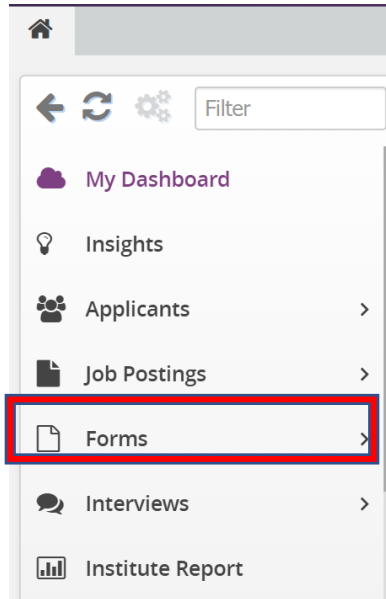


How to Access a Hiring Recommendation for Job Fair Applicant

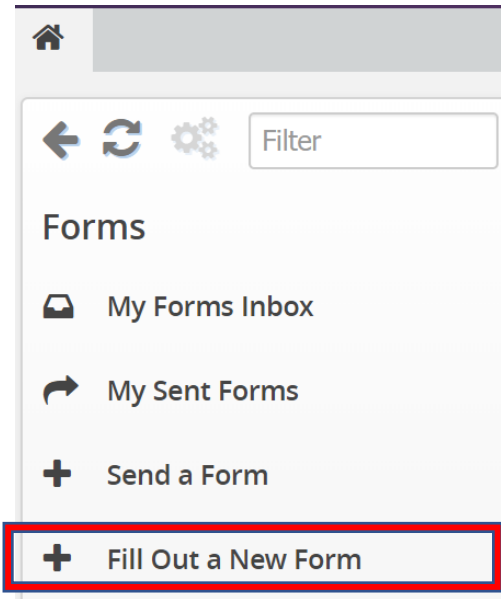
There are two ways to access the Hiring Recommendation:

From your homepage:

Step 1: Click on Forms



Step 2: Click on Fill Out a New Form



Step 3: Select Hire Recommendation form and Continue with Selected Forms

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

Continue with Selected Forms »

Step 4: Type in job posting number and applicant name, click Next

Fill Out a New Form
Identify the applicants, postings, and users. A separate form instance will be generated for each user.
Form: [4-A: Hire Recommendation Form: Certificated](#) Context: [edit](#)

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**

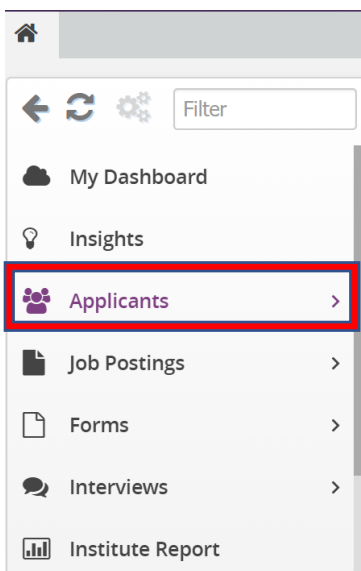
Enter last name, first name, or appno

Next »

Step 5: Complete form and click submit

From your applicant page:

Step 1: From your homepage click on Applicants



How to Access a Hiring Recommendation for Job Fair Applicant

Step 2: Type job number into Vacancy field

Applicant Dashboard Activity and Statistics

Q Search

Applicant Name Vacancy Job Category

Pipeline Stage Interview Series

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

[Advanced Search](#)

Step 3: Select applicant

<input type="checkbox"/>	<u>AppNo</u>	<u>Full Name</u>
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

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

Forms

4

1

3

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

EPS Internal forms

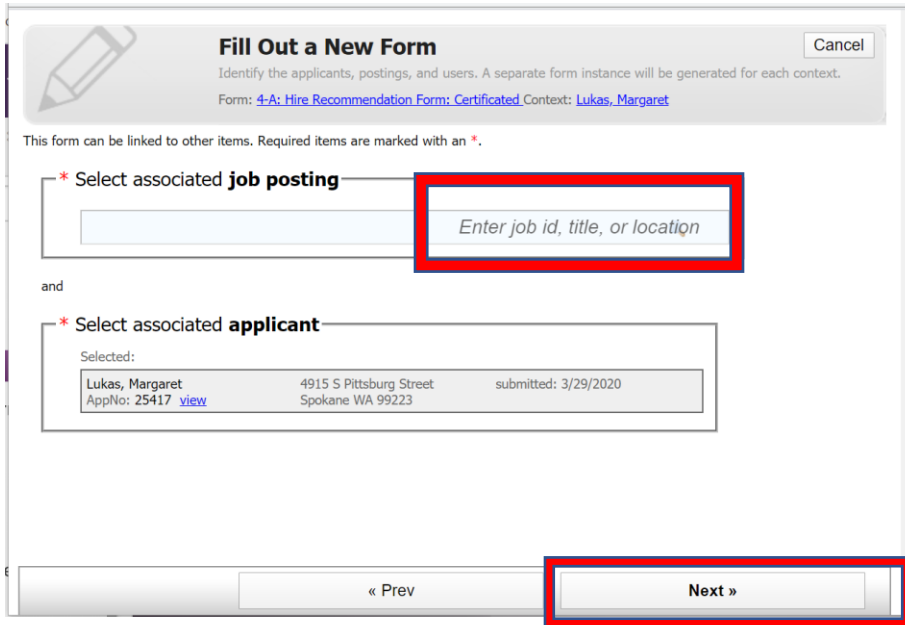
☐ 4-A: Hire Recommendation Form: Certificated - [preview](#)

☐ 4-B: Hire Recommendation Form: SPECIAL EDUCATION Certificated - [preview](#)

Continue with Selected Forms »

How to Access a Hiring Recommendation for Job Fair Applicant

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**

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