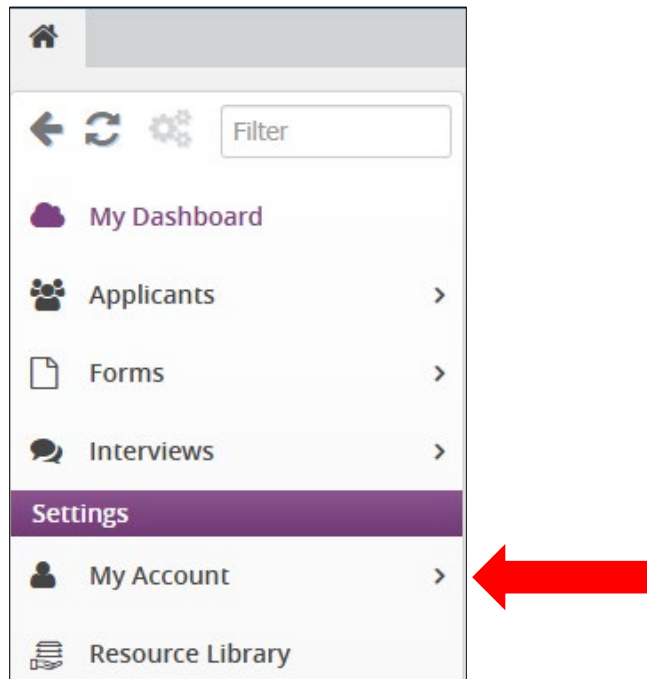


# Frontline Recruiting and Hiring

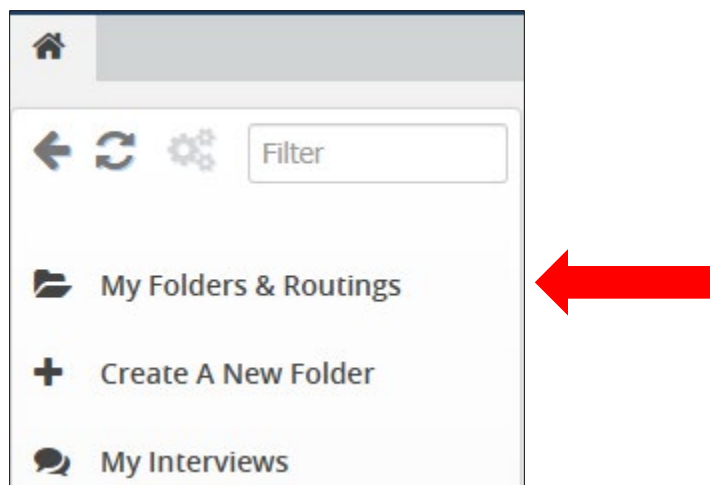
## External Hiring

### Accessing pool candidates from My Dashboard


Step 1: Click My Account



Step 2: Click Folders and Routings



### Step 3: Click Shared Folders



## My Folders & Routings

Click a group to show applicants in it.

▼ [My Folders](#)

:: [Create a New Folder](#)

You have not created any folders.

▶ [Shared Folders](#)

▶ [There are no inactive folders](#)

▶ [No positions are being routed to you](#)



### Step 4: Scroll to find the folder, 2025-26 Certificated Teacher Pool – Elementary

- Click on the folder name one time, this will add it to your dashboard

• <a href="#">2025-26 Certificated Teacher Pool- Dual Language</a> ** JobID 6578 **
• <a href="#">2025-26 Certificated Teacher Pool- Elementary</a> ** JobID 6750 - Closed**
• <a href="#">2025-26 Certificated Teacher Pool- Secondary</a>
• <a href="#">2025-26 Certificated Teacher Pool- Special Education</a> ** JobID 7410 **



Step 5: Navigate back to Folders and Routings located at the bottom right corner of your dashboard

My Dashboard

News

My Recent Activity

Welcome, [REDACTED]

Message Board

**Hiring Tips and Tricks:**

Did you know you can send form **2-E The Confidentiality and Ethics** form to your hiring team to sign electronically through Recruit and Hire by going to My Forms/Send a Form/select form 2-E and follow the instructions.

**Quick and easy way to capture the required candidate list from Recruit and Hire:** go to the vacancy/add and remove columns, from the drop down select candidate list for screeners. In the top right export to excel, save as pdf - upload using form 2C.

**Scheduling Interviews:** Did you know you can schedule all your interviews through Recruit and Hire. Click the [Interview Overview](#) to learn more.

**Reference guides** are available in [Docushare](#) or can be emailed to help you navigate this software.

⚙️ My Recent Vacancies

My Recent Files

⚙️ Folders and Routings



⚙️ Folders and Routings

➤ 2025-26 Certificated Teacher Pool- Elementary

➤ 2025-26 Certificated Teacher Pool- Special Education

➤ 2025-26 Certificated Teacher Pool- Secondary

➤ 2025-26 Certificated Teacher Pool- Dual Language

