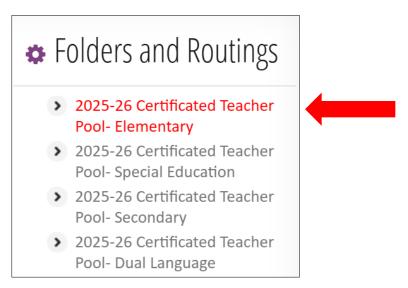
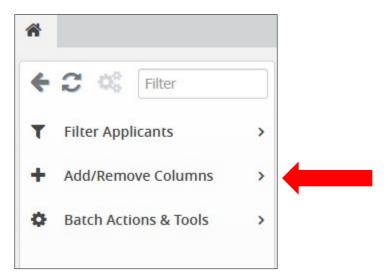
Frontline Recruiting and Hiring External Hiring

Screening pool candidates

Step 1: Click 2025-26 Certificated Teacher Pool (Elementary, Secondary, Special Education, or Dual Language)



Step 2: Click Add/Remove Columns



Step 3: Select 2025-26 Screening from the dropdown menu under Choose a Column Present



Preset screening criteria will populate



From here you have two options for screening pool candidates.

Option 1:

 Download an Excel document with the preset screening criteria by selecting the Excel button





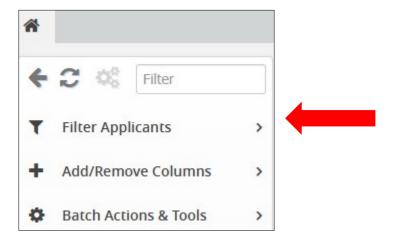
• Download the Excel document and use filters to sort candidates



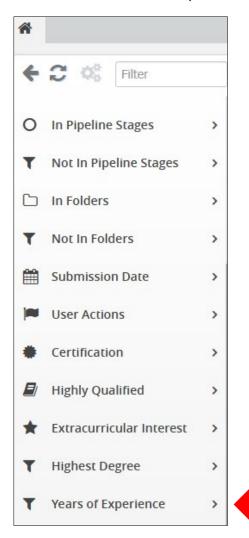


Option 2:

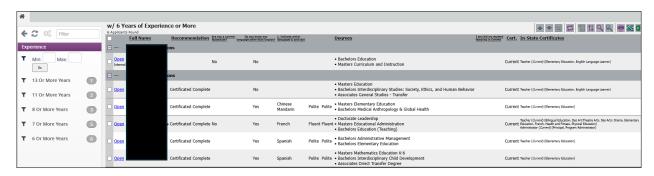
• Use the back arrow to find Filter Applicants



• Choose a filter (i.e. Years of Experience)



Example of filter with 6 Or More Years



- Download an Excel document using the filtered criteria by selecting the Excel button
- See Option 1 for downloading an Excel document