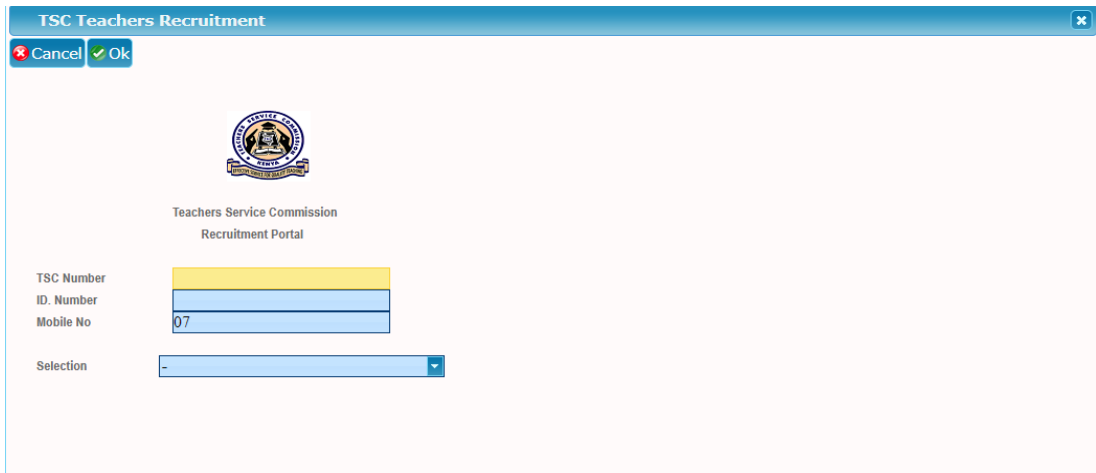


HRMIS ONLINE RECRUITMENT MANUAL FOR TEACHERS

A. Primary Teachers Online Application

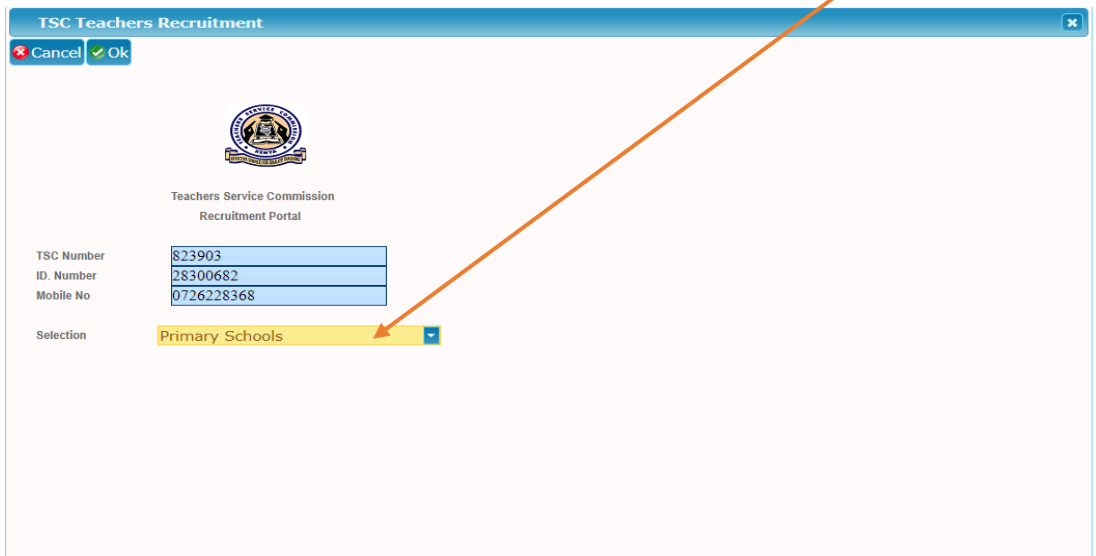
1. Click Career then Teachers/Secretariat then **CLICK** apply for teachers Recruitment/Internship. The screen below will be displayed.



The screenshot shows a web browser window titled "TSC Teachers Recruitment". At the top left, there are "Cancel" and "Ok" buttons. In the center, there is the Teachers Service Commission logo and the text "Teachers Service Commission Recruitment Portal". Below this, there are four input fields: "TSC Number" (empty), "ID. Number" (empty), "Mobile No" (containing "07"), and "Selection" (a dropdown menu with a "-" sign).

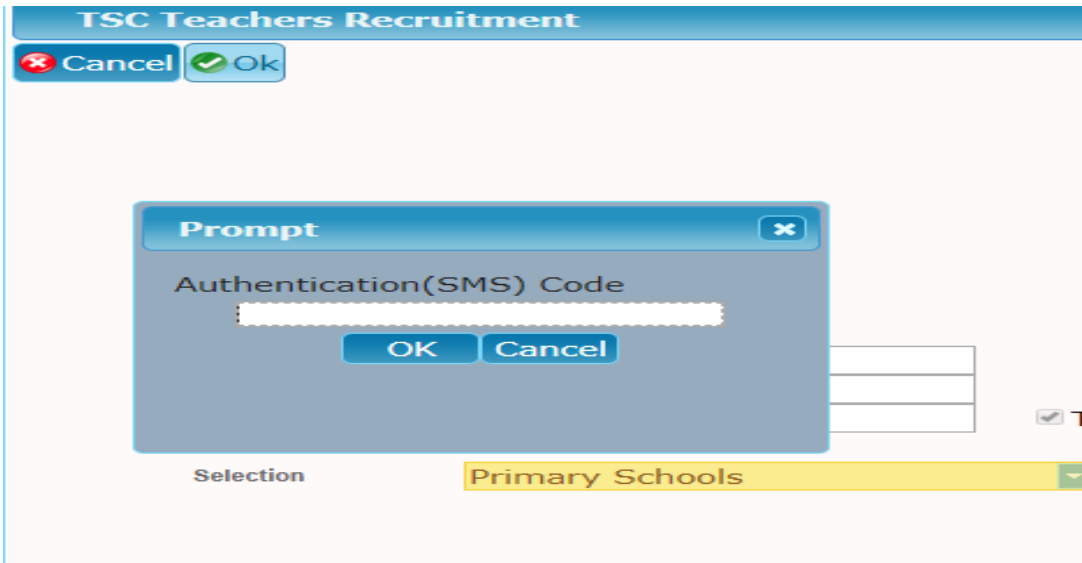
2. Type in the TSC No, ID number and mobile and choose your selection either primary or secondary by clicking the drop down menu as shown below and click ok

(i) This screen below shows the selection for primary

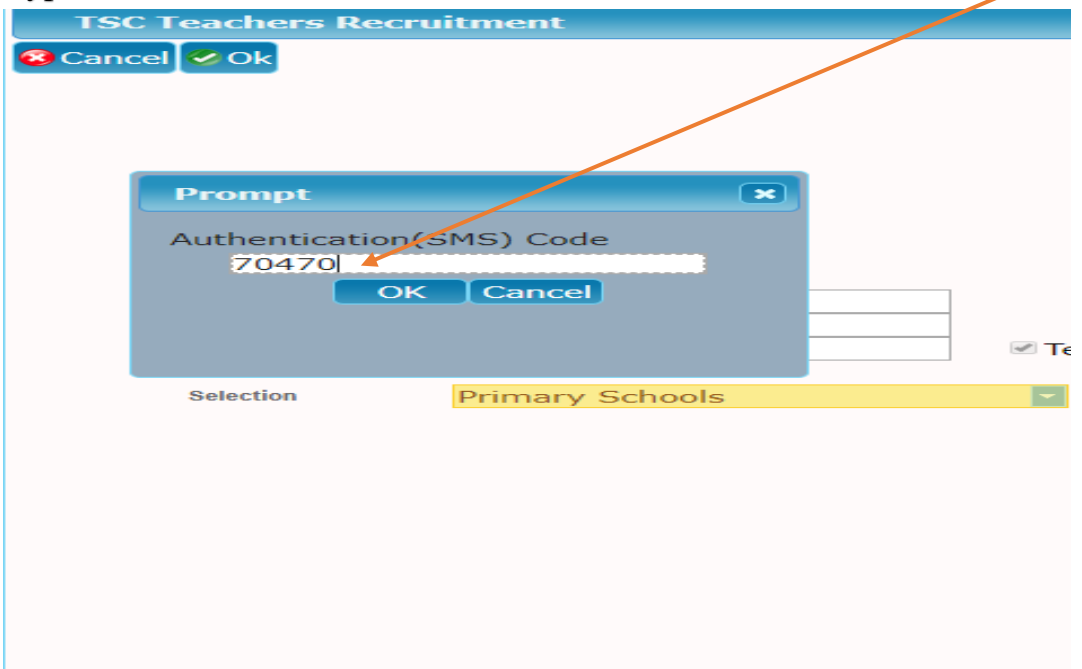


This screenshot is identical to the previous one, but the "Selection" dropdown menu is now set to "Primary Schools". An orange arrow points from the top right of the page towards the "Primary Schools" option in the dropdown menu.

3. The sms code from TSC Kenya will be send to the applicant mobile phone and the screen below will appear



4. Type in the sms code as shown below and click ok



5. The screen below will be displayed. Click on Apply/view as shown below

The screenshot shows a window titled "TSC Teachers Recruitment". At the top left, there are buttons for "Quit" and "Apply/View". Below these are input fields for "TSC" (containing "823906"), "Name" (containing "CHARITY CHEPKOECH"), and "DoB" (containing "20/03/1996"). Below the fields is the text "(no applications to date)". At the bottom, there is a table header with columns: "App.No", "Date", "Adv.Ref", "C.", "County", and "Status".

6. The screen below will be displayed where the applicant will fill in the details

The screenshot shows a "Job Application" form with a "Cancel" and "Ok" button at the top left. The form contains the following fields:

- Ref: A dropdown menu with a yellow highlight.
- Position: A text input field.
- Available from: A date picker (15/15) and Closes: A date picker (15/15).
- County: A dropdown menu.
- Subcounty: A dropdown menu.
- Mobile: A text input field.
- eMail: A text input field.
- PTE Points: A text input field.
- Qualification: A dropdown menu.
- Year of Graduation: A dropdown menu.
- SNE_Trained?: A dropdown menu.
- Disability?: A dropdown menu.
- NCPWD Reg No: A text input field.
- Home County: A dropdown menu.
- Other Remarks: A text input field.

At the bottom, there is a text input field with the label "Select an advert reference number". To the right of the form, a partial view of another window shows "DoB" (20/03/1996) and a "Status" table header.

7. Choose the Ref from the dropdown as shown and fill the other details not auto filled and click ok

TSC Teachers Recruitment

TSC 8239 Job Application 3/1996

(no application)

Cancel OK

Ref 1000/09/2019 P1 TEACHER (30/09/2019) 03/10/2019
New

App.No

Position 6PCGG P1 Teacher

Available from 25/09/2019 Closes 30/09/2019

County 36 BOMET (21 VACANCIES)

Subcounty 196 BOMET EAST

Mobile 0726228368

eMail maimeliro@gmail.com

PTE Points 23 Qualification Certificate

Year of Graduation 2016

SNE_Trained?

Disability?

NCPWD Reg No

Home County KERICHO

Other Remarks will do my best given the chance

(new job application)

8. The screen below will be displayed. Click yes as shown

The screenshot shows the 'TSC Teachers Recruitment' application form. A 'Job Application' dialog box is overlaid on the form, containing the text: 'I declare that the information provided is accurate to the best of my knowledge.' Below the text are 'Yes' and 'No' buttons. An orange arrow points to the 'Yes' button. The background form includes fields for TSC (8239), Ref (1000/09/2019 P1 TEACHER (30/09/2019)), Position (6PCGG P1 Teacher), Available from (25/09/2019), Closes (30/09/2019), County (36), Subcounty, Mobile (0726), eMail (main), PTE Points, Year of Graduation, SNE_Trained?, Disability?, NCPWD Reg No, Home County (KERICHO), and Other Remarks (will do my best given the chance).

9. The screens below will be displayed showing the list of applications done by applicants.

NOTE: The teacher can make several application in different counties/sub counties

(i) This is one application

The screenshot shows the 'TSC Teachers Recruitment' application list. The header includes 'Quit' and 'Apply/View' buttons. The form displays TSC (823906), Name (CHARITY CHEPKOECH), and DoB (20/03/1996). Below the form, a table lists applications:

App.No	Date	Adv.Ref	C.	County	Status
73348	03/10/2019	1000/09/2019	36	BOMET	New

An orange arrow points to the 'New' status in the table.

(ii) List of several application for different counties

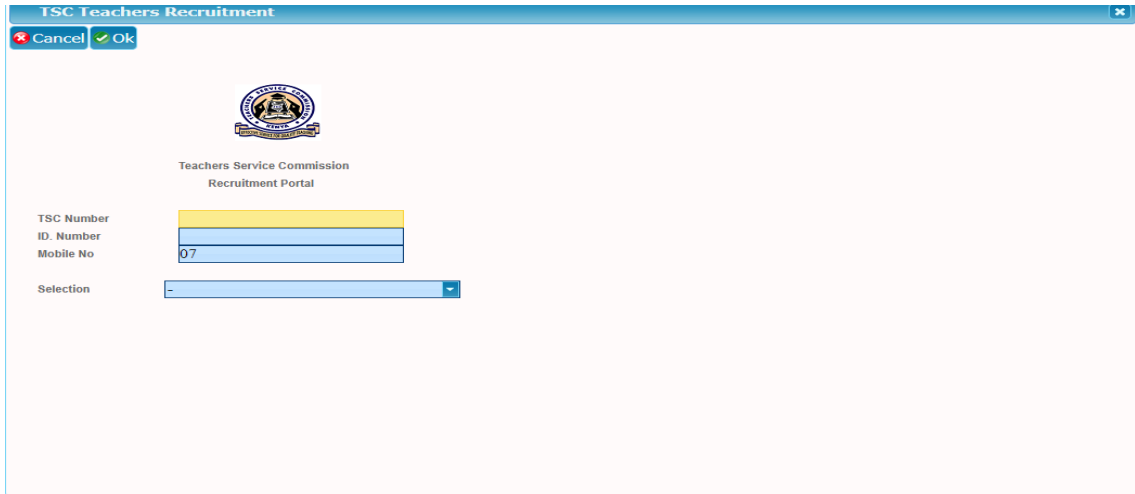
Quit Apply/View

TSC Name DoB

App.No	Date	Adv.Ref	C.	County	Status
71762	21/03/2019	04/02/2019	37	KAKAMEGA	Pending
71763	25/03/2019	REC/09/02/2019	01	MOMBASA	Pending
71764	28/03/2019	04/02/2019	12	MERU	Pending
71765	28/03/2019	R/123/10/18	19	NYERI	Pending

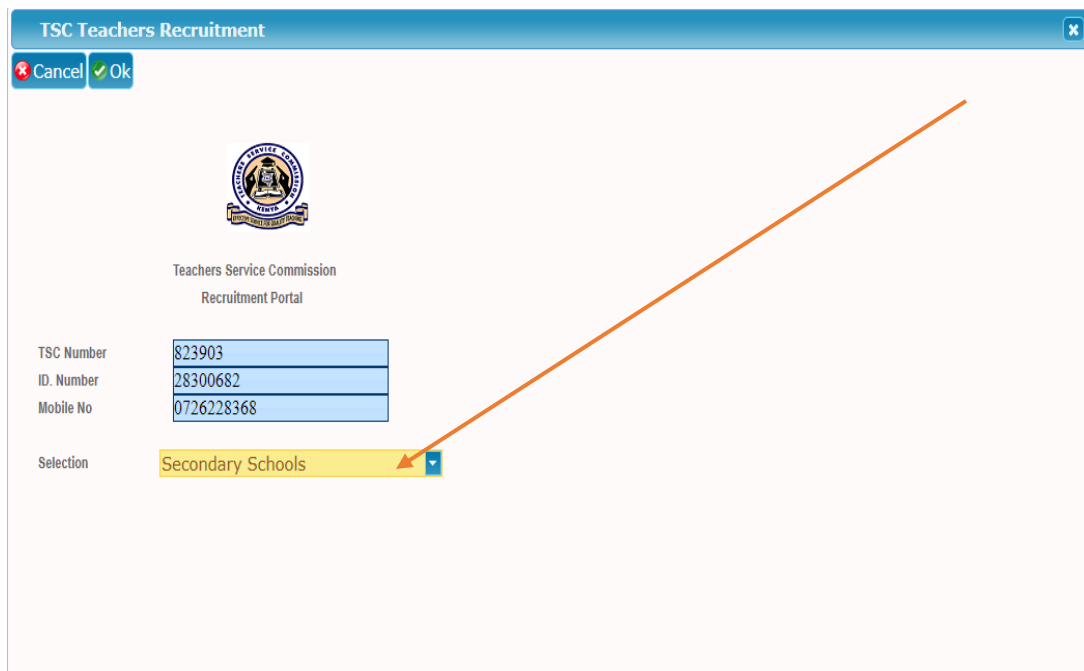
B. Secondary teachers Online Application

1. Click Career then Teachers/Secretariat then **CLICK** apply for teachers Recruitment/Internship. The screen below will be displayed.



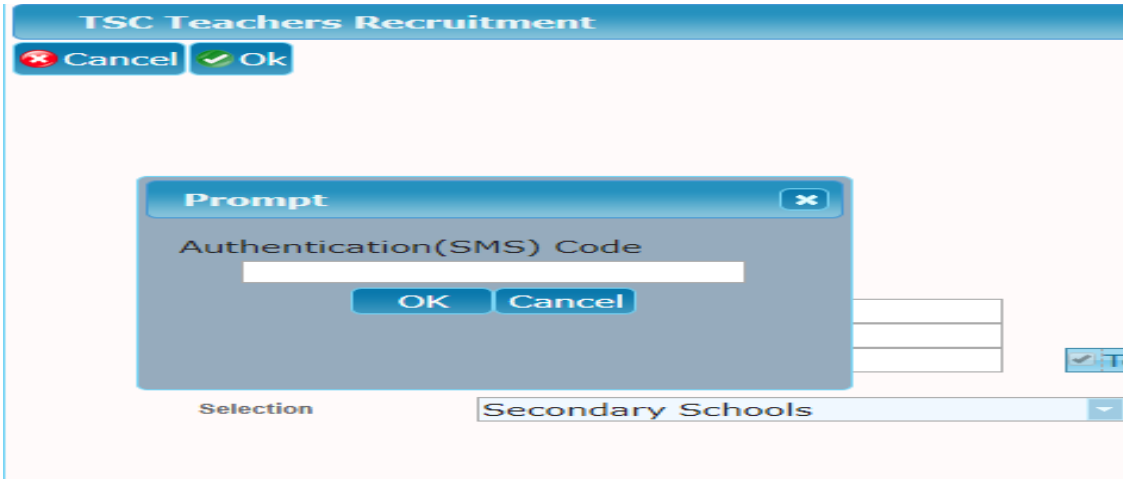
The screenshot shows a web browser window titled "TSC Teachers Recruitment". At the top left, there are "Cancel" and "Ok" buttons. In the center, there is the Teachers Service Commission logo and the text "Teachers Service Commission Recruitment Portal". Below this, there are four input fields: "TSC Number" (empty), "ID. Number" (empty), "Mobile No" (containing "07"), and "Selection" (a dropdown menu with a "-" sign).

2. Type in the TSC No, ID number and mobile and choose your selection i.e Secondary by clicking the drop down menu as shown below and click ok

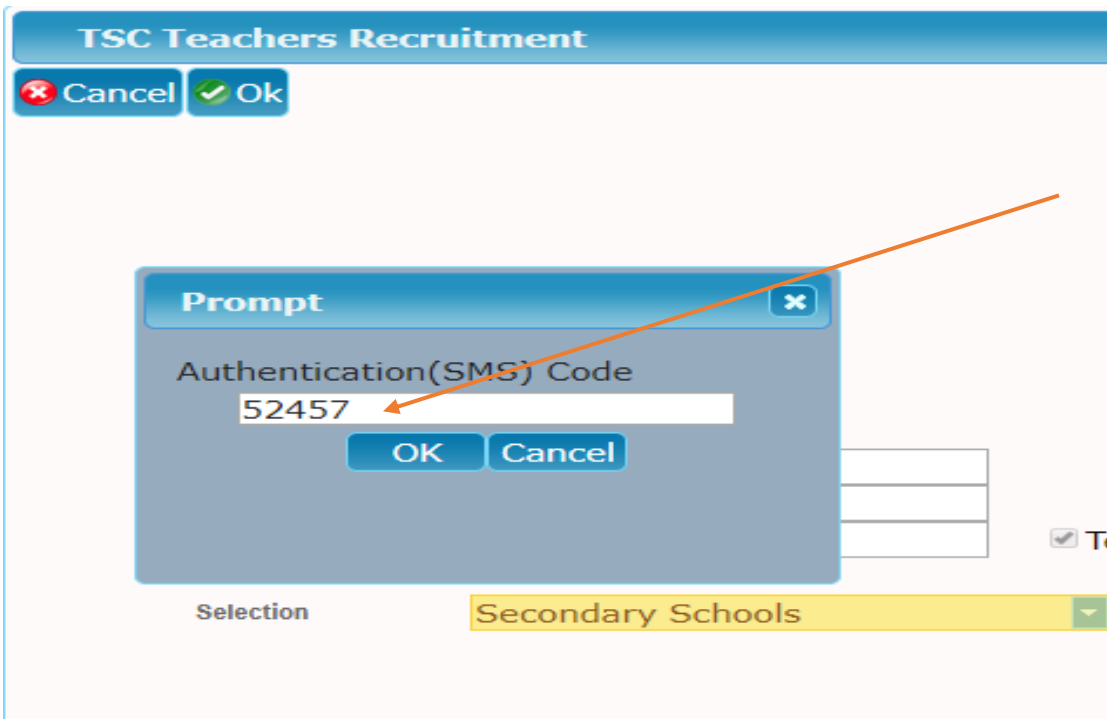


The screenshot shows the same "TSC Teachers Recruitment" window. The "TSC Number" field now contains "823903", the "ID. Number" field contains "28300682", and the "Mobile No" field contains "0726228368". The "Selection" dropdown menu is now set to "Secondary Schools". An orange arrow points to the dropdown arrow icon on the right side of the "Secondary Schools" selection.

- The sms code from TSC Kenya will be send to the applicant mobile phone and the screen below will appear



- Type in the sms code as shown below and click ok as shown



5. The screen below will be displayed for secondary teacher. Click on Apply/view as shown below

TSC Teachers Recruitment

Quit Apply **view**

TSC_No 823890 IRENE KAMBUA NGOVI DoB 15/12/1995 15 Age 23

Ref

Mobile eMail

Qualification Class Graduated

Disability? NCPWD No

Date	County	Subcounty	School	Subjects	Stage
------	--------	-----------	--------	----------	-------

6. The screen below will be displayed where the applicant will fill in the details

TSC Teachers Recruitment

Cancel Ok

TSC_No 823890 IRENE KAMBUA NGOVI DoB 15/12/1995 15 Age 23

Ref

Mobile eMail

Qualification Class Graduated

Disability? NCPWD No

Date	County	Subcounty	School	Subjects	Stage
------	--------	-----------	--------	----------	-------

7. Choose the Ref from the dropdown as shown and fill the other details not auto filled and click ok as shown below. Click the button **+click here to apply a school as shown**

TSC Teachers Recruitment

Cancel Ok

TSC_No 823890 IRENE KAMBUA NGOVI DoB 15/12/1995 Age 23

Ref 5000/JUNE/2019

Mobile 0726228368 eMail maimeliro@gmail.com

Qualification B.Ed Class 2nd Class Upper Graduated 2016

Disability? NCPWD No

+click here to apply to a school

Date	County	Subcounty	School	Subjects	Stage
------	--------	-----------	--------	----------	-------

8. On clicking **+click here to apply a school** the screen below is displayed

TSC Teachers Recruitment

Job Applications

Cancel Ok

Subjects

County

Subcounty

School

DoB 15/12/1995 Age 23

Graduated 2016

NCPWD No

Subjects	Stage
----------	-------

9. Choose the subjects, county, sub county and school and click ok as shown below

TSC Teachers Recruitment

Job Applications

Cancel Ok

Subjects: Hist/CRE

County: BARINGO (1 positions)

Subcounty: MOGOTIO

School: Hist/CRE (1) Tenges Boys 1470

DoB: 15/12/1995 Age: 23

Type: Uppe Graduated: 2016

PWD No: []

Subjects	Stage
----------	-------

10. The screen below is displayed showing the date, county, sub county, school and stage of the application

TSC Teachers Recruitment

Cancel Ok

TSC_No: 823890 Name: IRENE KAMBUA NGOVI DoB: 15/12/1995 Age: 23

Ref: 5000/JUNE/2019

Mobile: 0726228368 eMail: mameliro@gmail.com

Qualification: B.Ed Class: 2nd Class Uppe Graduated: 2016

Disability? [] NCPWD No: []

+ click here to apply to a school

Date	County	Subcounty	School	Subjects	Stage
03/10/2019	BARINGO	BARINGO CENTR	Tenges Boys	Hist/CRE	New

11. The teacher can apply for several vacancies as shown below. CLICK OK

TSC Teachers Recruitment

Cancel Ok

TSC_No 823890 IRENE KAMBUA NGOVI DoB 15/12/1995 15 Age 23

Ref 5000/JUNE/2019

Mobile 0726228368 eMail maimeliro@gmail.com

Qualification B.Ed Class 2nd Class Upper Graduated 2016

Disability? NCPWD No

+ click here to apply to a school

Date	County	Subcounty	School	Subjects	Stage
03/10/2019	BARINGO	BARINGO CENTR	Tenges Boys	Hist/CRE	New
03/10/2019	MURANGA	KANGEMA	Kangema High School	Kisw/CRE	New

12. The screen below is displayed then CLICK yes as shown

TSC Teachers Recruitment

Cancel Ok

TSC_No 823890 IRENE KAMBUA NGOVI DoB 15/12/1995 15 Age 23

Ref 5000/JUNE/2019

Mobile 0726228368 eMail maimeliro@gmail.com

Qualification B.Ed Class 2nd Class Upper Graduated 2016

Disability? NCPWD No

+ click here to apply to a school

Date	County	Subcounty	School	Subjects	Stage
03/10/2019	BARINGO	BARINGO CENTR	Tenges Boys	Hist/CRE	New
03/10/2019	MURANGA	KANGEMA	Kangema High School	Kisw/CRE	New

Job Application

I declare that the information provided is accurate to the best of my knowledge.

Yes No

13. The screen below is displayed and the application is completed

TSC Teachers Recruitment

Quit Apply/View

TSC_No 823890 IRENE KAMBUA NGOVI DoB 15/12/1995 Age 23

Ref 5000/JUNE/2019

Mobile 0726228368 eMail maimeliro@gmail.com

Qualification B.Ed Class 2nd Class Upper Graduated 2016

Disability? NCPWD No

Date	County	Subcounty	School	Subjects	Stage
03/10/2019	BARINGO	BARINGO CENTRAL	Tenges Boys	Hist/CRE	New
03/10/2019	MURANGA	KANGEMA	Kangema High School	Kisw/CRE	New

END