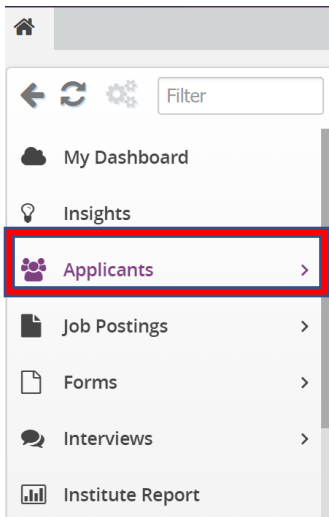


Step 1: From your homepage click on “Applicants”



Step 2: Type job number into Vacancy field

Applicant Dashboard Activity and Statistics

Q Search

Applicant Name Vacancy Job Category

Pipeline Stage Folder Name Interview Series

☒ Submitted Only ☐ Active Only ☐ Limit to last 45 days

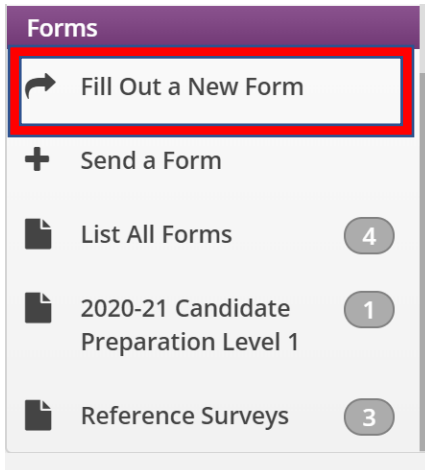
[Advanced Search](#)

Step 3: Select applicant you want to hire






<input type="checkbox"/>	AppNo	Full Name
Internal Applications		
<input type="checkbox"/>	Open	25,396 Reich, Sean
<input type="checkbox"/>	Open	3,899 Vance, Dana
External Applications		
<input type="checkbox"/>	Open	25,417 Lukas, Margaret
<input type="checkbox"/>	Open	25,646 Khan, Lubna
<input type="checkbox"/>	Open	10,856 Henry, Olivia

How to Access a Hiring Recommendation for External Applicant

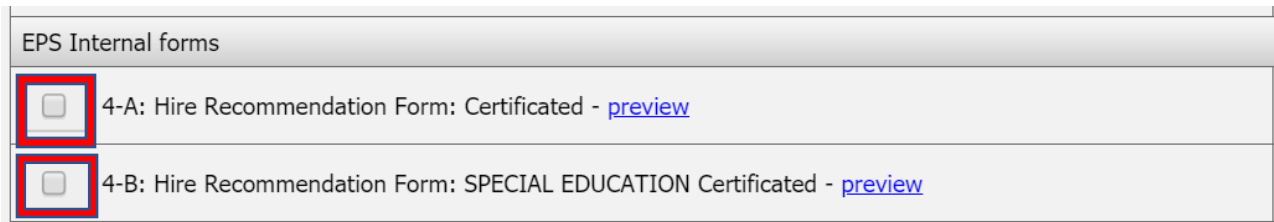
Step 4: On the left-hand side click on Fill Out a New Form



Forms

-  **Fill Out a New Form**
-  **Send a Form**
-  **List All Forms** 4
-  **2020-21 Candidate Preparation Level 1** 1
-  **Reference Surveys** 3

Step 5: Select Hire Recommendation form and Continue with Selected Forms

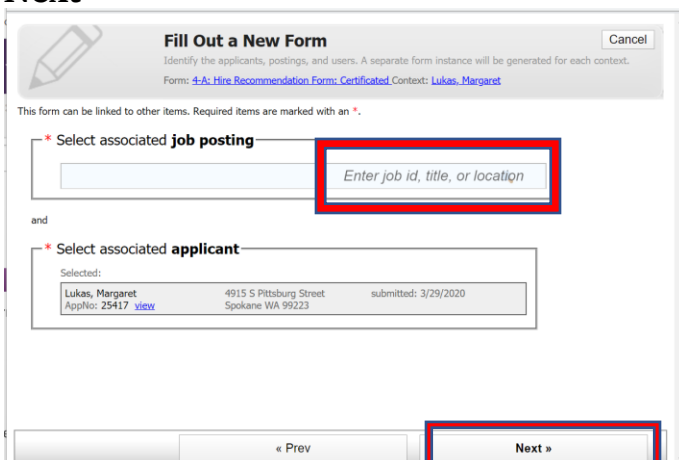


EPS Internal forms

<input checked="" type="checkbox"/>	4-A: Hire Recommendation Form: Certificated - preview
<input checked="" type="checkbox"/>	4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - preview

Continue with Selected Forms »

Step 6: Type in job posting number, the applicant is auto populated, and click Next



Fill Out a New Form Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.
Form: [4-A: Hire Recommendation Form: Certificated](#) Context: [Lukas, Margaret](#)

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

Enter job id, title, or location

and

* Select associated **applicant**

Selected:

Lukas, Margaret AppNo: 25417 view	4915 S Pittsburg Street Spokane WA 99223	submitted: 3/29/2020
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« Prev **Next »**

Step 7: Complete form and click submit