



TEACH Madison FAQs

How do I apply?

1. Visit <https://hr.madison.k12.wi.us/>
2. Click the CAREERS button and then click the VIEW JOBS button to see our current openings. You do not need to create a profile to view jobs.
3. Click the APPLY NOW button to create your applicant profile and link to any jobs you are interested in. You can update your profile at any time.

I'm looking for a job at a specific school. I don't see it. How can I be considered for that position?

MMSD does not post specific school/department vacancies for many of our positions. Instead, we have general "pool" postings. This allows us to collect applications and evaluate who are the best candidates for our schools/departments based on their strengths, interests, and availability. When you are notified you are moving on in the general pool, you are referred for school-specific vacancies as they become available. Our principals decide which referred candidates are best qualified for their vacancies. If you decline an opportunity to interview for a specific position, you remain in the pool and are eligible for other opportunities, unless you contact HR and ask to be removed from the applicant pool completely. If you have questions about a specific position, call Human Resources at 608-663-1693 or email us at teachleadserve@madison.k12.wi.us.

I don't see the job I am interested in. How do I know what's available?

See the section above on how to view jobs. If you have questions about a specific position, call Human Resources at 608-663-1693 or email us at teachleadserve@madison.k12.wi.us.

I completed my TEACH video interview. Now what?

Most of our early candidate contact comes via email. You will receive a decision either way from an HR Analyst within a week of submitting your video interview. This email will contain information about next steps. The TEACH website contains additional information about our process and timeline:

<https://hr.madison.k12.wi.us/teach-madison>

Can I have feedback regarding my TEACH video interview?

An HR Analyst will let you know whether you advance forward to the next stage in the process after your video interview. We do not share specific information about your interview.

How will I know if I've been referred for a position?

An HR Analyst will email you letting you know that you've been referred for a vacancy. The next contact may come from a principal to set up an interview. You will be notified once the position is filled.

I'm graduating in May. Can I apply before I graduate and have my teaching license?

Yes. We encourage you to apply early. As long as you are enrolled in a teacher certification program, we will proceed assuming that you will be issued a license.

How do I know what license I will be issued?

MMSD does not issue licenses. The Wisconsin Department of Public Instruction issues teaching licenses, and can answer your questions.

I keep getting emails saying my application is incomplete. How do I stop them?

These emails will be sent by our applicant system as long as there are required fields in your application that are left unanswered. Please be sure your application is complete; it allows us to best assess your qualifications for a position.

Do I need to attach my official transcripts as part of my application?

We do not require your transcripts at the time of application. However, if you are extended an employment offer, you will need to submit final transcripts to determine salary placement.

Do you require a resume or letters of reference?

We do not require letters of reference as part of your application. Our Board of Education policy states that we must check at least two references prior to making an offer of employment. Those references will be checked by the District, not accepted via letters of recommendation. While a resume is not required, we strongly encourage an updated resume to support your application.

For more information, go to www.mmsd.org/teach-madison.