# *Frontline: Recruiting & Hiring Training Manual 2019*

EVERETT
PUBLIC
SCHOOLS

# Recruiting & Hiring
## Employment Application System

# Getting Started

## Setting Up Your Frontline Account

To set up your new account in Frontline watch for an email from no-reply@frontlineed.com inviting you to sign-in and create an account to enter your information for your Recruiting & Hiring profile. Once you have your logins be sure to save it in your favorites. Email pd@everettsd.org if you have not received your invitation.

Select Create a New Account if you have yet to create a username or password for your Frontline Account. This selection takes you to a Sign In page where you must create login credentials in accordance with Frontline requirements.



Your new **username** must contain 1 alphabet character and at least 4 total characters. The **password** must have 1 alphabet character, 8 total characters, and 1 number or special character. Include an email address to provide a means for password recovery and click the checkbox to accept the terms and conditions. Once you are finished, click Create Your Account. The system signs you in with your new username and password and requires these credentials for any future logins.

Frontline Applications is in the Managed Bookmarks folder in Google Chrome browser or you can use app.frontlineeducation.com or pd.everettsd.org

Recommended internet browser choice is Chrome, Firefox, or Safari.

Note: Internet Explorer is NOT a recommended browser.
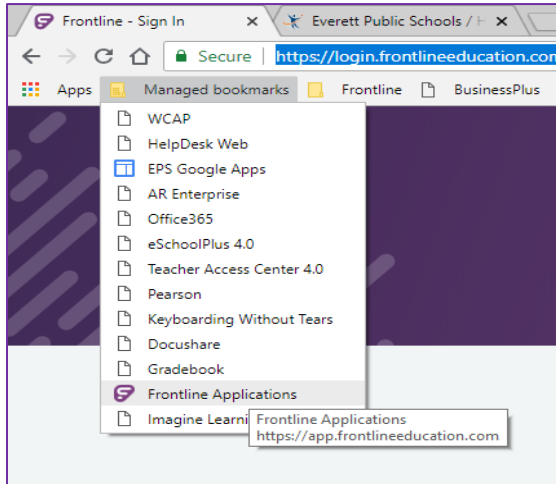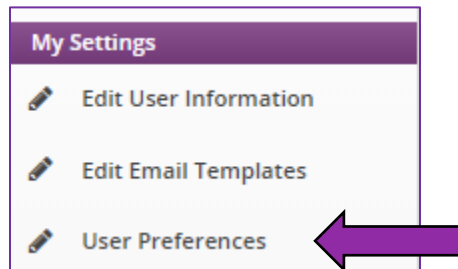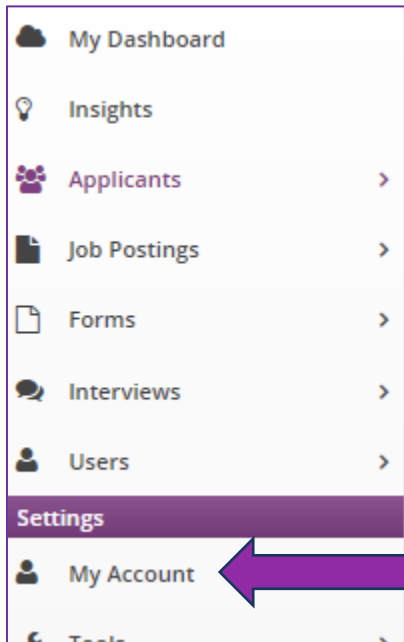
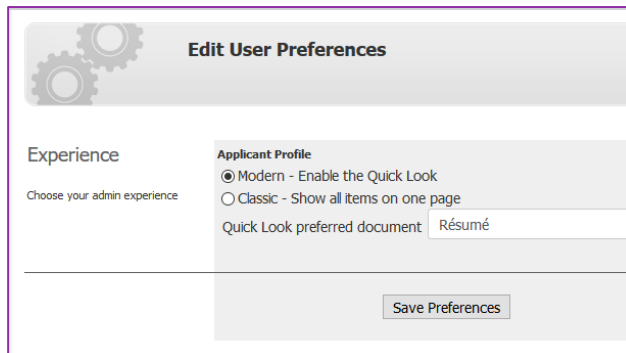# Accessing R&H and Setting Preferences

Frontline Applications is in the Managed Bookmarks folder in Google Chrome browser or you can use app.frontlineeducation.com or pd.everettsd.org

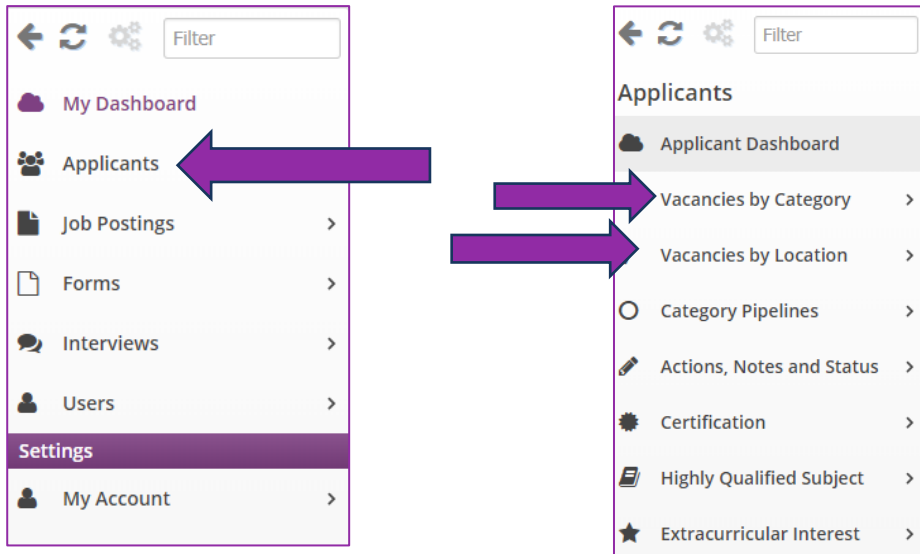Customize your Default View:  My Account > User Preferences

Choose Modern and Save Preferences

# Working with Applicants

## Searching applicants

From the left navigation menu > Applicants > Vacancy by Category or Location Note: Take care to select **"Applicants"** not "Job Postings"



or

Select Name, Vacancy (Job ID), or Category. For even more options select Advanced Search
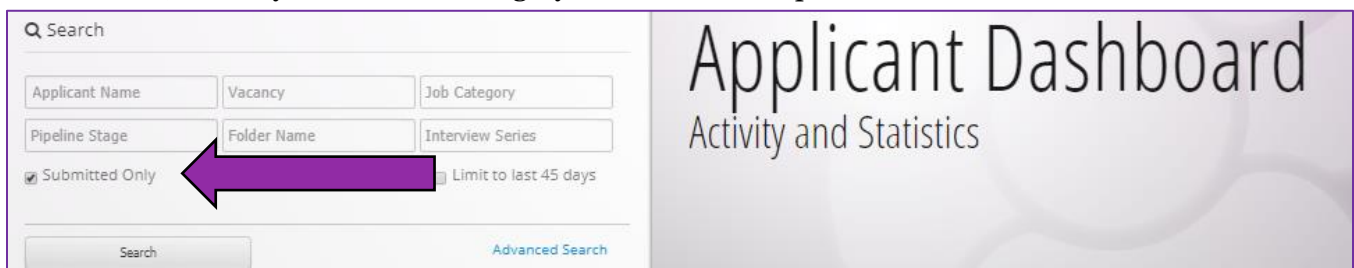


All submitted applicants will appear. Select the magnifying glass to find your applicant.



Select **Full Name** and **Contains** in the search criteria, followed by the name you are looking for > **Go**
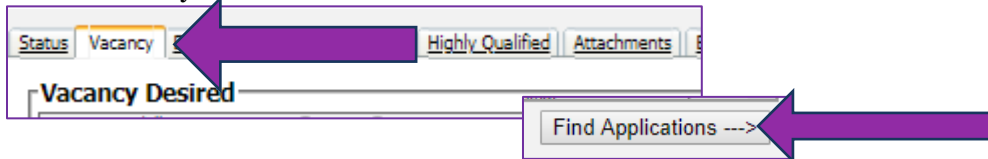


The resulting list is sortable by last name, completion date, etc.

## Managing Folders: Creating a Search Folder

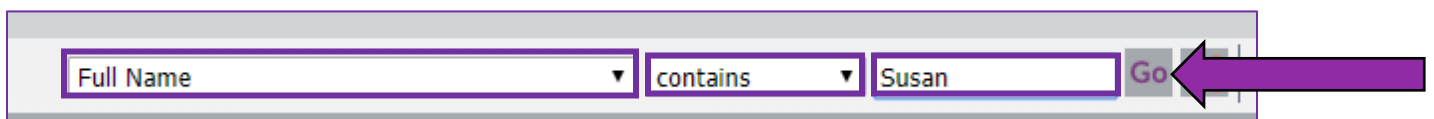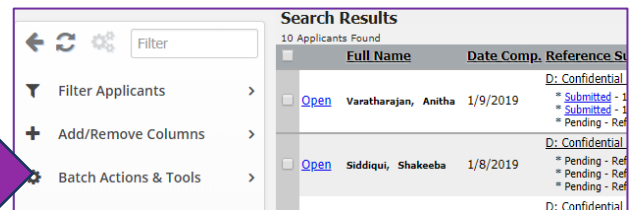Use this tool to create an ongoing search for specific applicant criteria. Search Folder allows users to view updated results each time the folder is accessed. Determine your parameters in Advanced Search.



Select Vacancy
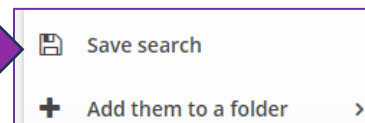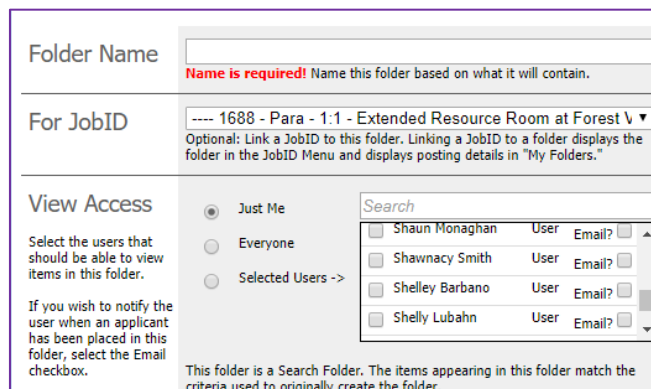


A list of applicants will appear. Select Batch Actions & Tools



A new list of action items will appear. Select Save Search and a new window will appear
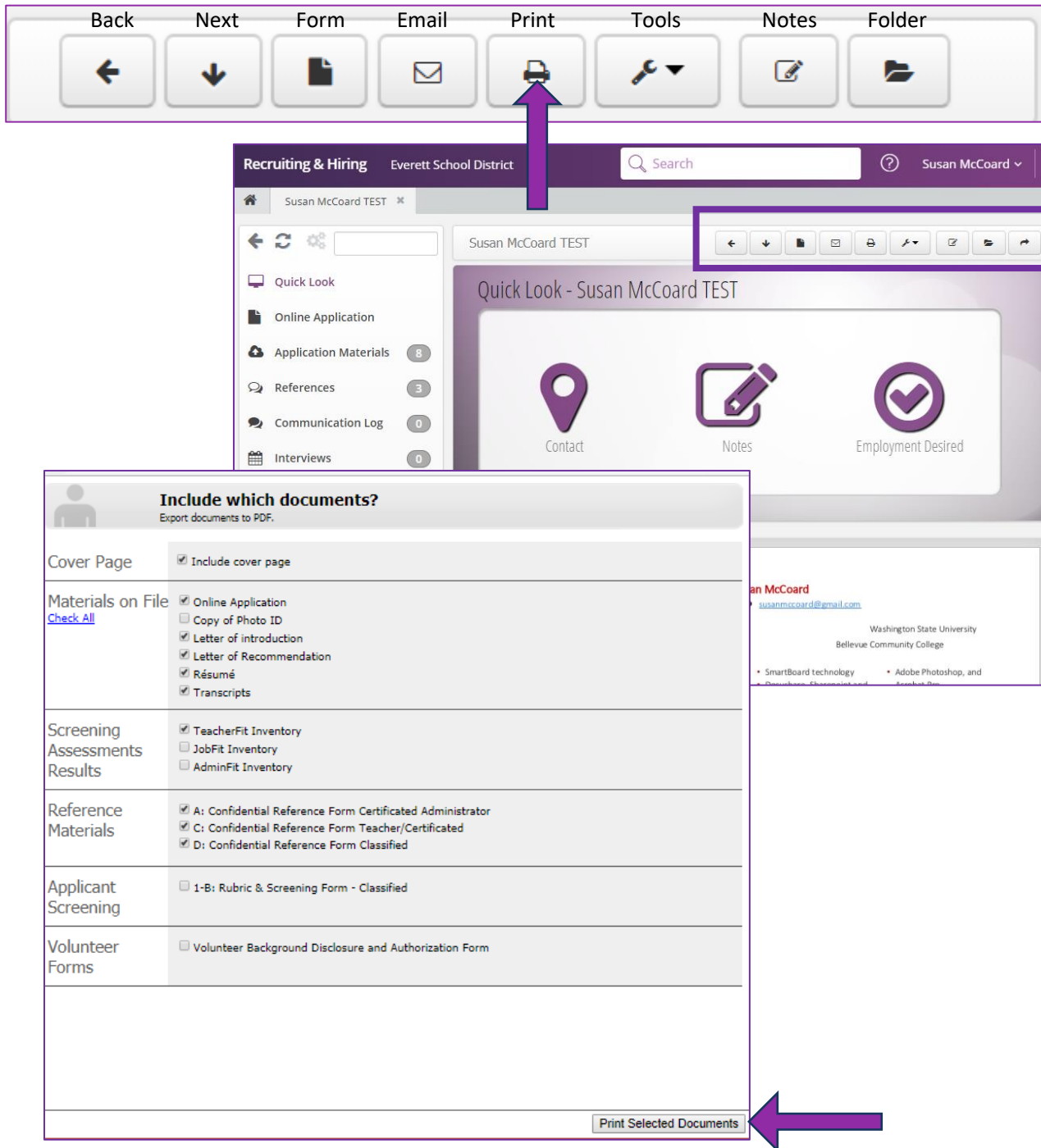


Name your search folder and share with other hiring administrators. Remember to Save and Close your search.

# Recruiting & Hiring
## Employment Application System

## Administrator tools for viewing an applicant (folders, email, print, etc.)

Select the "Print" tool to view all materials in a single PDF view (convenient hint!)



This print option will open as a PDF, you may use it to preview applicant materials, save, or send to a printer.

## Customize applicant list from the applicant dashboard

The applicant list displays information in columns for viewing. Set the column preset with your desired preferences or use recommended Candidate List for Screener.

**Select Add/Remove Columns**
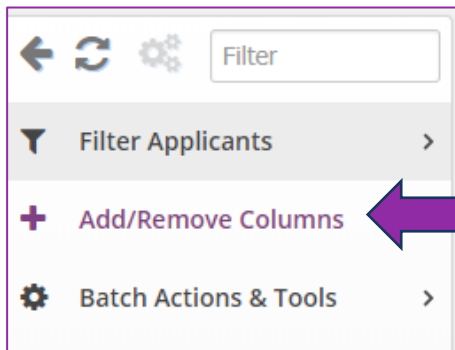


**Select Candidate List for Screener**
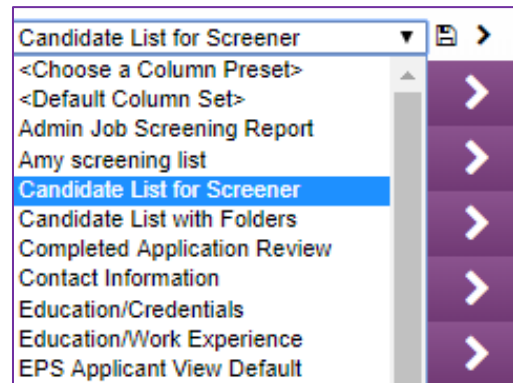


Example of preset "Candidate List for Screener"



From this list checking the box next to applicant(s) name will open menu of actions you are able to select for one applicant or all.

# Screening Tools

## HR candidate screening list (used prior to screening)

1. Search Applicants

2. Add/Remove Columns



3. Select preset **Candidate List for Screener**
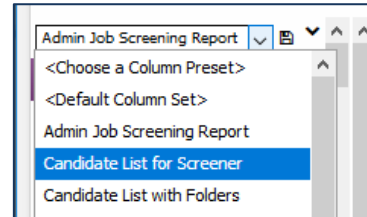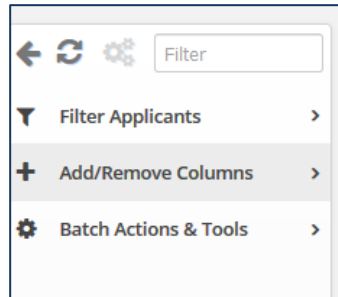


4. Select - For Job #: (Job ID will display here)



For Job # 794

☑ Job ID:      Date First Comp. The date the application was first submitted with this job id selected.

5. Print to PDF > Save



JobID: 713 - TEST Kindergarten (Do not appy) - Madison Elementary
3 Applicants Found

| AppNo | Full Name | Date Comp. | Employee ID | Home/Cell Phone | JobFit Overall | TeacherFit Overall | TeacherFitUE Overall | Recommendation | Job ID: 713 Date First Comp. |

or

Download to XLS



JobID: 713 - TEST Kindergarten (Do not appy) - Madison Elementary St
3 Applicants Found

| AppNo | Full Name | Date Comp. | Employee ID | Home/Cell Phone | JobFit Overall | TeacherFit Overall | TeacherFitUE Overall | Recommendation | Job ID: 713 Date First Comp. |

6. List can be sorted by Date Complete

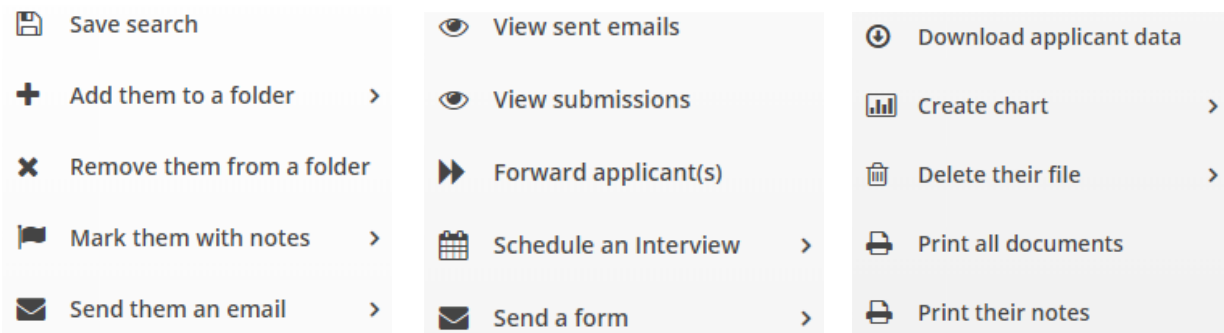| App No | Full Name | Date Comp. | Employee ID | Home/Cell Phone | JobFit||Overall | TeacherFit||Overall | TeacherFitUE||Overall | Recommendation | Job ID: 713 || Date First |
|---|---|---|---|---|---|---|---|---|---|
| **Internal Applications** | | | | | | | | | |
| 60 | Test, One | 4/13/2018 | 9999 | 425-385-4113 | | 6 | | Certificated Complete | 4/13/2018 |
| 1498 | Test, Two | 4/10/2018 | 2345 | 425-385-4112 | | 5 | | Certificated Complete | 4/13/2018 |
| 321 | Test, Three | 4/13/2018 | 7896 | 425-385-4100 | | 9 | | Certificated Complete | 4/13/2018 |
| 95 | Test, Four | 4/13/2018 | 12345 | 425-385-4114 | | 6 | | Certificated Complete | 4/14/2018 |
| **External Applications** | | | | | | | | | |
| 601 | Test, Five | 4/13/2018 | | 425-385-4100 | | 7 | | Certificated Complete | 4/16/2018 |

7. Print, date, sign and send to HR with other hiring documents.

# Hiring Process Workflow

1. Submit PAF to HR identifying vacancies

2. Position is posted in Frontline Recruiting & Hiring (R & H)

3. Screen applicants

    a. Create the candidate list for screening and upload in R & H

    b. Complete a rubric & screening form for each applicant **(R & H forms 1-A or 1-B)**

    c. Complete screening tally sheet **(R & H Form 2-A)**

4. Create an interview series in R & H (optional) to invite candidate or call applicants and invite to interview

    a. Complete interview tally sheet **(R & H Form 2-B)**

    b. Upload scanned copy of interview questionnaires and assessment materials

5. Complete telephone reference checks **(R & H Form 3-A-D)**

6. Complete hiring recommendation form **(R & H Form 4-A-D)**

    a. Hiring administrator submits this form

    b. Employment specialist will approve recommendation and forward to HR director

    c. HR director will approve or deny recommendation

    d. If approved, you will receive an email with "okay to offer" for the position. A link to continue the hiring recommendation form will be included in this email.

    e. Call applicant to offer position

    f. Return to the hiring recommendation form, specify that the applicant has accepted or declined the position, enter anticipated start date.

    g. Employment specialist finalizes your recommendation and will contact the applicant for next steps in process.
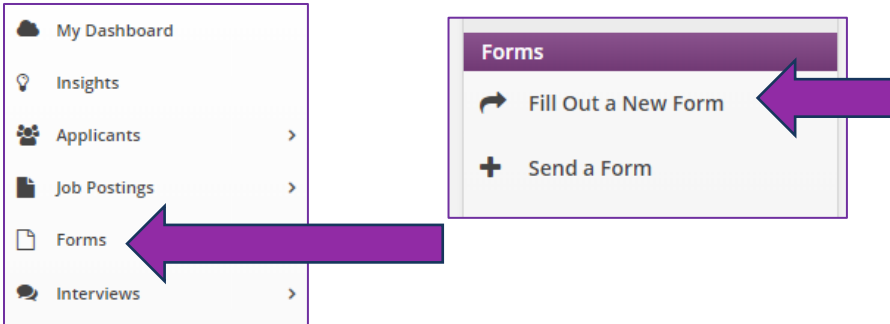
# Forms

## Origin of forms and screening documents

1. Rubric & Screening Form (one for each applicant screened) > **R&H** - Form 1-A, 1-B, 1-C

2. Screening Tally Sheet > **R&H** - Form 2.A

3. Confidentiality & Ethics form > **Paper**

4. Interview Questionnaires > **Paper**

5. Assessment Materials (if applicable) > **Paper**

6. Interview Tally Sheet > **R&H** - Form 2.B

7. Telephone Reference Checks (x2 if applicable) > **R&H** - Form 3-A, 3-B, 3-C

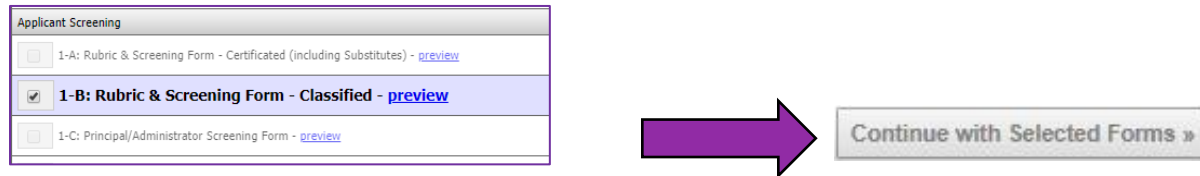8. Hiring Recommendation Form > **R&H** - 4-A, 4-B, 4-C, 4-D

| Form Name | Category |
|---|---|
| 1-A: Rubric & Screening Form - Certificated (including Substitutes) | Applicant Screening |
| 1-B: Rubric & Screening Form - Classified | Applicant Screening |
| 1-C: Principal/Administrator Screening Form | Applicant Screening |
| Upload Paper: Interview /Screening | Applicant Screening |
| | |
| 2-A: Screening Tally Sheet (1-10 candidates) | Applicant Screening |
| 2-A: Screening Tally Sheet (1-30 candidates) | Applicant Screening |
| 2-B: Interview Tally Sheet | Applicant Screening |
| Upload Paper: Interview /Screening | Applicant Screening |
| | |
| 3-A: EPS Telephone Reference Check - Certificated | Telephone Reference |
| 3-B: EPS Telephone Reference Check - Classified | Telephone Reference |
| 3-C: EPS Telephone Reference Check - Administrative | Telephone Reference |
| Upload Paper Telephone Reference Survey | Telephone Reference |
| | |
| 4-A: Hire Recommendation Form: Certificated | Hiring Recommendation |
| 4-B: Hire Recommendation Form: Paraeducator | Hiring Recommendation |
| 4-C: Hire Recommendation Form Classified (other) | Hiring Recommendation |
| 4-D: Hire Recommendation Form: Coach | Hiring Recommendation |
| | |

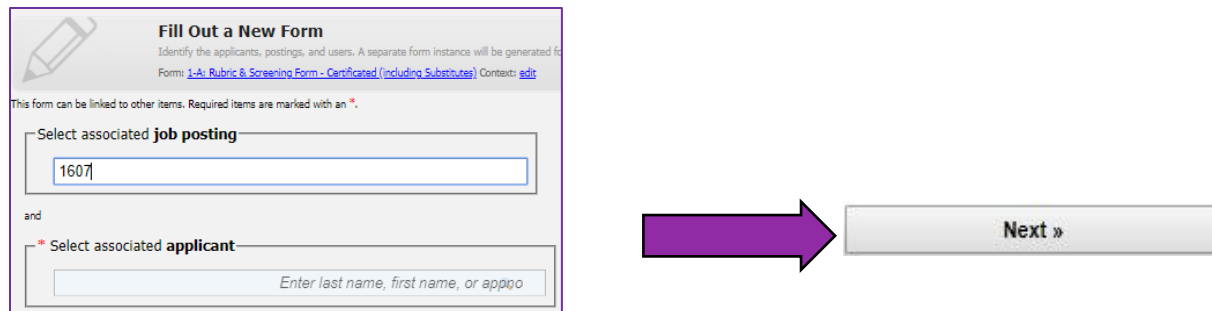## Rubric & Screening Form (individual screening)

Forms > Fill Out a New Form



Check box for form to complete then select Continue with Selected Forms at bottom of list.



When filling out a new form from the applicant profile the applicant name and information will automatically be populated.



*Sample Rubric & Screening*



| | SATISFACTORY |
|---|---|
| Applicant Background Questionnaire | ● Yes ○ No |
| Disclosure for Prospective Employees | ○ Yes ○ No |
| Appropriate Certification | ● Yes ○ No |

| | Unsatisfactory (1) | Basic (2) | Strong (3) | Outstanding (4) | |
|---|---|---|---|---|---|
| Resume | * Handwritten, typed or computer generated<br>* Unbalanced margins<br>* Format detracts from strengths and | * Typed or computer generated<br>* Somewhat balanced margins<br>* Format highlights strengths and | * Typed or computer generated<br>* Balanced margins<br>* Format highlights strengths and relevant | * Typed or computer generated<br>* Balanced margins w/eye appeal<br>* Format highlights strengths and relevant information<br>* Appropriate fonts and point size | ※ 3 ▼<br>1<br>2<br>3<br>4 |

# Screening Tally Sheet (all applicants)





*Sample Tally Sheet*

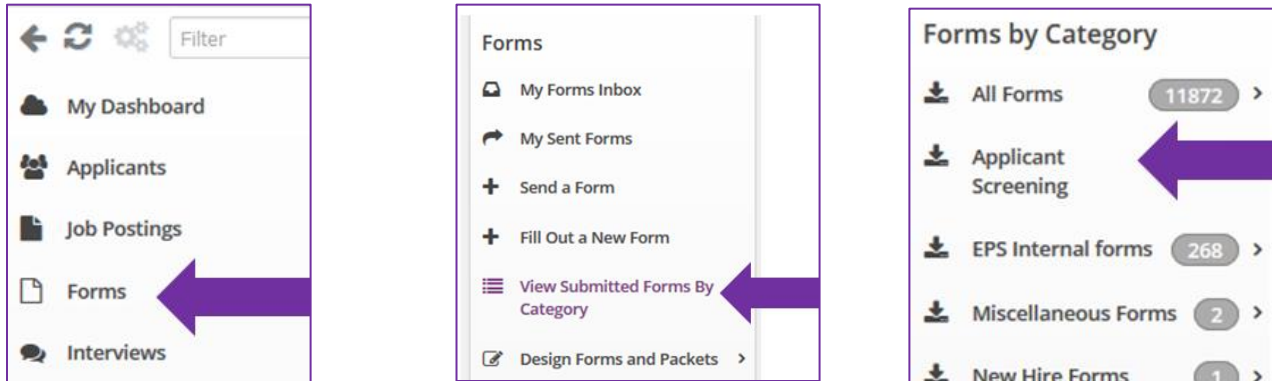| Team (across) Candidate (below) | Screener | Screener | Screener | | Total Score | Interview? |
|---|---|---|---|---|---|---|
| Applicant #1 | 16 | 17 | 16 | | 49 | ⦿ Yes ○ No |
| Applicant #2 | 17 | 18 | 16 | | 50 | ⦿ Yes ○ No |
| Applicant #3 | 11 | 12 | 10 | | 33 | ○ Yes ⦿ No |

## Screening Tally Results (optional)
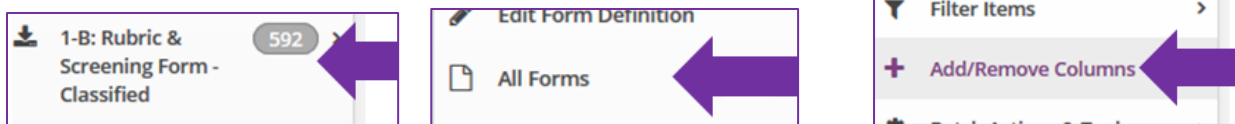
Export results if hiring administrator prefers in excel
Dashboard > Forms >View Submitted By Category >Applicant Screening



Rubric Screening Form > All Forms > Add Remove Columns



Choose Preset (Classified Screening Results) > Export to .xls

# Interview Manager (Optional)

Create a new interview series from three different areas. Select **Interviews** on the home page, access the applicant's "Interviews" tab on his/her profile, or use the option to "Schedule an Interview" within your batch actions.

To create a New Interview Series complete the information in each of the following tabs
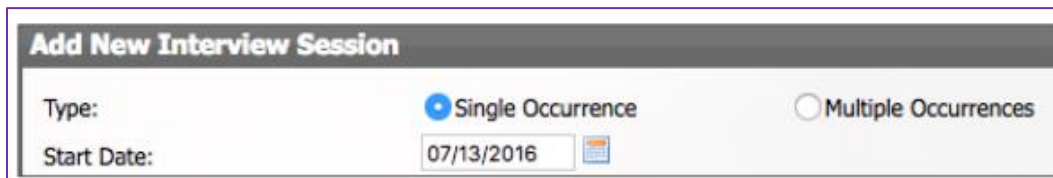


**"Start"** Use the "Start" tab to edit an existing interview series or to create a new series.

**"Series Details"** Enter a title for the interview series in the text box, use the provided title to reflect the exact Job ID, Position Type, and/or interview session details.

**"Sessions"** Add New Session to include additional sessions to the series, but keep in mind, these sessions represent individual interview time slots. Select a "Single Occurrence" to create a single, new interview session, or click "Multiple Occurrences" to create multiple interview slots.



**"Participants"** Click the checkbox beside the names of who will assist in the interview
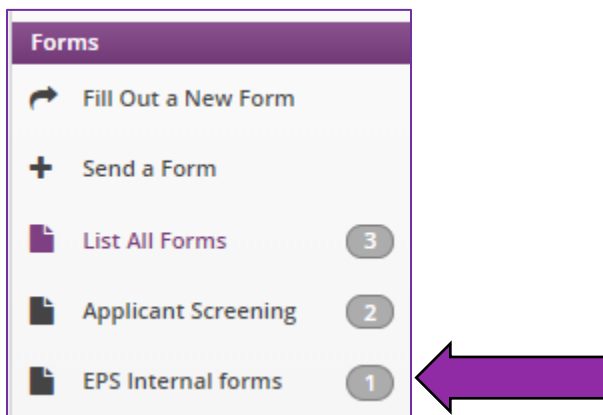
**My Account**
Review your series and select Download Calendar to add your interview series to your personal calendar.

# Hiring Recommendation
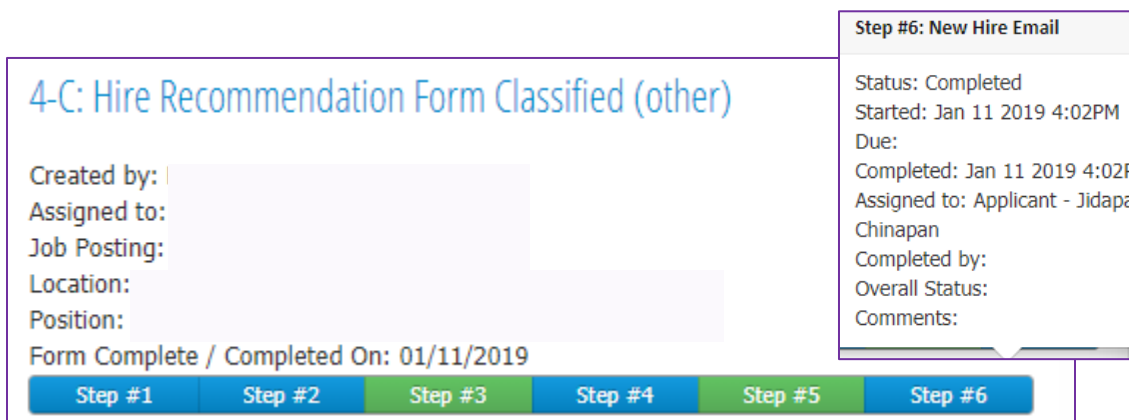
## R&H Workflow Steps

1. Hiring administrator begins a new form
2. Employment specialist approves applicant
3. HR director approval
4. Hiring administrator receives the "Okay to Offer" and applicant accepts or declines
5. Employment specialist completes hiring recommendation
6. Email is sent to the new hire.

The hiring recommendation form follows a real-time workflow identifying the steps of the hiring approval process.



Workflow status of each step can be reviewed by clicking the Step #



***Notification emails are sent to the appropriate person all along the hiring process***

# FIT Assessment: Overview

"Fit" test assessments help districts improve and standardize the screening, interview, and hiring process. Once an applicant completes a Fit Assessment, you can access and review their results from either the Quick Look or the applicant grid.



## Frontline Pre-Screening Assessments

Take the guesswork out of selecting the best fit

**Fit Assessments in Context**

- "Top of the funnel" initial screening tool focused on narrowing large numbers of applicants
- Designed to improve the **probability** of inviting best applicants into the interview process
- Intended to be one important factor in selection; not the **only** factor.

Demensions of each assessment

| AdminFit | JobFit | TeacherFit | TeacherFit SE |
|---|---|---|---|
| • Interpersonal Skills<br>• Judgment and Decision Making<br>• Learning<br>• Partnerships<br>• Multiculturalism<br>• Identifying Talent<br>• Team Leadership<br>• Time Management<br>• Leadership Style<br>• Optimism<br>• Service to Others | • Cultural Competence<br>• Ease of Supervision<br>• Flexibility/ Openness to Change<br>• Interpersonal Skills<br>• Reasoning/ Cognitive Skills<br>• Reliability<br>• Stability/Stress Tolerance<br>• Student Focused | • Fairness and Respect<br>• Concern for Student Learning<br>• Adaptability<br>• Communication and Persuasion<br>• Planning and Organizing<br>• Cultural Competence | • Interpersonal Skills<br>• Communication<br>• Motivation<br>• Behaving as a Role Model<br>• Working Through Classroom Complexities<br>• Passion for Special Education |

Once you search and select the applicant, click Fit Reports in the user's side bar. This opens an inventory of this user's completed Fit assessments. The system categorizes each type of Fit test and includes the score for each category.

# Additional support available in The Learning Center

Hiring Administrator site: https://www.applitrack.com/everettsd

Applicant site https://www.applitrack.com/everettsd/onlineapp

Learning Center: https://recruiting-help.frontlineeducation.com/hc/en-us

Dashboard
- Understanding My Dashboard *

Working with Applicants
- Reviewing an Applicant's Profile *
- Working with Applications
- Accessing Applications *
- Adding an Applicant to a Folder *

Column Presets
- Adding and Removing Columns in Lists
- Assigning Preferences to a Column Preset
- Creating a Column Preset

Emailing Applicants
- Email Templates Overview
- Creating an Email Template
- Emailing Multiple Applicants

Managing Folders
- Creating a Search Folder *
- Removing Applicants from a Folder
- Viewing Applicants in My Folders

Using Advanced Search
- Using the Search to Find Applications, Employees, and Job Postings

Fit Assessments
- Fit Assessment Overview *
- Accessing a Completed Fit Assessment *
- Reviewing Dimensions for Fit Assessments *
- Understanding Fit Assessment Guidelines for Applicants

**Principals/Hiring Administrators 101 [Webinar]**

- https://recruiting-help.frontlineeducation.com/hc/en-us/articles/115010786428-Principals-Hiring-Managers-101-Webinar-