- Education History +
- Current Employment +
- Work History +
- References +
- Files- Upload at least 3 reference letters +
-  Name - Letter of Recommendation - Reference Letter +
-  Name - Letter of Recommendation - Reference Letter +
-  Name - Letter of Recommendation - Reference Letter +
- Veteran's Preference +
- Application Questions +



### Snapshot

**Example School District #1**  
Current District

**Superintendent**  
Current Title

### Application Documents

-  Letter of Interest
-  Resume

To view the statement regarding how the applicant meets the qualities and qualifications of the position, **CLICK** on the **“APPLICATION QUESTIONS”** section or the plus sign on the right:

**Oregon School Boards Association**

DASHBOARD REVIEW SEARCHES PROFILES SUPPORT SETTINGS MY ACCOUNT LOG OUT

# John Doe

**Superintendent**  
Example School District #1  
Submitted 1/8/2020

[Download Application PDF](#)

- Certifications +
- Personal Information +
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- Education History +
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- Work History +
- References +
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- Additional Questions +
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- Veteran's Preference +
- Application Questions** +

*Snapshot*

**Example School District #1**  
Current District

**Superintendent**  
Current Title

*Application Documents*

- Letter of Interest
- Resume

**OREGON SCHOOL BOARDS ASSOCIATION**

Then, **CLICK** on the PDF document to the right of **“UPLOAD A STATEMENT DESCRIBING HOW YOU MEET THE QUALITIES AND QUALIFICATIONS OF THE POSITION...”**:

#### Application Questions

Upload a statement describing how you meet the Qualities and Qualifications of the position (in narrative form, no longer than 500 words).

\*characteristics of a successful administrator.pdf

Upload a letter of reference (maximum of 5)

What is your reason for leaving your last position or wanting to leave your current position?

New opportunity to lead the School District.

Where did you learn about this position?

Contacted by OSBA

When are you available to start this position?

2020-07-01

I consent to the following:

1

I consent to the following:

1

I hereby authorize my current or former education provider employers to release any disciplinary records of a crime listed in ORS 342.143 for which I was convicted.

1

I acknowledge the following:

1

I acknowledge the following:

1

I acknowledge the following:

1

This section is also where you will read the applicant's **REASON FOR LEAVING THEIR LAST POSITION** or **DESIRE TO LEAVE THEIR CURRENT POSITION:**

Application Questions

Upload a statement describing how you meet the Qualities and Qualifications of the position (in narrative form, no longer than 500 words).

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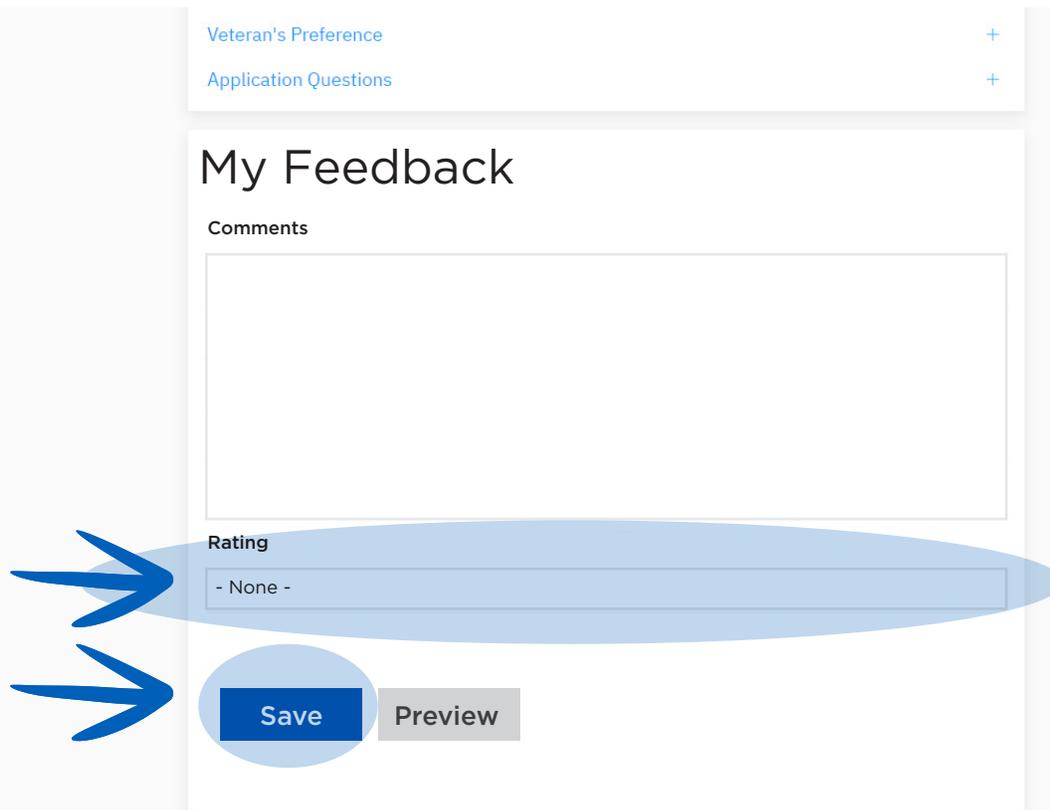
1



Once you have reviewed all applicants' materials, you need to **RATE YOUR TOP TEN APPLICANTS.**

The rating tool is found on the bottom of each applicant's form.

**CLICK** "Save" when you are done rating each applicant:



The screenshot shows a web form titled "My Feedback". At the top, there are two expandable sections: "Veteran's Preference" and "Application Questions", each with a plus sign. Below these is a large text area labeled "Comments". Underneath the comments is a "Rating" dropdown menu currently set to "- None -". At the bottom of the form are two buttons: a blue "Save" button and a grey "Preview" button. Two blue arrows point to the "Save" button, and a large blue oval highlights the "Rating" dropdown menu.

# ADDITIONAL INSTRUCTIONS

- 1 DO NOT USE THE “MY FEEDBACK” SECTION.**  
Make all your notes on your paper ratings sheet.
- 2 DO NOT RATE MORE THAN ONE APPLICANT THE SAME NUMBER.**
- 3 YOU MUST RATE A TOTAL OF TEN APPLICANTS.**  
If you do not, then your ratings will not be considered.



## QUESTIONS?

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