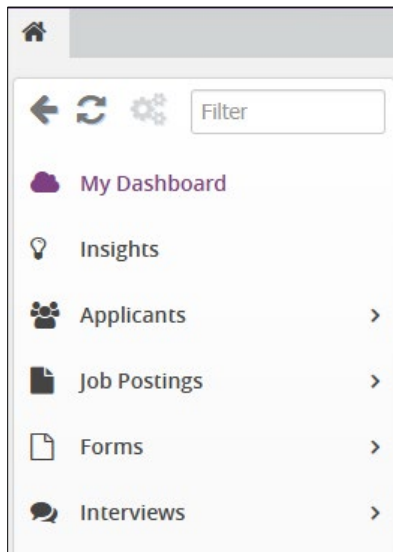


Frontline Recruiting and Hiring

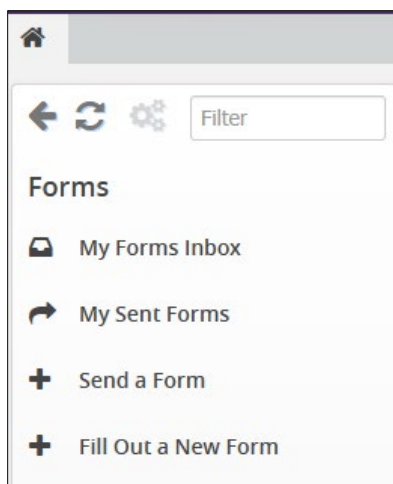
External Hiring

Screening and Interview Tally Sheet

Step 1: Select Forms



Step 2: Select Fill Out a New Form




Step 3: Under Applicant Screening, check Certificated Screening and Interview Tally Sheet 2025-26

Search	
Applicant Screening	
<input type="checkbox"/>	1-A Rubric & Screening Form - Certificated (including Substitutes) - preview
<input type="checkbox"/>	1-B Rubric & Screening Form - Classified - preview
<input type="checkbox"/>	1-C: Rubric & Screening Form - Principal/Administrator - preview
<input type="checkbox"/>	2-A Screening Tally Sheet (1-10 candidates) - preview
<input type="checkbox"/>	2-A Screening Tally Sheet (1-30 candidates) - preview
<input type="checkbox"/>	2-B Interview Tally Sheet - preview
<input type="checkbox"/>	2-C Screening Tally Sheet (1-10 candidates) - preview
<input type="checkbox"/>	2-C Upload Paper: Interview /Screening - preview
<input type="checkbox"/>	2-D Upload Scored, Signed, and Dated Pool Interview Questionnaire, Writing Assessment, and Rubric - preview
<input type="checkbox"/>	2-E Confidentiality and Ethics - preview
<input checked="" type="checkbox"/>	2-F Certificated Screening and Interview Tally Sheet 2025-26 - preview
<input type="checkbox"/>	2-G FOR HR USE ONLY Certificated Applicant Screening 2025-26 - preview
<input type="checkbox"/>	Certificated Pool Interview Question Form B - preview

Step 4:

- Enter the job identification number
- Select the associated job posting and click Next




Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each context.

Form: [Copy Of 2-B Certificated Interview Screening Tally Sheet 2025-26](#) Deliver to: [Me](#) Context: [edit](#)

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

*** Select associated job posting**



Fill Out a New Form
 Identify the applicants, postings, and users. A separate form instance will be generated for each content.
 Form: [Copy Of 2-B Certificated Interview Screening Tally Sheet 2025-26](#) Deliver to: [Me](#) Context: [edit](#)

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

Select associated job posting

Selected:

Job ID 7410 - Pool Posting: Teacher - Special Education (2025-26)	Posted: 1/27/25
Teacher - Special Education	CRC - Special Services Programs & Services
Open	Remove

< Prev Next >

Step 5:

- Enter the screening criteria used
- Enter any additional criteria used after application reviews
- Enter the names of the candidates to interview

Organization: Everett Public Schools
 Assigned To: User - mobrien
[Show History](#)
[Remove Applicants or Employees](#)

Job ID: 7410 - Pool Posting: Teacher - Special ...

Pool Posting: Teacher - Special Education (2025-26)
 CRC - Special Services Programs & Services

* Please list the Screening Criteria when filtering for candidates (ie: years of experience, Multilingual, Education)

Interview team across top row
 Candidates in left column

Team (across) Candidates (below)					Total Score	Average Score	Objective Reason why not selected
* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 6: Click Save as a Draft

Save as Draft

Step 7: Enter the names of the interview committee

Organization: Everett Public Schools
Assigned To: User - mobrien
[Show History](#)
[Remove Applicants or Employees](#)

Job ID: 7410 - Pool Posting: Teacher - Special ...

Pool Posting: Teacher - Special Education (2025-26)
CRC - Special Services Programs & Services

* Please list the Screening Criteria when filtering for candidates (ie: years of experience, Multilingual, Education)

Interview team across top row
Candidates in left column

Team (across) Candidates (below)					Total Score	Average Score	Objective Reason why not selected
*							

Step 8: Click Save as a Draft

Save as Draft

Step 9:

- Enter interview score for each candidate and total scores for candidates
- Enter the average interview score for each candidate
- Enter an objective reason for each candidate not selected

Organization: Everett Public Schools
Assigned To: User - mobrien
[Show History](#)
[Remove Applicants or Employees](#)

Job ID: 7410 - Pool Posting: Teacher - Special ...

Pool Posting: Teacher - Special Education (2025-26)
CRC - Special Services Programs & Services

* Please list the Screening Criteria when filtering for candidates (ie: years of experience, Multilingual, Education)

Interview team across top row
Candidates in left column

Team (across) Candidates (below)						Total Score	Average Score	Objective Reason why not selected
*								

Step 10: Click Submit Form

Submit Form