

Completing the Intent to Return Survey

Overview

How To Guide

To better manage educator vacancies and in service of all Houston ISD students, the Office of Talent is administering a formal **Intent to Return** survey from February 15 – March 10, 2023. Qualifying educators will have the ability to name their intentions for the 2023-2024 school year via OneSource Self-Service, selecting one of the following options:

- **Option #1:** I intend to continue in my current position at my current school.
- **Option #2:** I intend to apply for a voluntary transfer to another school within HISD during open transfer.
- **Option #3:** I intend to apply for a school leadership position (e.g., Assistant Principal, Dean, counselor, etc.).
- **Option #4:** I intend to apply for a central office position with HISD.
- **Option #5:** I intend to retire at the end of this school year (June 2023).
- **Option #6:** I intend to resign at the end of this school year (June 2023).
- **Option #7:** I have not decided, but am thinking about resigning at the end of this school year (June 2023).

Instructions

- 1 Visit www.HoustonISD.org/OneSource and log in using your HISD network login credentials.



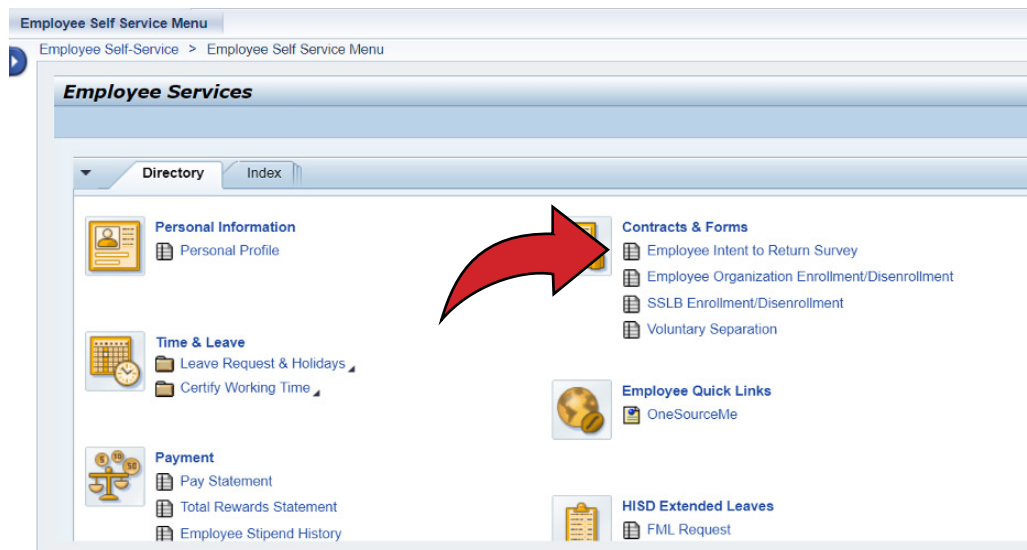
2

Enter the last six digits of your social security number.



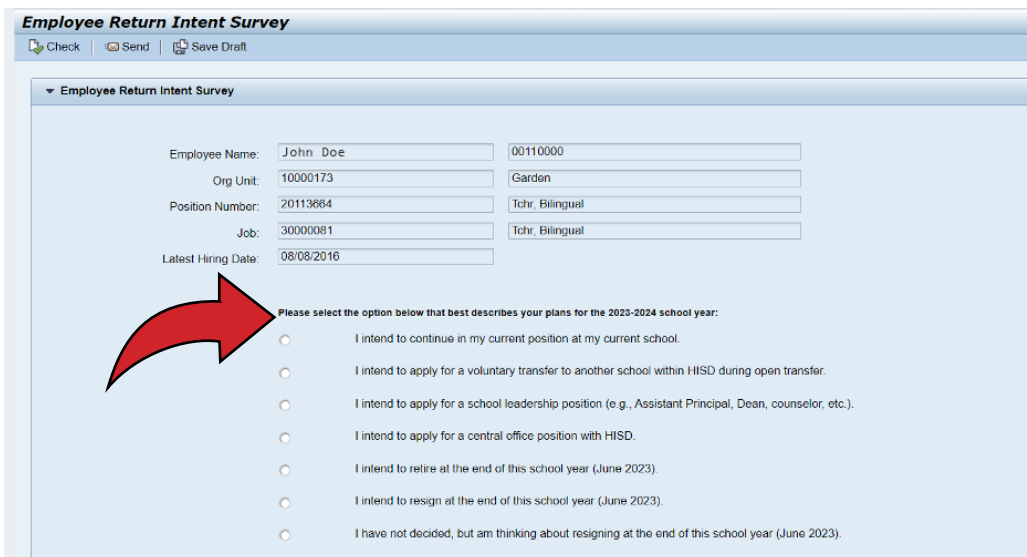
3

Under the **Contracts & Forms Section** on your OneSource Self-Service screen, locate the first link, **Employee Intent to Return Survey**.

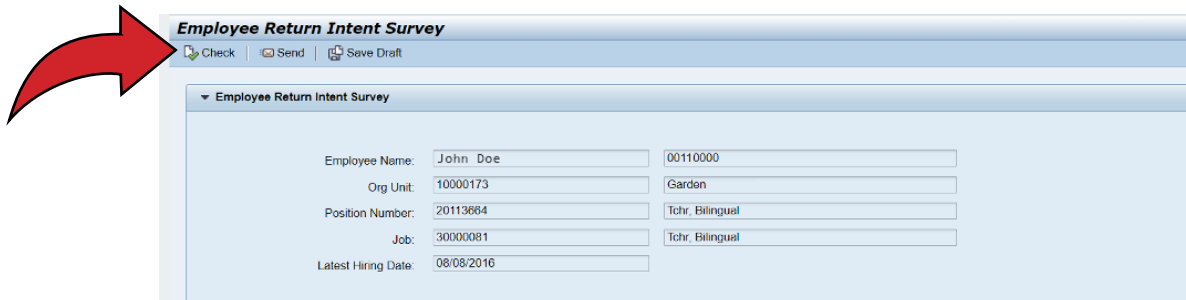


4

When the survey launches, select the option that best describes your plans for the 2023-2024 school year. Note that if **Option #5**, **Option #6**, or **Option #7** is selected, additional questions will appear.



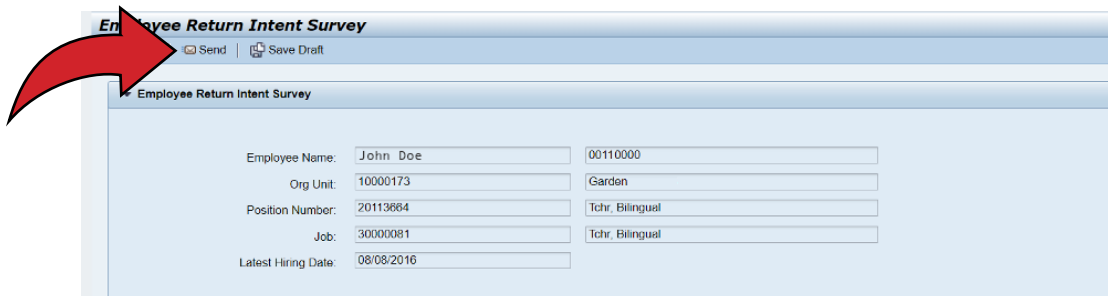
- 5 Once you have completed the survey, select **Check** at the top of the screen. If the form is ready to be submitted, a message indicating that your selection was received without errors will appear.



The screenshot shows the 'Employee Return Intent Survey' form. At the top, there are three buttons: 'Check', 'Send', and 'Save Draft'. A red arrow points to the 'Check' button. Below the buttons, the form contains the following fields:

Employee Name:	John Doe	00110000
Org Unit:	10000173	Gardon
Position Number:	20113684	Tchr, Bilingual
Job:	30000081	Tchr, Bilingual
Latest Hiring Date:	08/08/2016	

- 6 When ready, select **Send**. You will receive a confirmation email shortly after the survey is completed.



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