



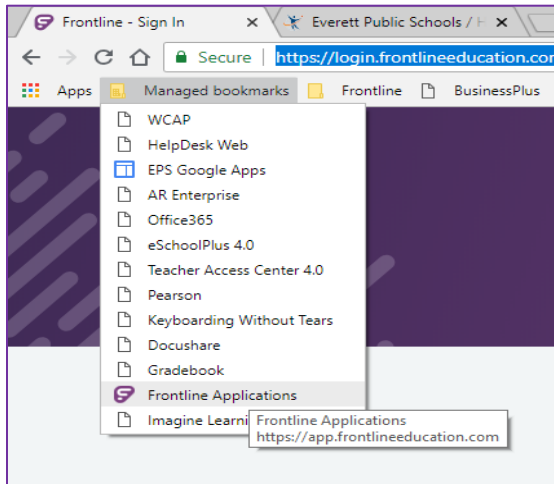
Recruiting & Hiring Employment Application System



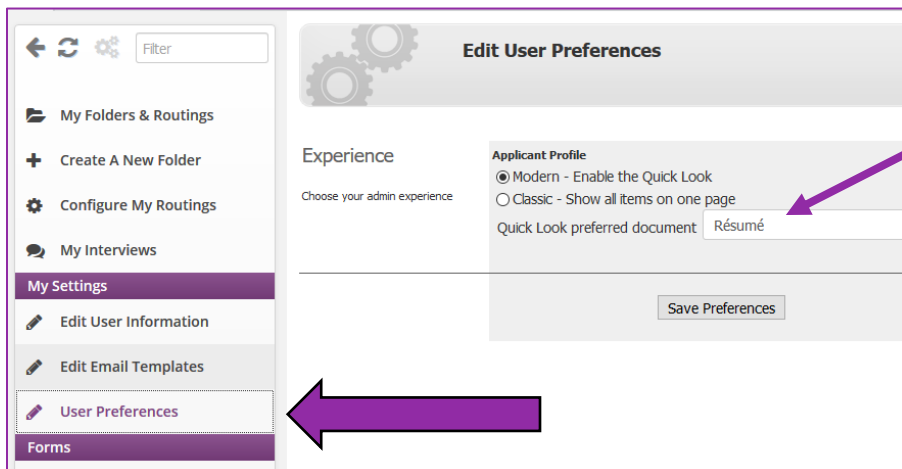
Applicants

Frontline Applications is in the Managed Bookmarks folder in Google Chrome browser or you can use app.frontlineeducation.com

Recommended internet browser choice is Chrome, Firefox, or Safari. *Internet Explorer is not recommended.*



Setting Default View: My Settings > User Preferences



Contact an Recruiting & Hiring System Operator for more assistance:
[Linda Conti](#) 425-385-4113 // [Shawnacy Smith](#) 425-385-4112 // [Ingrid Stafford](#) 425-385-4114 //
Employment Services employmentsrv@everettsd.org



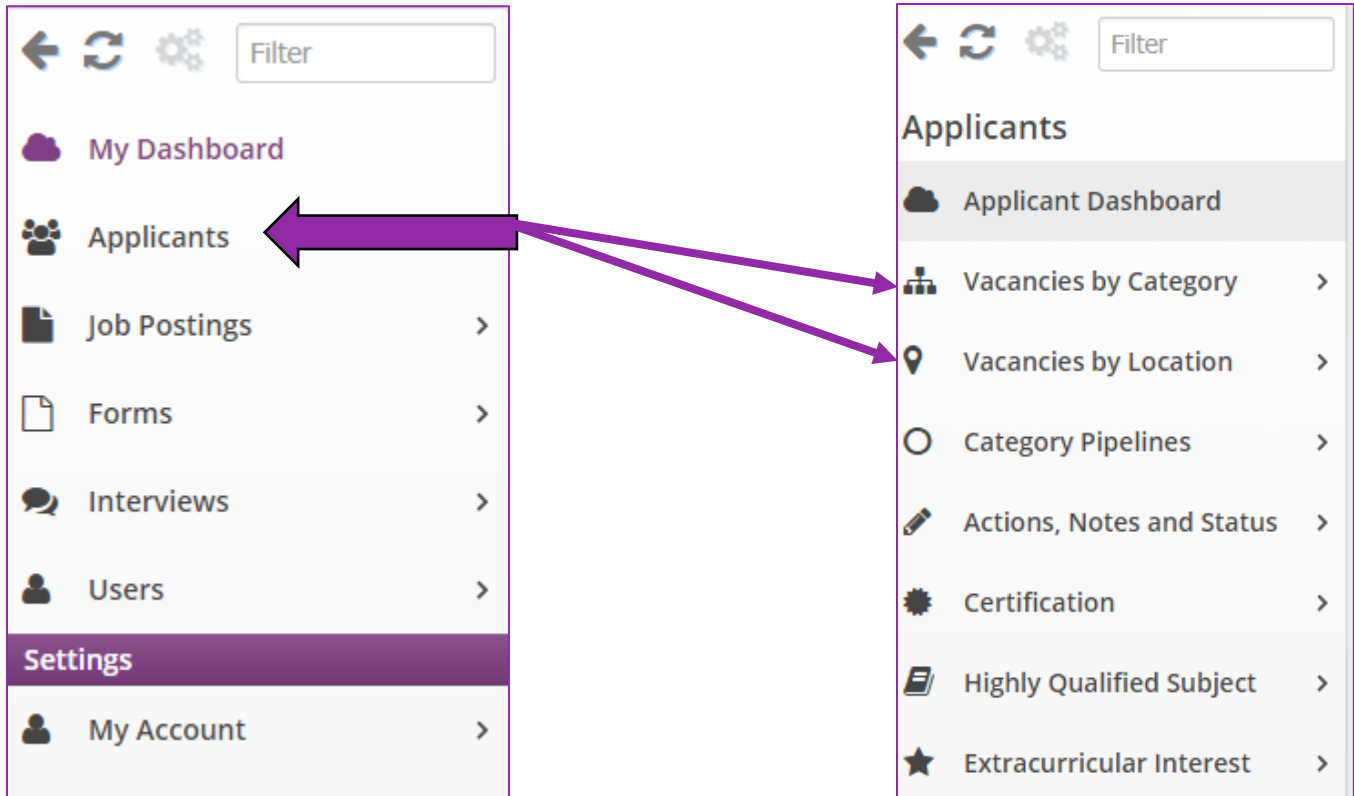
Recruiting & Hiring Employment Application System



Applicants

Searching for applicants and job postings:

From the left navigation menu > Applicants > Category or Location



OR

Select Advanced Search or Name, Job ID or Category or for more options

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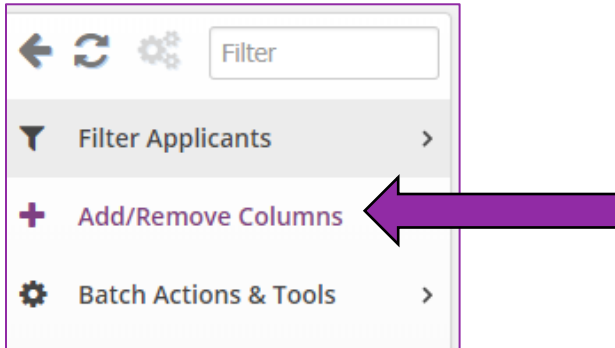
Recruiting & Hiring Employment Application System




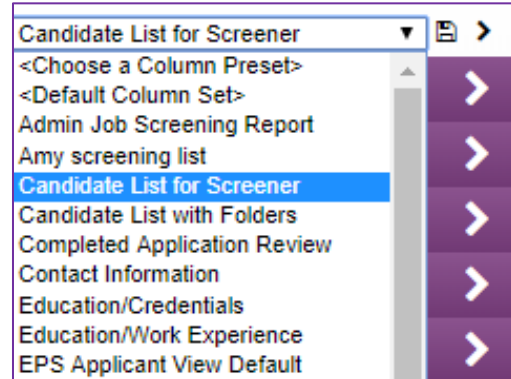
Applicants

The applicant list function displays information in columns for viewing. Set the column preset with your preferences or use recommended Candidate List for Screener.

Select Add/Remove Columns



Select Candidate List for Screener



	External Appl								
<input type="checkbox"/>	Open	5,969 Meidi	6/27/2018			8			
<input checked="" type="checkbox"/>	Open	3,369 Tang	6/21/2018			2		Certificated Complete	
<input type="checkbox"/>	Open	987 Hart	6/21/2018		509-993-2847	2		Certificated Complete	
<input type="checkbox"/>	Open	3,118 Ames	6/21/2018		(425) 422-2199	5			
<input type="checkbox"/>	Open		20/2018		(315) 220-0558	4			
<input type="checkbox"/>	Open	794 Skoo	6/20/2018			5		Certificated Complete	
<input type="checkbox"/>	Open	2,319 Bass	6/20/2018	12506	(425) 9492612	6		Certificated Complete	
<input type="checkbox"/>	Open	2,012 Fame	6/20/2018		(425) 501-6350	9		Certificated Complete	
<input type="checkbox"/>	Open	2,676 Hami	6/19/2018			8	8	Classified Complete	

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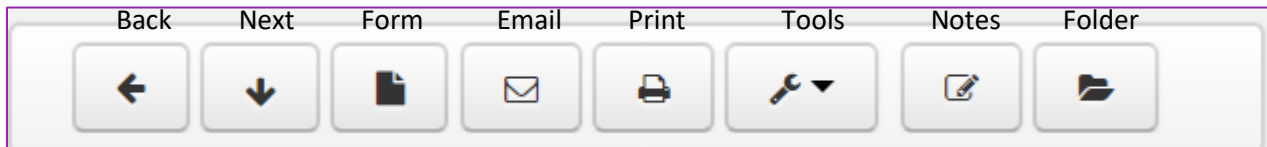


Recruiting & Hiring Employment Application System

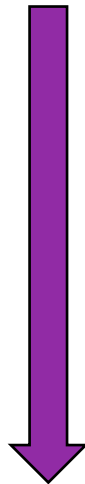


Applicants

Administrator Tools- Try the Print tool to view all materials in a single PDF view



Applicant Details



Recruiting & Hiring Everett School District

Susan McCoard TEST

Quick Look - Susan McCoard TEST

Contact Notes Employment Desired

Susan Berman McCoard
Telephone: 425-221-9788 • susanmccoard@gmail.com

B. A. Degree – English Education – Degree Earned 2006
A.A. Degree – Arts and Sciences – Degree Earned 2003

Washington State University
Bellevue Community College

Skills

- Advanced level of computer literacy
- 2 years experience with SmartFind, Employee
- Registrar Online, Business+, Safeschools, WinOcular
- Currently training to learn Frontline Systems
- Microsoft Office Suite
- SmartBoard technology
- DocuShare, Sharepoint and other file sharing software
- Excellent 10-Key and typing skills
- Adobe Photoshop, and Acrobat Pro
- Moderate Spanish
- Consistent willingness to learn

Experience
Everett Public Schools
Administrative Assistant

Everett, WA | 2016 – Present

- Accurately monitor and maintain all Professional Development sessions to ensure employees receive accurate clock hours applied to their records; preparing and uploading those records monthly
- Provide District-wide support and/or training on policies and procedures, office back-up, databases, report generation, etc.
- Assist in migration from current employment, substitute and professional development software to new systems
- Assist Systems Support Analyst, Substitute Coordinator, Employment Assistants, and other departments as needed either by data entry, preparing new employee documents, facilitating substitute training, etc.

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Recruiting & Hiring Employment Application System



Applicants

Screening Tools & Forms > Select Fill Out a New Form

Forms

- ↶ Fill Out a New Form
- + Send a Form

Check box for form to complete then select Continue with Selected Forms at bottom of list.

Applicant Screening

- ☐ 1-A: Rubric & Screening Form - Certificated (including Substitutes) - [preview](#)
- ☒ **1-B: Rubric & Screening Form - Classified - [preview](#)**
- ☐ 1-C: Principal/Administrator Screening Form - [preview](#)
- ☐ 2-A: Screening Tally Sheet - [preview](#)
- ☐ 2-B: Interview Tally Sheet - [preview](#)

Telephone References

- ☐ 4-A: EPS Telephone Reference Check - Certificated - [preview](#)
- ☐ 4-B: EPS Telephone Reference Check - Classified - [preview](#)
- ☐ 4-C: EPS Telephone Reference Check - Administrative - [preview](#)
- ☐ Upload Paper Telephone Reference Survey - [preview](#)

Continue with Selected Forms »

For your convenience we have Applicant Screening Templates in a dry erase booklet. Email employment services if you don't have this booklet.

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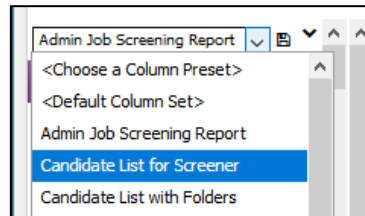
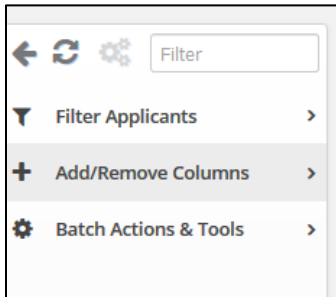
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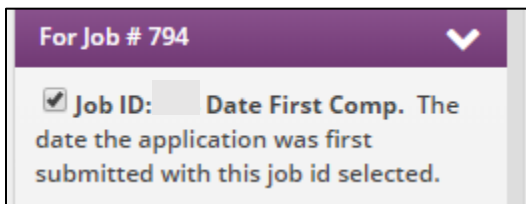
Applicants

Creating the **Candidate List for Screening** prior to screening

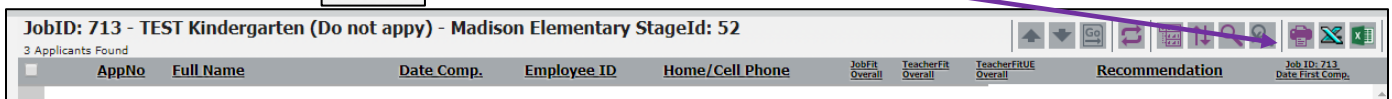
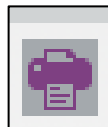
1. Search Applicants
2. Add/Remove Columns
3. Select the preset **Candidate List for Screener**



4. Select - For Job #: (Job ID will display here)



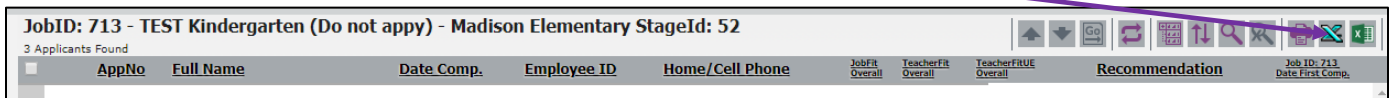
5. Print to PDF > Save



OR



5. Download to XLS



6. List can be sorted by Date Complete

App No	Full Name	Date Comp.	Employee ID	Home/Cell Phone	JobFit Overall	TeacherFit Overall	TeacherFitUE Overall	Recommendation	Job ID: 713 II Date First
Internal Applications									
60	Test, One	4/13/2018	9999	425-385-4113		6		Certificated Complete	4/13/2018
1498	Test, Two	4/10/2018	2345	425-385-4112		5		Certificated Complete	4/13/2018
321	Test, Three	4/13/2018	7896	425-385-4100		9		Certificated Complete	4/13/2018
95	Test, Four	4/13/2018	12345	425-385-4114		6		Certificated Complete	4/14/2018
External Applications									
601	Test, Five	4/13/2018		425-385-4100		7		Certificated Complete	4/16/2018
787	Test, Six	4/13/2018		425-385-4114		3		Certificated Complete	4/17/2018

7. Print, date, sign and send to HR with other hiring documents.

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