



AppliTrack Training for Hiring Managers



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Updated: 3/24/2015 2:06:00 PM

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Overview

Highlights

AppliTrack is replacing the Applicant Online system as the system used to advertise jobs, collect applications, review applications and recommend to hire candidates. AppliTrack is now used at over 20% of the districts in the country.

Currently there is minimal interface between AppliTrack and BusinessPlus (IFAS). There will be work in the future to provide integration between the two systems. AppliTrack is part of the same company (Frontline) that includes AESOP.

Many features exist within AppliTrack and each one is fully documented within the online help system. AppliTrack also includes free technical support, which can be accessed once inside the help system.

Reviewing Applicants

All reviewing of candidates will be done in AppliTrack via the hiring manager login. You can view the application and all the attached documents.

Hiring the most qualified candidate

When you have selected the best candidate(s), you will initiate a form that will start the Requisition for Hire process. Once you complete the form and submit, it will be routed to HR to begin the hiring process.

Request new posting

Requests for job postings can be initiated from within AppliTrack. By completing a series of questions, you can start the process to get a job posted. You will be able to monitor the status of your posting request through the posting becoming live and viewable by the world.

Logging in to AppliTrack

AppliTrack has been setup to use the same login as your computer on the district network. This is usually your first initial of your first name and you last name (i.e. CGROVE). Login page is located at: <https://a2-2.applitrack.com/fusd1/> You can also find a link on the FUSD website in Departments under IFAS Administration.

AppliTrack should be accessible from anywhere, so you will not have to be on the district network to use the system. The system is physically located in Chicago, IL.

Reviewing Applicants

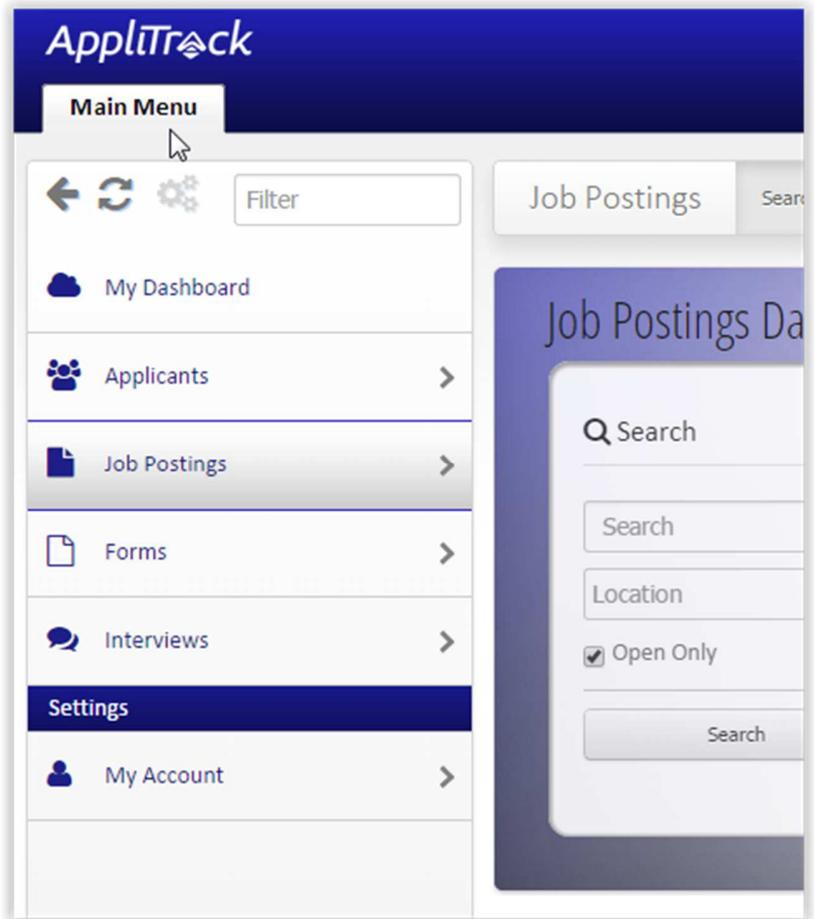
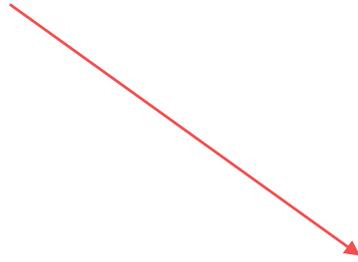
Sign In to AppliTrack

Use your district credentials to login at: <https://a2-2.applitrack.com/fusd1/>

AppliTrack works best with Chrome browser.

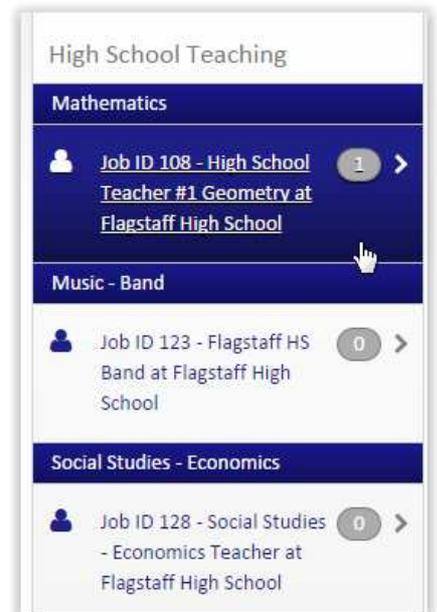
Browse Applications by Vacancy

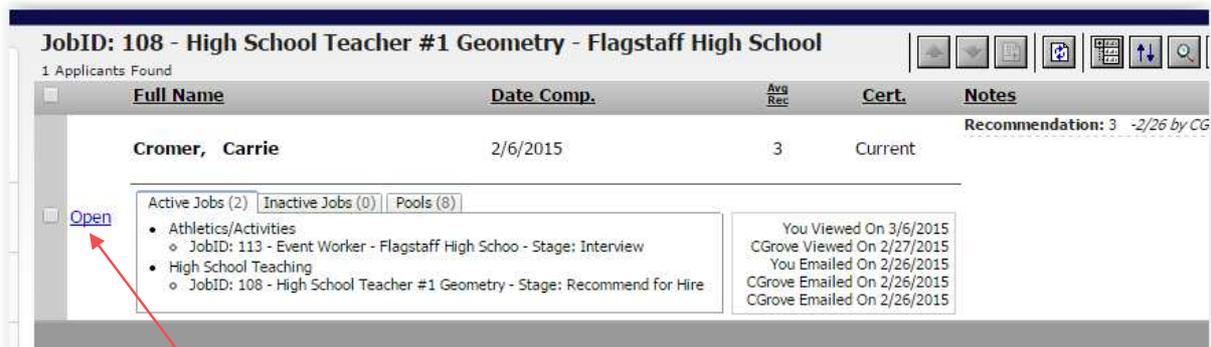
Use the Applicants link on the left side of the screen to access the Applicant menus



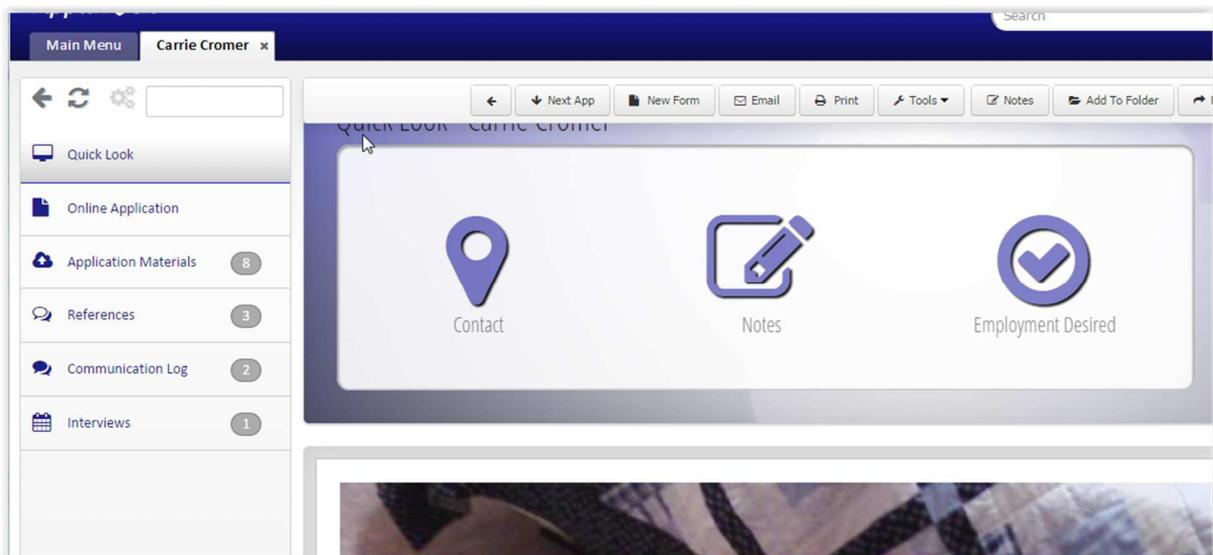
There are a variety of options to view candidates in the Applicants menu. Probably the most useful will be the Vacancies by Category. Clicking on this link will give you the open vacancies at your site(s) and how many qualified applicants have applied for each position.

Clicking on the Position will bring you to links to view applicants or to view the job posting if you need to see what was posted.





Clicking on the Open link will bring up that applicant's application and all attachments for review.

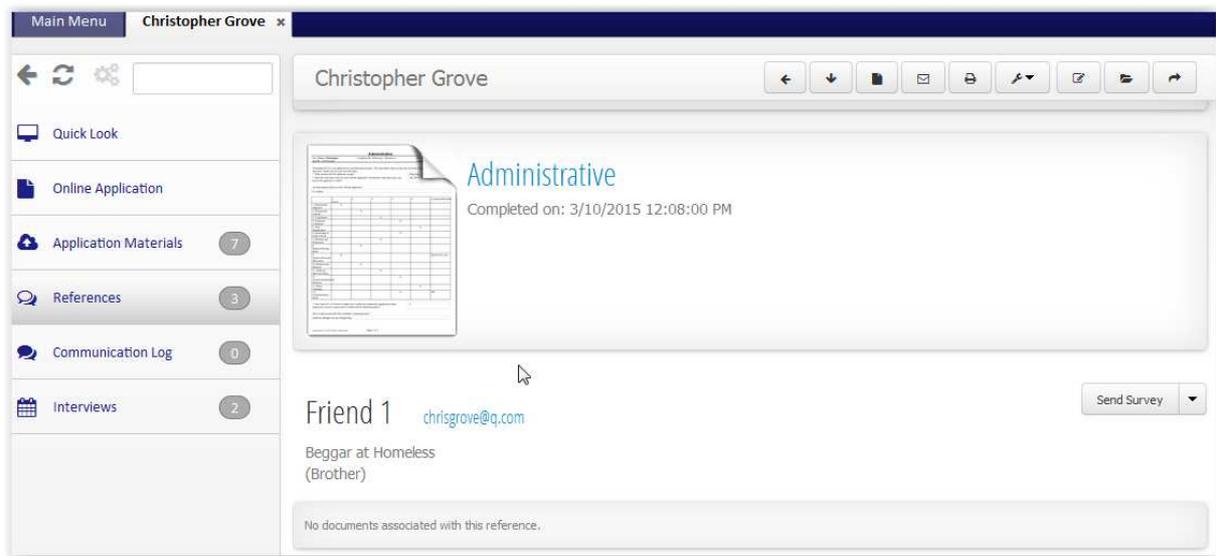


Online Application will bring up a PDF of the application.

Application Materials is the listing of attachments with thumbnails of the attachment. Clicking on the file name will open the attachment for your viewing.

References will show the contact information and any attached reference materials. You can send Reference Surveys from here. Once completed by the reference, you will be able to view the survey.

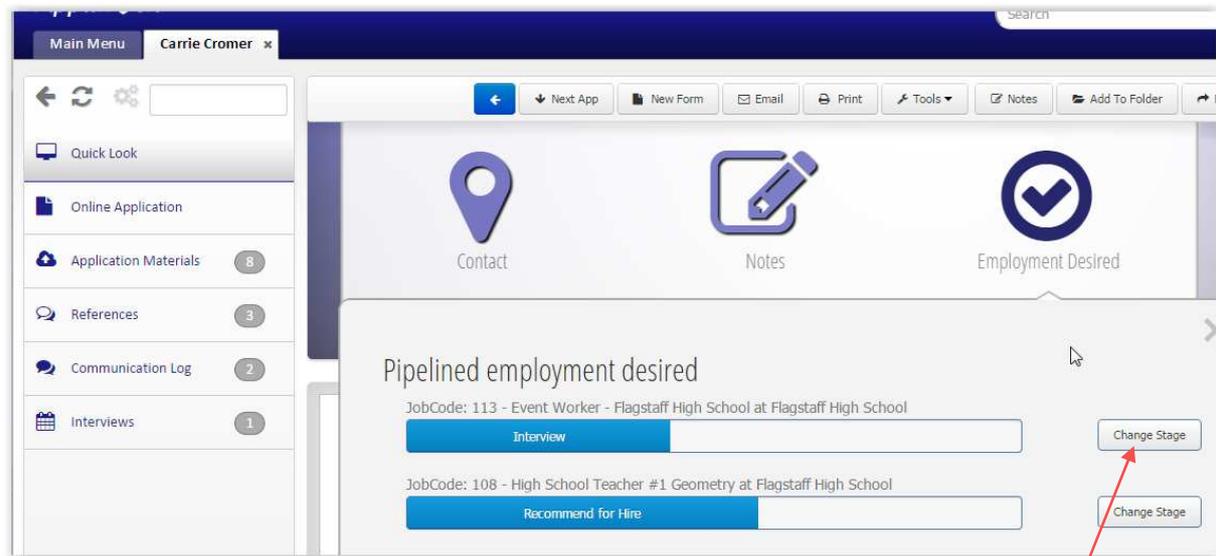
Communication Log will show emails that have been sent and received from the candidate. See also notes



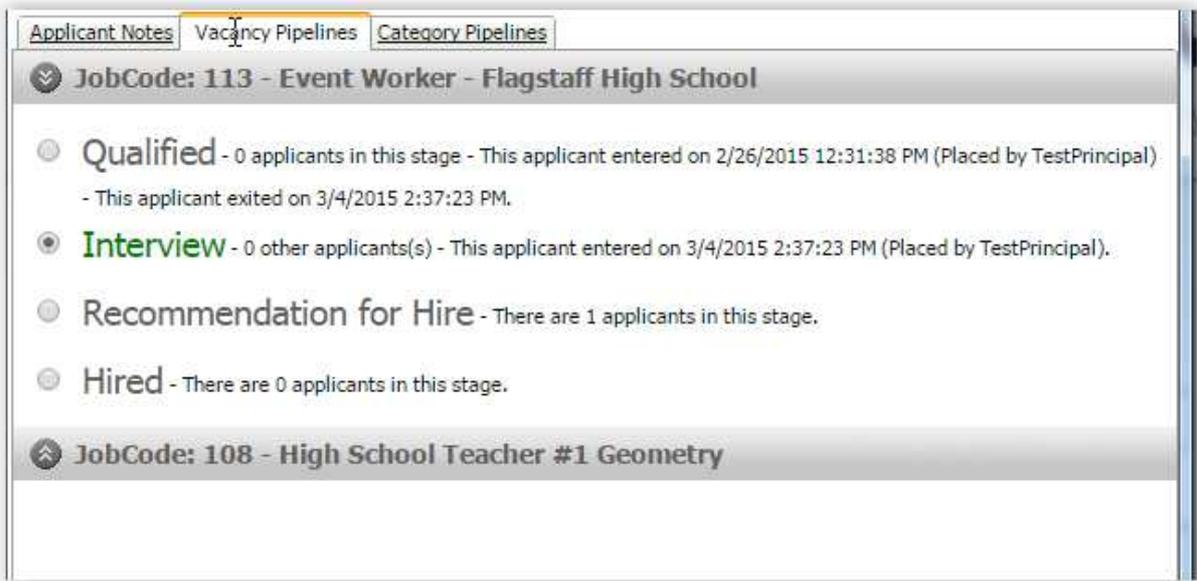
Communication Log will show communications with the applicant. This can also be used to send emails to applicants to ask for more information, clarify something or any other reason to communicate with the candidate.

Moving candidate along

When you have reviewed the candidate, you will make a change in their Pipeline to indicate their status. While in the Quick Look on the left, click on the Employment Desired icon to see the Pipelines



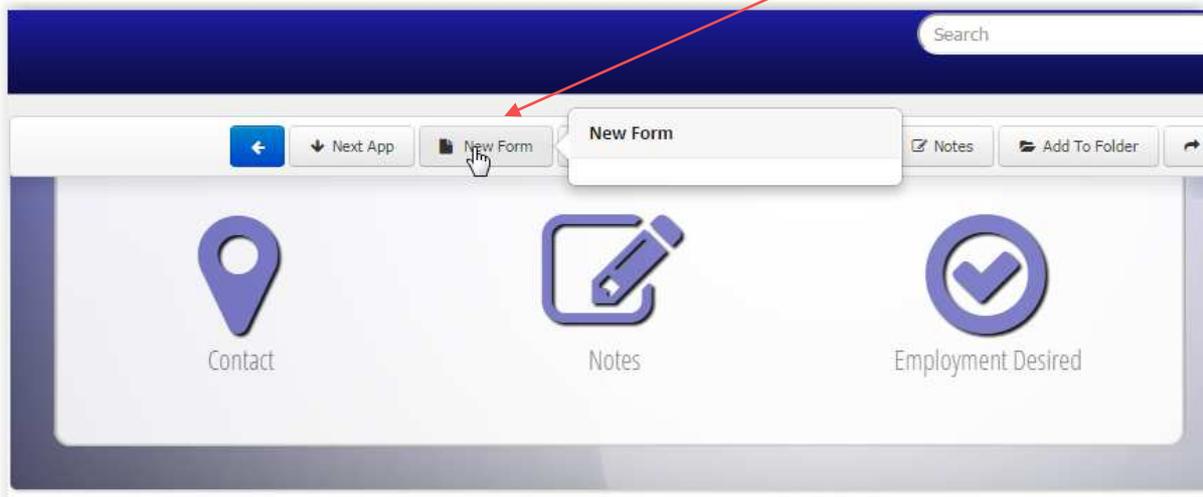
The pipeline stages are as below. The dialog box opens when you click on the **Change Stage** button.



Requesting Hire

Create Recommendation for Hire Form

When you have made the decision to hire, you start the hiring process by requesting HR close the position. Once the position is closed, complete the Requisition for Hire form. Make sure you have the applicant you want to hire active in the screen. Clicking on the New Form icon will open the form.



Select the appropriate Requisition for Hire form and click on button on bottom right of window.

Search for your Job #, and make sure the correct applicant is selected then click Next button.

The screenshot shows a web browser window with the URL <https://a1-1.applitrack.com/fusd1/onlineapp/admin/Forms-Select.aspx?CtxAppNos=205&CtxLock=1>. The page title is "Fill Out a New Form" and includes a "Cancel" button. Below the title, there is a pencil icon and instructions: "Identify the applicants, postings, and users. A separate form instance will be generated for each context." The form details are "Form: [Requisition for Hire](#) Context: [Kirk, William](#)".

A note states: "This form can be linked to other items. Required items are marked with an *." Below this is a section titled "Select associated job posting" with a search input field containing "158". A dropdown menu is open, showing a search result for "Job ID 158 - Strength Training Coach" with details: "Athletics/Activities: Coaching", "Posted: 3/12/15", "Cocanino High School", and "Closed". There is an "All Results >>" link. Below the dropdown, a "Selected:" section shows the chosen applicant: "Kirk, William", "AppNo: 205 [view](#)", "714 W Juniper Ave", "Flagstaff AZ 86001", and "submitted: 3/29/2015".

At the bottom of the page, there are two buttons: "« Prev" and "Next »".

The form will open and you will complete all the required information. When done, you can **Save as Draft** or **Submit Form**.

Requisition for Hire

Organization: **Flagstaff Unified School District** Applicant: **William Kirk**
Assigned To: **User - BGONZALES** Job ID: **158 - Strength Training Coach at ...**
[Show History](#)

Complete all the steps below and submit to start the hiring process.

Recommendation to Hire: [Kirk, William](#)

▶ Desired Start Date:

▶ Contract:

Grade (Classified Only):

▶ FTE or Hours to be worked per day

FTE or Hours

▶ Hours per Day FTE

Work Schedule Notes

▶ Budget Code 1:

▶ Budget Code 1 %:

Budget Code 2:

Budget Code 2 %:

Budget Code 3:

Budget Code 3 %:

Notes:

Once the Submit button is clicked, HR will be notified of your request and will process your request.

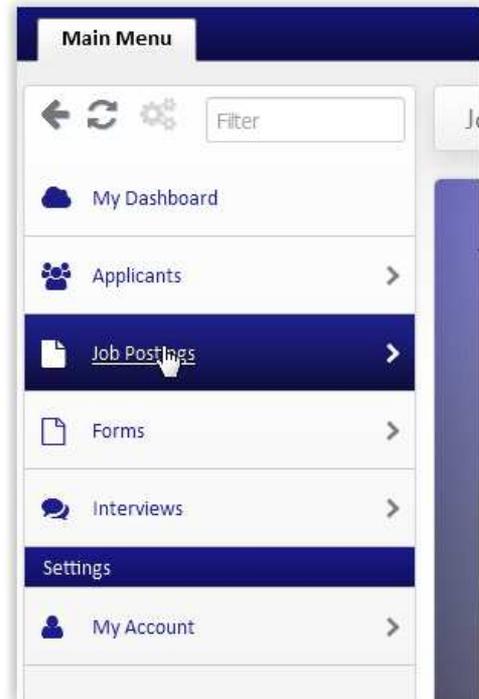
Requesting a New Posting

Process Summary

AppliTrack allows you to request a position be posted via an electronic process. Principals and Hiring Managers have access to the posting screen and they can complete as much or little as needed to request a posting. This information is routed to appropriate people for approval and when final approval applied, the posting is live. No more paper forms!

Start Requisition

From **Main Menu**, click on **Job Postings** link on left.

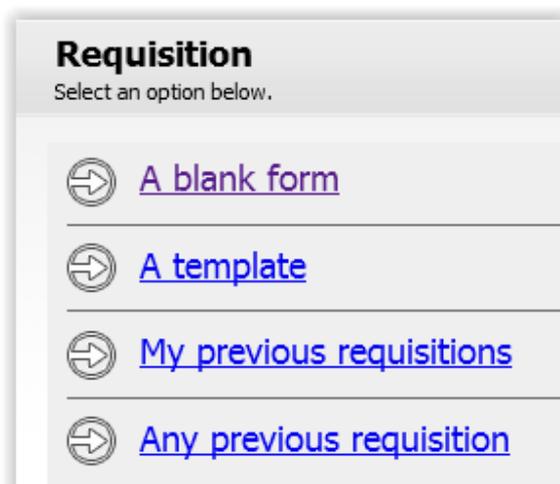


Then click on **Create New Requisition**

Then you get choice of whether to start a requisition from scratch or to use a previous posting. If FUSD has had a posting similar to the one you want to post, it is a bit easier to use a previous requisition.

If you use a previous requisition, you will see a list of past postings and click on the Requisition Name.

If starting from blank form you will end up on the same screen. Some fields must be populated so the requisition can be processed.



Main Description Assigned Application Pages Per Posting Questions Approval Process

Title
Tip: Be as descriptive as possible in less than five words.
Copy Of Posting From Principal - ART
 Override the sort order of this listing.

Position Type
Elementary School Teaching : Art

Location
Sechrist Elementary School
 Is this position in a high-needs school as [defined by NCLB?](#)

Requisition
Date vacancy will occur: 1/23/15
Budget Code: 1700101100
Reports To: John Albert
Reason for vacancy: Resignation
If other, explain:
Name of employee currently in this position: Jane Doe #12312

Main | Description | Assigned Application Pages | Per Posting Questions | Approval Process

position:

Assignment Type: Full time Part time

Indicate FTE and/or hours per day: 1 FTE, 7.5 hrs

Assignment Tenure: Permanent Temporary

If temporary, indicate the end date: 2015 School Year

Minimum requirements for position:

Education: BA

Experience: Any

Special Skills: None

If teaching position:

Major(s):

Minor(s):

Licensed required: Elementary Education

Other position information or requirements:

Main | Description | Assigned Application Pages | Per Posting Questions | Approval Process

Licensed required:

Other position information or requirements:

Selection Pipeline --CATEGORY PIPELINE: Elementary Teacher--

Office Use Only

New/Replace

Not tracking.

This is a newly created position.

This vacancy is to find a replacement for a position.

Note: You can put any notes in here. They will be visible to HR and hiring managers only.

For Fiscal Year: 2014-15

Filled? Yes No

Filled By AppNo:

Date Filled:

Track As Internal Only: Yes No

The next tab is the **Description** tab. HR will try to use a standardized description here so do not worry about getting it all pretty. You can put whatever notes you want there and HR will incorporate into the posting. For example, “Teacher is required to travel between 2 schools daily”.

You can skip over the **Assigned Application Pages** tab

The Per Posting Questions tab allows you to build questions that are not part of the “standard” application. Enter the Prompt you want for question then the type of response desired. If you check the Required column, the applicant must answer the question before submitting the application. There are lots of options here. If you have questions, ask Chris Grove or HR.

Sort Order	Required	Field Type	Options
1	<input checked="" type="checkbox"/>	Textarea	Options For: Textareas are for sentence+ responses. Field Type: Textarea Lines High: 3 Character Limit: Unlimited

The last section is the **Approval Process** - The fields will be prepopulated with Approver 1 = Human Resources. The Final Approval = Dietrich Sauer. The other approvals can be adjusted or set by HR based on the approvals required (i.e. SPED). You can add email addresses to be notified when the posting is approved.

This requisition was submitted by **Testing Principal**. Assign the approvers in the order that they should review this requisition.

Approver

- Human Resources CST
-
-

Assign Final Approver

A Final Approver selection is required. The Final Approver is responsible for the management of the job posting – ensuring technical and visual accuracy of information in the posting for applicants. The Final Approver is typically *not* the highest authority in the organization.

Final Approver

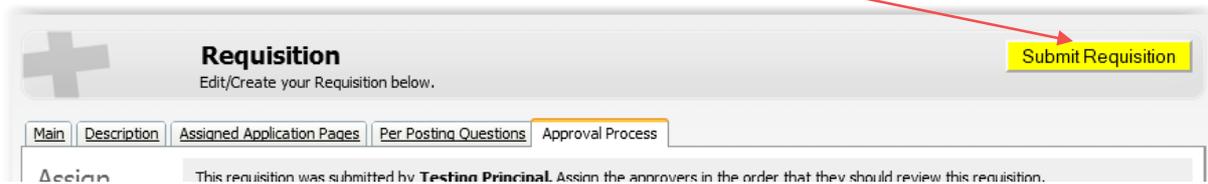
Dietrich Sauer

E-mail Upon Final Approval

Send all approvers an e-mail when this requisition becomes a Job Posting.

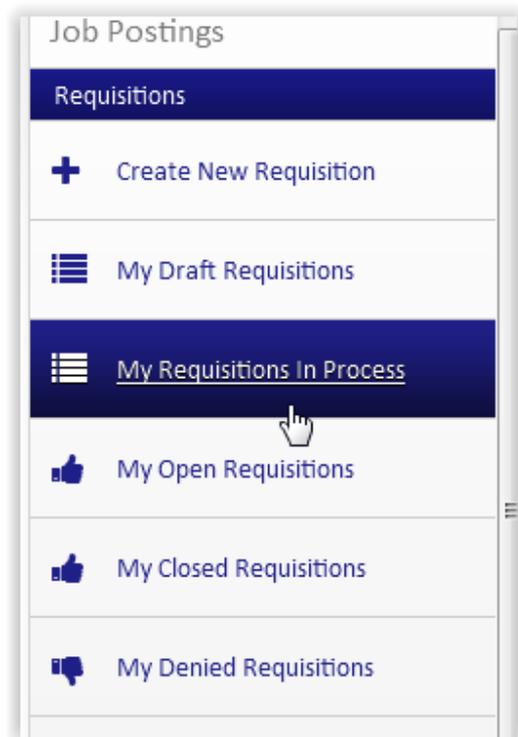
Other E-mails:
(separate with semi-colons, i.e. email1@mail.com; email2@mail.com)

When you are ready to submit, click on the **Submit Requisition** button on upper right of screen.



Tracking status of request

You may track the status of your request via the **My Requisitions in Process** and **My Open Requisitions** links.



References – Additional Information

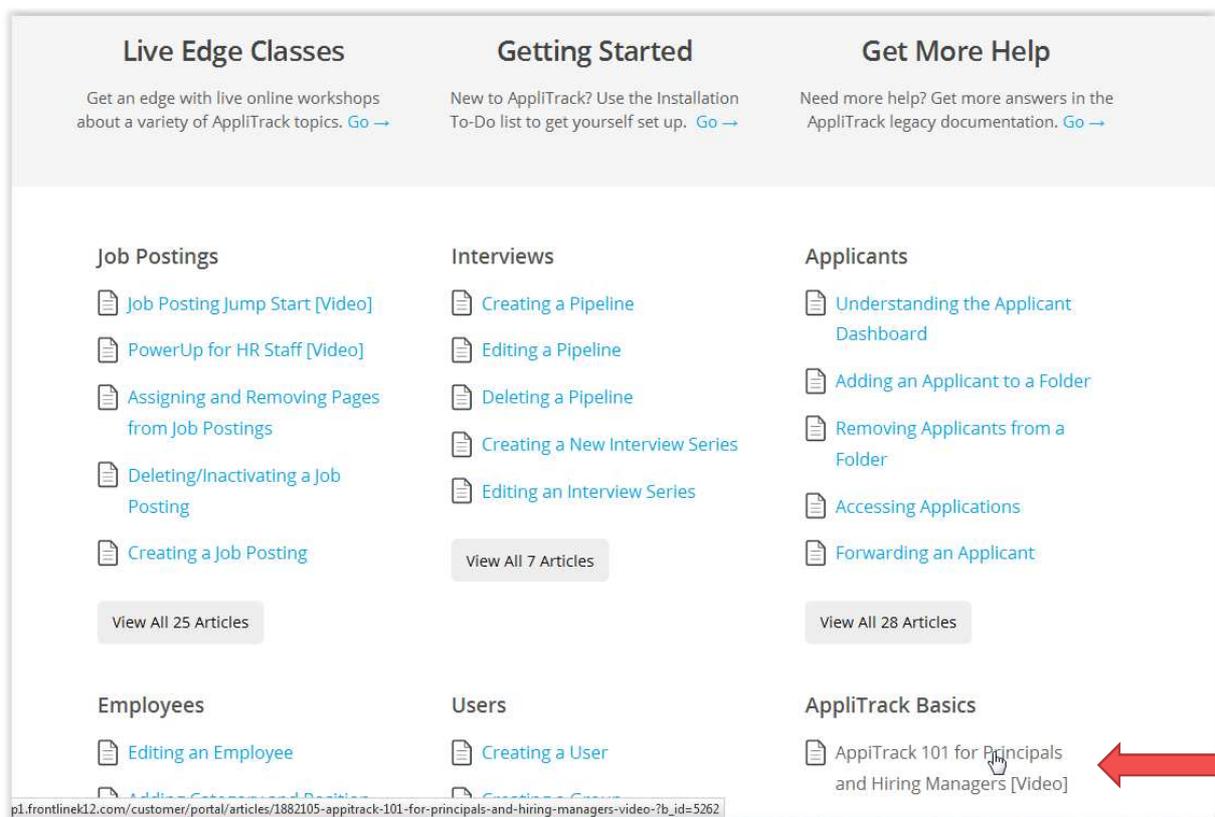
AppliTrack Help and Training

AppliTrack has an extensive library of materials and videos that provide more information on the system. The best place to start is the **Help** link in the top bar.



This takes you to the Learning Center.

You can search the help area or navigate to an area and list of topics. A good video for principals is the first link under AppliTrack Basics.

A screenshot of the AppliTrack Learning Center dashboard. The page is organized into three columns: 'Live Edge Classes', 'Getting Started', and 'Get More Help'. Below these are several topic categories: 'Job Postings', 'Interviews', 'Applicants', 'Employees', 'Users', and 'AppliTrack Basics'. Each category lists several articles or videos. A red arrow points to the first link under 'AppliTrack Basics', which is 'AppliTrack 101 for Principals and Hiring Managers [Video]'. At the bottom of the page, there is a URL: 'pl.frontlinek12.com/customer/portal/articles/1882105-appitrac-101-for-principals-and-hiring-managers-video-?b_id=5262'.

Quick Checklist

Request New Posting

- Click Job Postings Link then Create New Requisition
- Pick if want to start from new or copy previous requisition
- Complete form going through each tab(fill out as much as you can)
 - On Approval Process make sure Approver 1 is Human Resources
 - Click Submit Requisition button
- Once reviewed and approved it will become live posting

Review Applicants

- Click Applicants Link then one of the Vacancies links then click on Job to see applicants
- Click on “Open” for each candidate to review materials (tab will open for each candidate)
- Left pane contains links to application, attachments and references
 - If Reference Survey sent and completed, you can review here

Interview and Request Hire

- When have tab for applicant open, Click on Employment Desired Icon
- Click on Change Stage for Job #
- Complete Applicant Notes if desired, Click on Vacancy Pipelines and check Interview the Save button
- Interview Candidates
- To submit Requisition for Hire, on Applicant Tab, click on New Form Icon and select and complete Req for Hire form