



Teacher Application and Interview Procedure

Andover Public Schools uses web technology to streamline the application and interview process. We hope you find the process easy and efficient.

Step 1:

Apply online at <http://www.usd385.org>.

Step 2:

When you complete your online application and click on the final button to submit, the application becomes part of the Andover database.

Step 3:

If supportive paperwork was not scanned, please send to Human Resources Department, Andover Public Schools-USD385, 1432 N. Andover Rd., Andover, KS 67002.

Step 4:

Human Resources will consider various factors in advancing applications in the process. You will receive correspondence acknowledging receipt of your application. **(Hint: To keep track of our current job openings, consult our online postings. You must apply for each specific job opening.)**

Step 5:

When principals are ready to interview for a position, they will contact you. This building-level interview will usually take 30 minutes to an hour. Sometimes principals invite candidates back for a second interview, to help the principal and the team narrow the field to the best candidate.

Step 6:

After a building identifies the candidate best suited to the opening, someone will be in touch with you. If you are the selected candidate, there will be another interview with HR, as well as reference checks, background checks, etc. If you are not the finalist, you should receive notice as soon as the position is filled.