

Talent Ed – Application Website for Internal Applicants

1. Go to the District website at topekapublicschools.net. Select Employment, and choose job opportunities from the drop down. This will take you to the main job page.
2. At the top, right side of the page, you will see Hire Home/Internal/Admin/Help. Select Internal. You will go to the sign in screen.
3. If you have previously registered you will enter your user name and password. You will be able to view posted positions for internal applicants.
4. If you have not previously registered, select “Yes, I am an employee” and you will be prompted to set up your profile and allowed to access internal vacancy postings.
5. Each time you apply for a position, you will be prompted to review previously entered information. This is your opportunity to update personal contact and employment information.

For more assistance, contact the HR office with questions at (785) 295-3088.