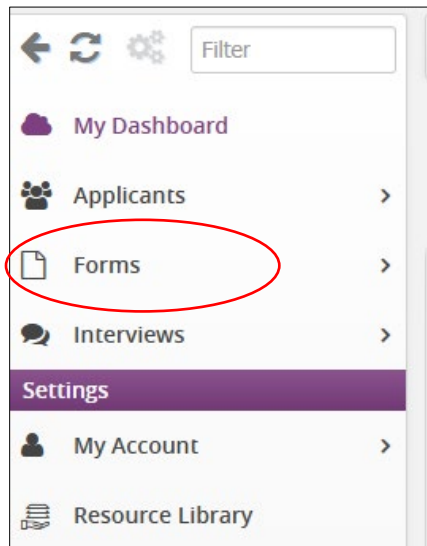


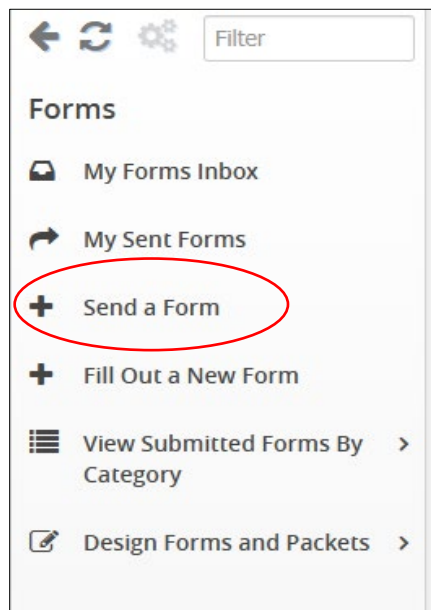
Frontline Recruiting and Hiring External Hiring

Sending Frontline forms to the Interview Committee team

Step 1: Select Forms



Step 2: Select Send a Form



3.

- Check the box for the form you want to send
- Click Continue with Selected Forms

Certificated Interview Questions		
<input type="checkbox"/>	Certificated - Long Term Substitute Interview Questions 2025-26 - preview	Standard Form Single-Step
<input type="checkbox"/>	Certificated - Spanish Dual Language Interview Questions - preview	Standard Form Single-Step
<input checked="" type="checkbox"/>	Certificated Interview Questions 2025-26 - preview	Standard Form Single-Step

Classified Interview Questions		
<input type="checkbox"/>	2024 JOB FAIR - Classified Interview Questions Please use this form - preview	Standard Form Single-Step

EPS Internal forms		
<input type="checkbox"/>	4.1-A Hire Recommendation Form Certificated - Dual Language - preview	Standard Form Multi-Step
<input type="checkbox"/>	4-A Hire Recommendation Form Certificated - preview	Standard Form Multi-Step
<input type="checkbox"/>	4-B Hire Recommendation Form SPECIAL EDUCATION Certificated - preview	Standard Form Multi-Step
<input type="checkbox"/>	4-C Hire Recommendation Form Paraeducator - preview	Standard Form Multi-Step
<input type="checkbox"/>	4-D Hire Recommendation Form SPECIAL EDUCATION Paraeducator - preview	Standard Form Multi-Step
<input type="checkbox"/>	4-E Hire Recommendation Form Classified (non-para positions) - preview	Standard Form Multi-Step

Continue with Selected Forms »

4.

- Select other email and add the Interview Committee members' email addresses
- Click Next

Send Form Cancel

Choose the recipient(s) of the form.
Form: [Certificated - Long Term Substitute Interview Questions 2025-26](#) Deliver to: [cworkflow](#) Context: [edit](#)

Me (You will be immediately sent to the form)

Applicant Tracking User (Select one or more recipients of this form; a separate invitation and form will be delivered to each user selected.)

Other Email

Enter email address; multiple allowed, separate with commas

Next »

5.

- Add the Job Posting number
- Click Next

The screenshot shows the 'Send Form' interface. On the left is a sidebar with navigation options like 'Forms', 'My Forms Inbox', and 'Send a Form'. The main area is titled 'Send Form' and contains instructions: 'Identify job openings, job postings, and users. A separate form instance will be generated for each contact.' Below this, there are two sections: 'Select associated job posting' and 'Select associated applicant'. The 'Select associated job posting' section has a table with columns for 'Selected', 'Job ID', 'Paraprofessional', 'Posted', and 'Candidate High'. A red arrow points to the first row of this table. The 'Select associated applicant' section has a text input field with the placeholder 'Enter last name, first name, or appoo'. At the bottom right, there are two buttons: 'Prev' and 'Next'. A red arrow points to the 'Next' button.

6. Click Finish and Deliver

The screenshot shows an email preview window. The 'From' field is 'Everett Public Schools' and the 'Subject' is 'Frontline Education Form: "FormSent.CreatorName"'s Form "Form.Title" is ready for '. The email body contains the text: 'Dear "Instance AssigneeLabel",', 'A form has been routed to you. Please click the link below to open the form:', '[FormLink]', 'Thanks,', 'Frontline Education'. At the bottom of the preview, there is a checkbox for 'Receive email notification on submission?' and two buttons: 'Prev' and 'Finish and Deliver'. A red arrow points to the 'Finish and Deliver' button.