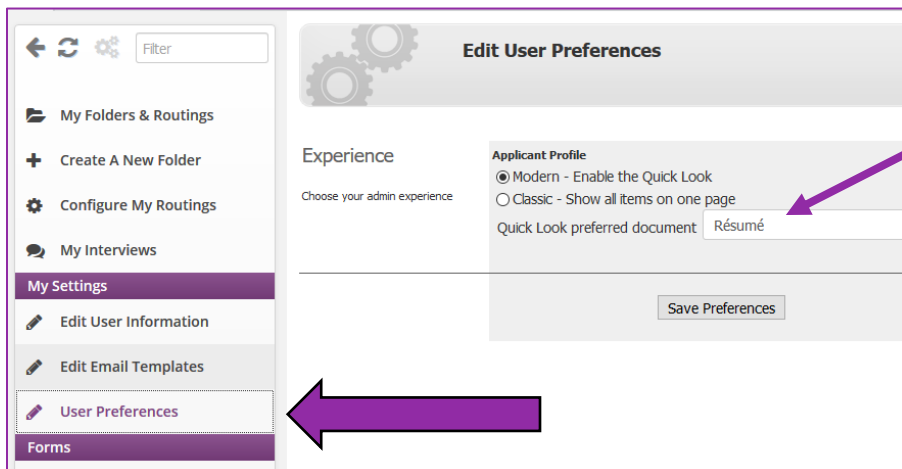Frontline Applications is in the Managed Bookmarks folder in Google Chrome browser or you can use app.frontlineeducation.com

Recommended internet browser choice is Chrome, Firefox, or Safari. *Internet Explorer is not recommended*.
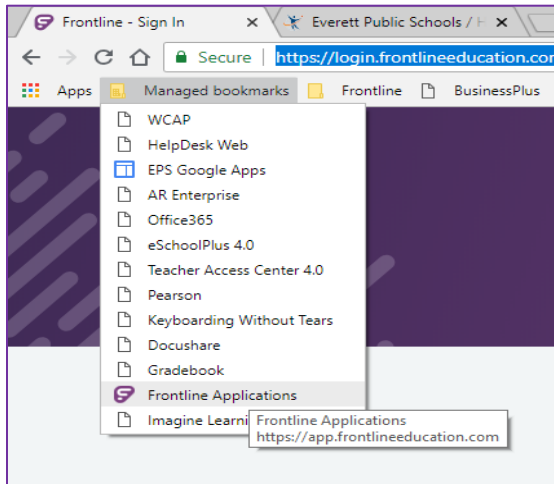
Setting Default View: My Settings > User Preferences

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

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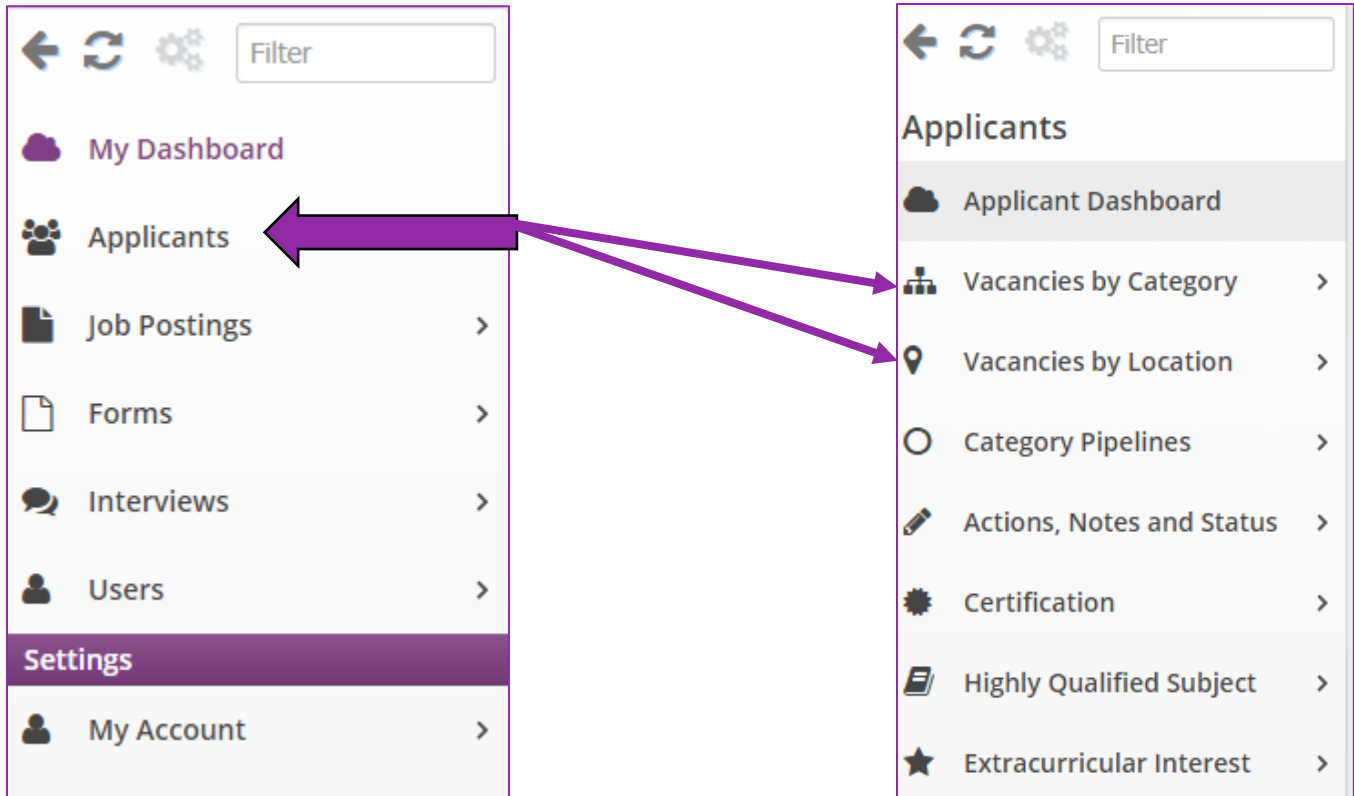Employment Services employmentsrv@everettsd.org

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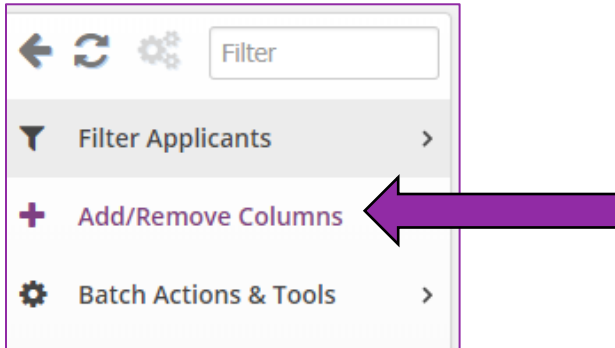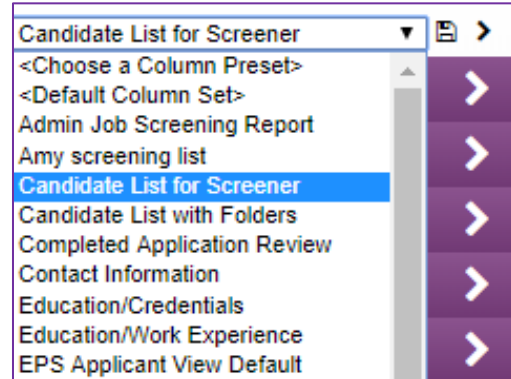
The applicant list function displays information in columns for viewing. Set the column preset with your preferences or use recommended Candidate List for Screener.

Select Add/Remove Columns

← ↻ ⚙ | Filter

▼ Filter Applicants >

✚ **Add/Remove Columns** ←

⚙ Batch Actions & Tools >

Select Candidate List for Screener

Candidate List for Screener ▼ | 🖫 >
<Choose a Column Preset>
<Default Column Set>
Admin Job Screening Report
Amy screening list
Candidate List for Screener
Candidate List with Folders
Completed Application Review
Contact Information
Education/Credentials
Education/Work Experience
EPS Applicant View Default

			External Appl						
☐	Open	5,969 Meidl	6/27/2018				8		
☑	Open	3,369 Tang	6/21/2018				7		Certificated Complete
☐	Open	987 Harte	6/21/2018			509-993-2847	7		Certificated Complete
☐	Open	3,118 Ames	6/21/2018			(425) 422-2199	5		
☐	Open		20/2018			(315) 220-0558	4		
☐	Open	794 Skoo	6/20/2018				5		Certificated Complete
☐	Open	2,319 Bass	6/20/2018	12506		(425) 9492612	6		Certificated Complete
☐	Open	2,012 Fame	6/20/2018			(425) 501-6350	9		Certificated Complete
☐	Open	2,676 Ham	6/19/2018				8	8	Classified Complete

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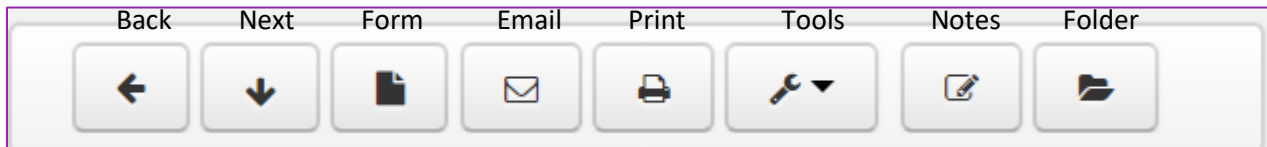Administrator Tools- Try the Print tool to view all materials in a single PDF view

Back	Next	Form	Email	Print	Tools	Notes	Folder
←	↓	📄	✉	🖨	🔧▾	📝	📂

Applicant Details

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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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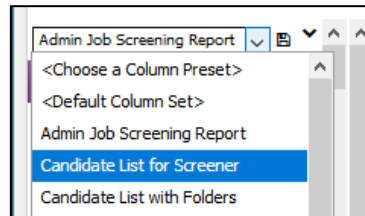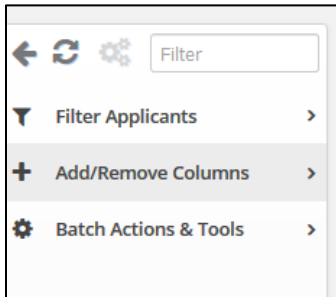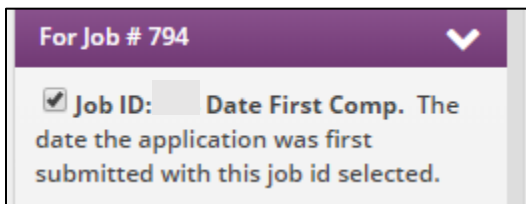## Creating the **Candidate List for Screening** prior to screening
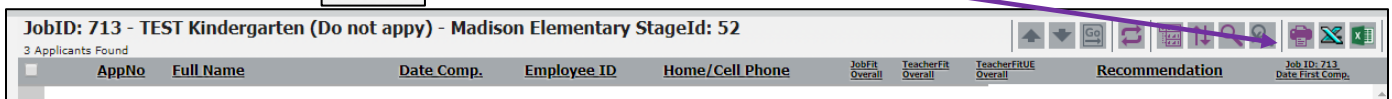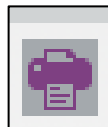
1. Search Applicants   2. Add/Remove Columns   3. Select the preset **Candidate List for Screener**
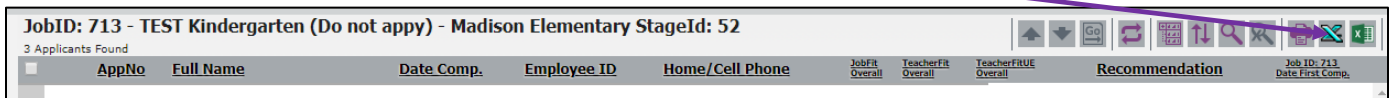

4. Select - For Job #: (Job ID will display here)

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 || 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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