

Searching For Applicants

Here are the links you need for you're the new applicant tracking system (remember to mark as favorites).



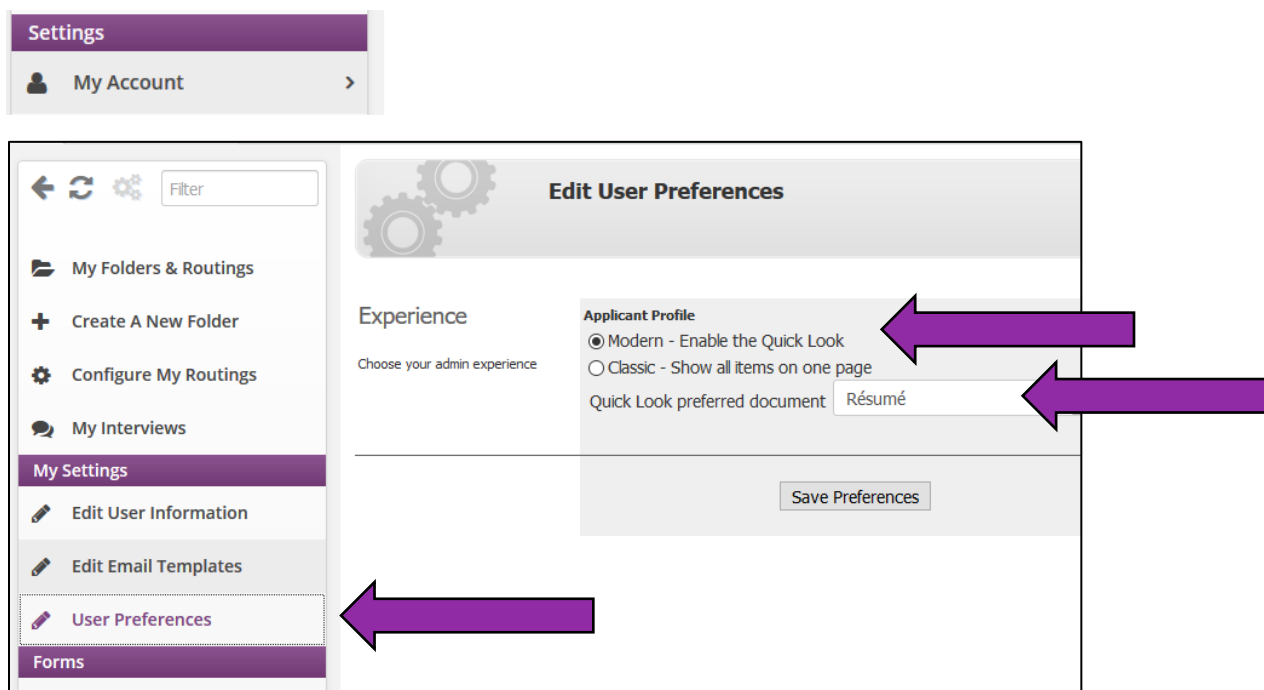
- Hiring manager access: <https://www.applitrack.com/everettsd>



- Learning Center: <https://recruiting-help.frontlineeducation.com/hc/en-us>

Now let's set up some of your personal preferences.

My **Settings** > My Account > User Preferences

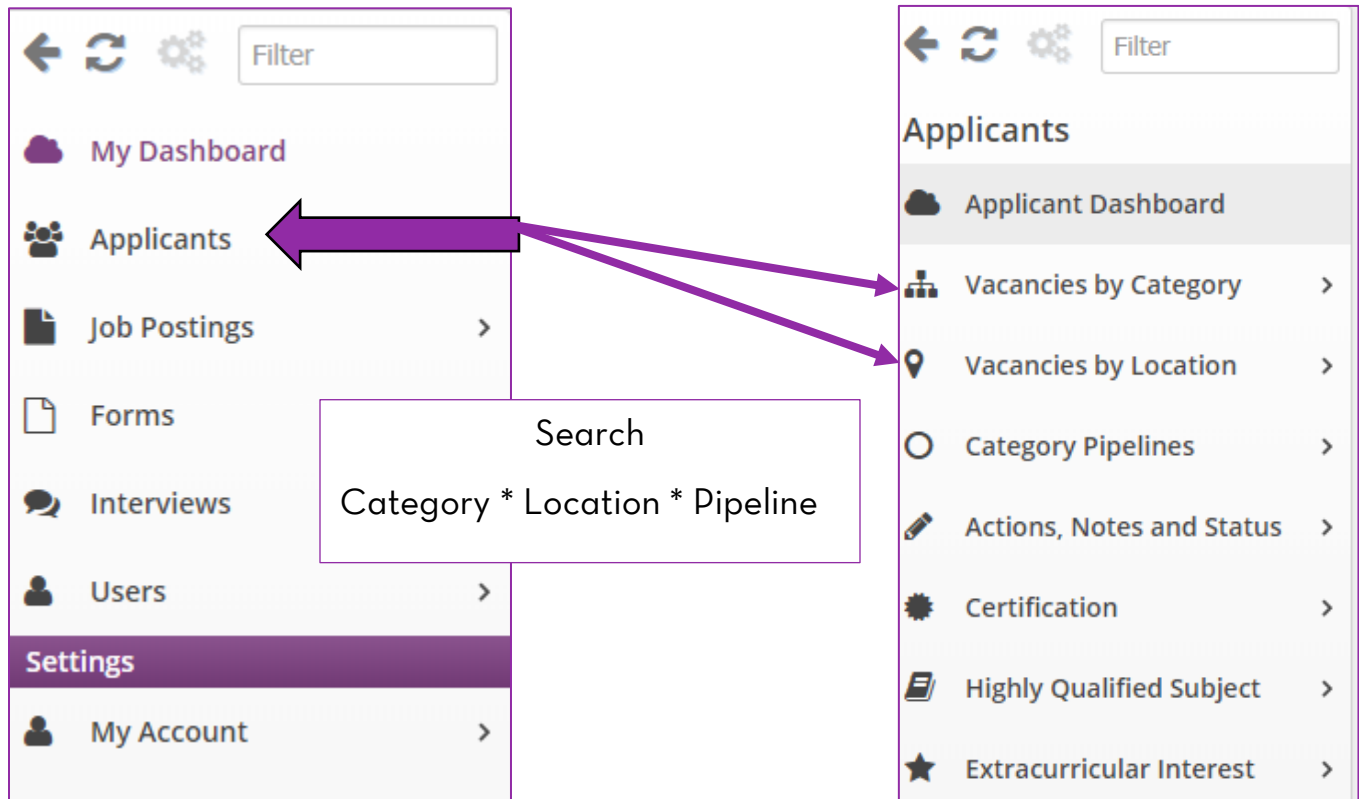


Contact an Recruiting & Hiring System Operator for more assistance:

[Linda Conti](#) 425-385-4113 // [Shawnacy Smith](#) 425-385-4112 // [Ingrid Stafford](#) 425-385-4114 //
Employment Services employmentsrv@everettsd.org

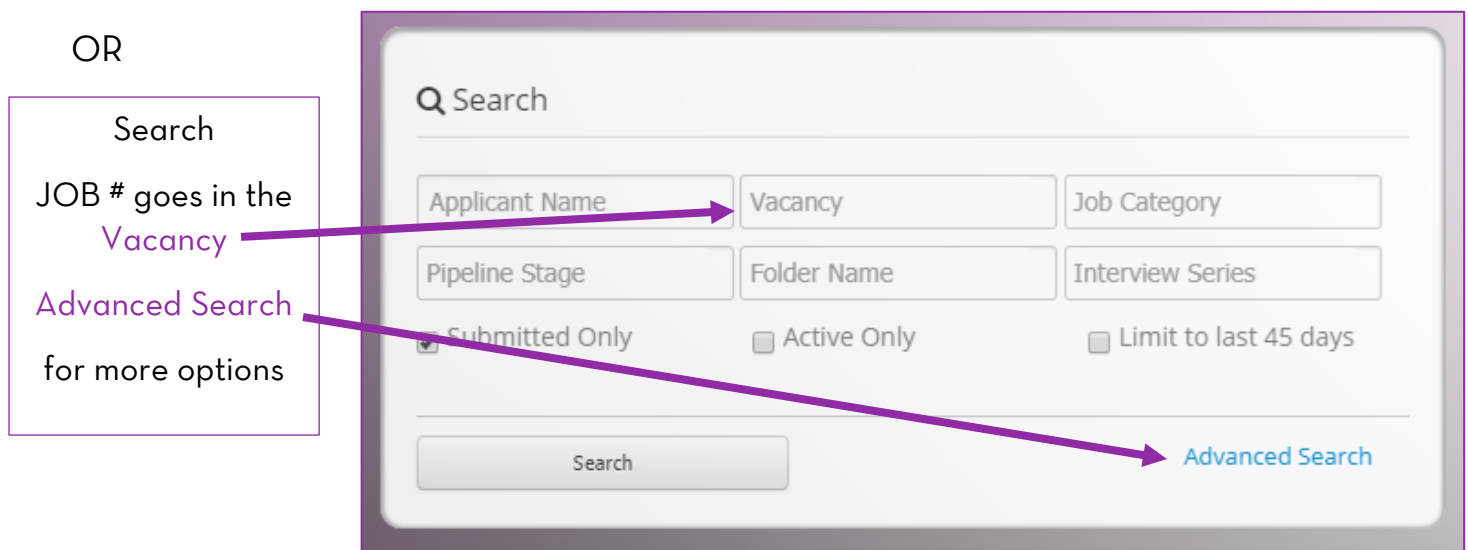
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1- From the **Dashboard**, select **Applicants**



The screenshot shows the dashboard interface. On the left is a navigation menu with items: My Dashboard, Applicants, Job Postings, Forms, Interviews, Users, Settings (highlighted), and My Account. A purple arrow points from the 'Applicants' menu item to the right-hand panel. The right-hand panel is titled 'Applicants' and contains an 'Applicant Dashboard' section with several options: Vacancies by Category, Vacancies by Location, Category Pipelines, Actions, Notes and Status, Certification, Highly Qualified Subject, and Extracurricular Interest. A search box is overlaid on the interface with the text 'Search' and 'Category * Location * Pipeline'.

OR



The screenshot shows the search interface. It has a 'Search' header and several input fields: Applicant Name, Vacancy, Job Category, Pipeline Stage, Folder Name, and Interview Series. There are also checkboxes for 'Submitted Only' (checked), 'Active Only', and 'Limit to last 45 days'. A 'Search' button is at the bottom left, and a link for 'Advanced Search' is at the bottom right. Annotations include a box on the left with the text 'Search', 'JOB # goes in the Vacancy', and 'Advanced Search for more options'. Arrows point from 'JOB # goes in the Vacancy' to the 'Vacancy' input field and from 'Advanced Search' to the 'Advanced Search' link.

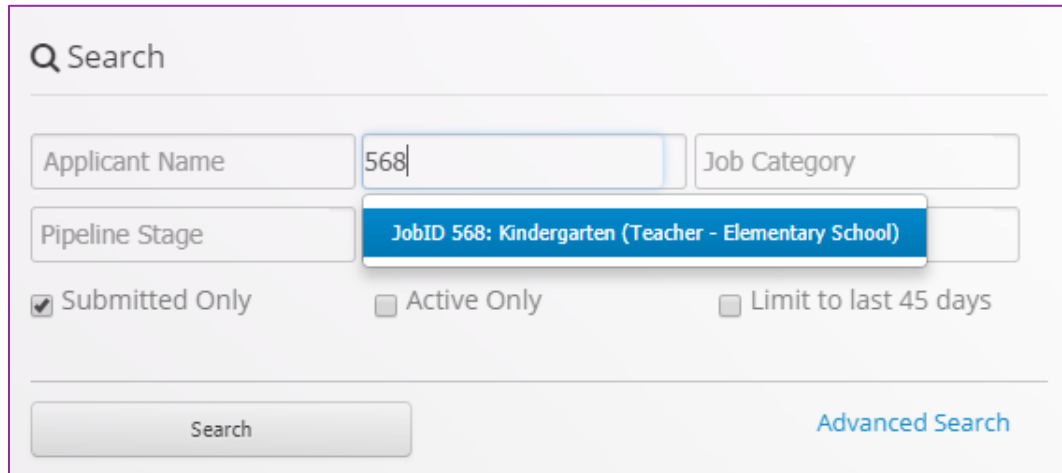
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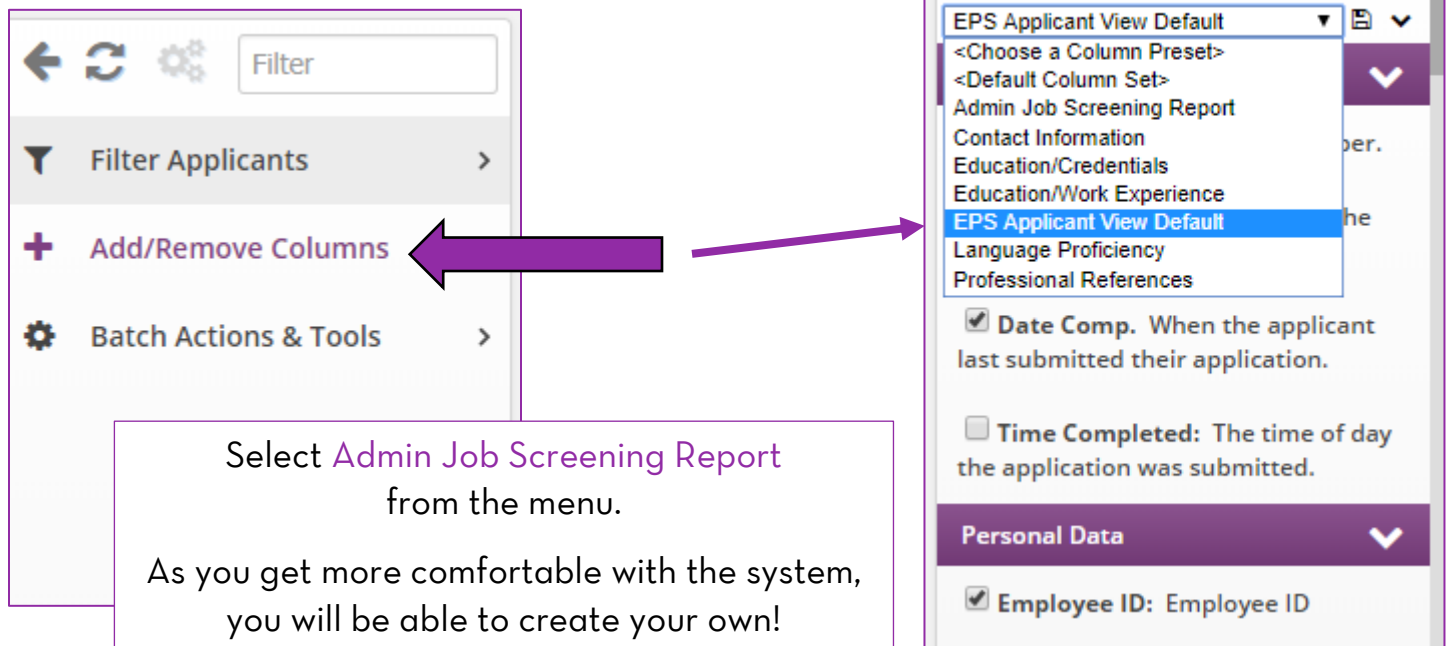
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2 - When selecting a JOB #, you must click on the Job Link as shown.
Then click **Search**



3 - The applicant list displays information. Preset filters for your view or use an already created one.

Click on **+ Add/Remove Columns**



Select **Admin Job Screening Report** from the menu.

As you get more comfortable with the system, you will be able to create your own!



Recruiting & Hiring Employment Application System



Searching For Applicants

4 – This is what the applicant list will look like

JobID: 568 - TEST JOB! DO NOT APPLY Kindergarten - All Locations - Pool Position
3 Applicants Found

	Full Name	Date Comp.	Employee ID	Home/Cell Phone	Email	References	PDF link	Current location:	Cert.
<input type="checkbox"/>	Watts, G	1/26/2018	05290	(425) 259-0000	gwatts@everettsd.org	* Ingrid Stafford: EPS, Boss, istafford@everettsd.org, , 425-385-4114 * Carol Stolz: EPS, Boss, cstolz@everettsd.org, , 425-385-4100 * Mickey House, , , istafford@everettsd.org, , 555-555-5555	PDF	CRC	None
<div>Active Jobs (5) Inactive Jobs (0)</div> <ul style="list-style-type: none">Paraeducator<ul style="list-style-type: none">JobID: 185 - Test Para KindiSpecial Services - Related Services Certified<ul style="list-style-type: none">JobID: 527 - Occupational/Physical Therapist Not SubmittedTeacher - Elementary School<ul style="list-style-type: none">JobID: 568 - TEST JOB! DO NOT APPLY Kindergarten (15.0 years exp.) - Stage: Application submittedTeacher - Special Education<ul style="list-style-type: none">JobID: 609 - TEST DO NOT APPLY Copy Of Special E - Stage: Application submittedVolunteer<ul style="list-style-type: none">JobID: 302 - Volunteer - Stage: Renewal Notice									
<input type="checkbox"/>	TEST, Susan McCoard	1/2				Everett Public Schools smccoard@gmail.com, , 425-221-9788			rent
<div>Active Jobs (2) Inactive Jobs (0)</div> <ul style="list-style-type: none">Paraeducator<ul style="list-style-type: none">JobID: 185 - Test Para KindiTeacher - Elementary School<ul style="list-style-type: none">JobID: 568 - TEST JOB! DO NOT APPLY Kindergarten - Stage: Application submitted									
<input type="checkbox"/>	ContiTEST, Linda	1/24/2018	10557	(360) 654-8000	lconti@everettsd.org	* Ingrid: EPS, Co-Worker, istafford@everettsd.org, , 425-385-4114 * Ingrid: EPS, Co-Worker, istafford@everettsd.org, , 425-385-4114 * Ingrid: EPS, Co-Worker, istafford@everettsd.org, , 425-385-4114	PDF	CRC	Anticipated
<div>Active Jobs (2) Inactive Jobs (0)</div> <ul style="list-style-type: none">Paraeducator<ul style="list-style-type: none">JobID: 185 - Test Para KindiTeacher - Elementary School<ul style="list-style-type: none">JobID: 568 - TEST JOB! DO NOT APPLY Kindergarten - Stage: Application submitted									

Click **PDF** to view online application ONLY

Click **OPEN** to view employee file

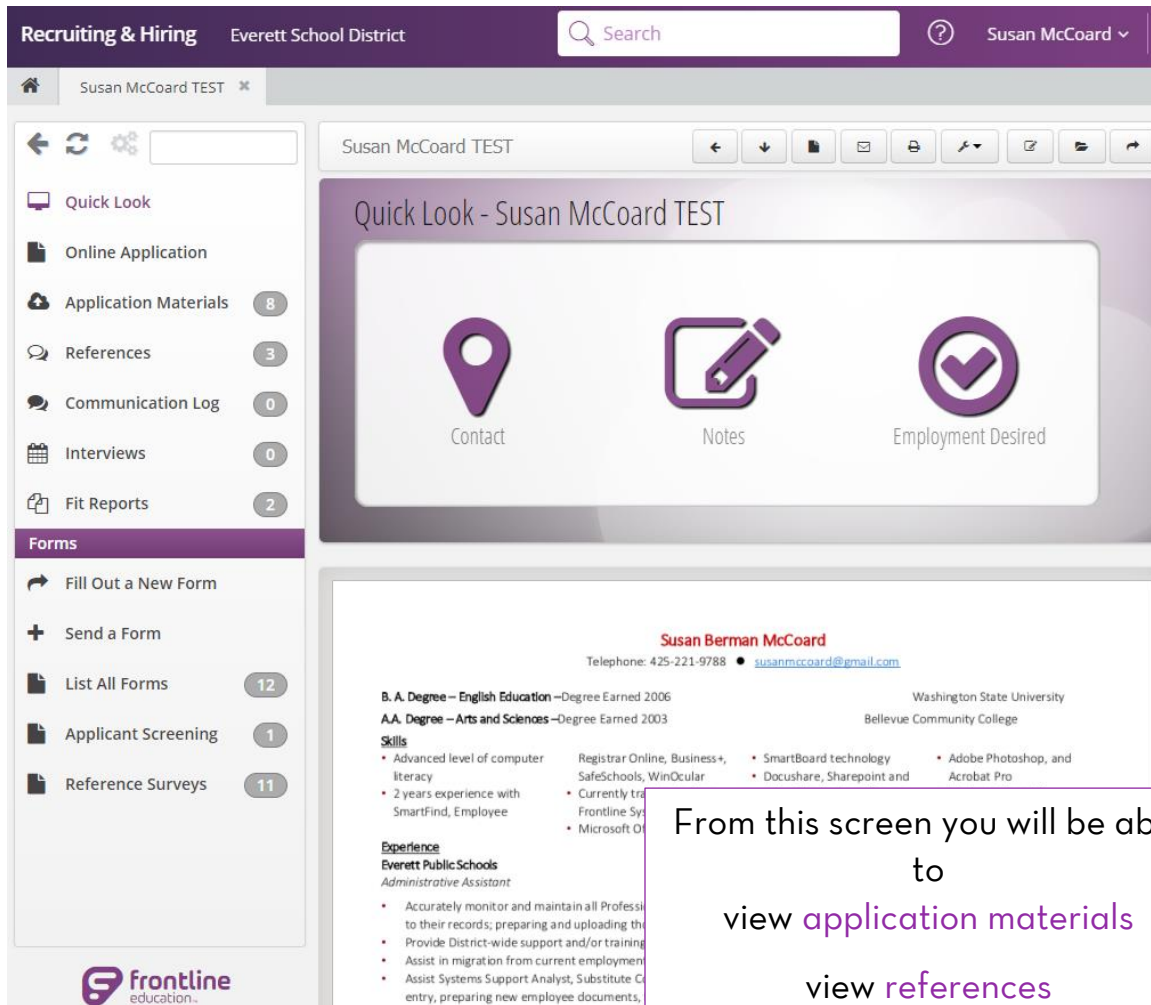
5 – By clicking the small box next to the applicant's name, you will be offered new actions and options.

- + Add them to a folder >
- ✕ Remove them from a folder ☒ [Open](#)
- 🚩 Mark them with notes >
- ✉ Send them an email >
- 👁 View sent emails
- 👁 View submissions
- ▶▶ Forward applicant(s) ☒ [Open](#)
- 📅 Schedule an Interview >
- ✉ Send a form >
- 📄 Download applicant data ☒ [Open](#)

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6 -Click **OPEN** will take to the applicant page.



The screenshot shows the 'Recruiting & Hiring' interface for the 'Everett School District'. The user is logged in as 'Susan McCoard'. The main content area is titled 'Quick Look - Susan McCoard TEST' and features three large icons: 'Contact', 'Notes', and 'Employment Desired'. Below this, there is a detailed view of the applicant's profile for 'Susan Berman McCoard'. The profile includes contact information (Telephone: 425-221-9788, Email: susanmccoard@gmail.com), education (B.A. Degree - English Education, A.A. Degree - Arts and Sciences), skills (Advanced level of computer literacy, 2 years experience with SmartFind, Employee, Registrar Online, Business+, SafeSchools, WinOcular, SmartBoard technology, DocuShare, Sharepoint and Adobe Photoshop, and Acrobat Pro), and experience (Everett Public Schools Administrative Assistant). The left sidebar contains a 'Forms' section with options like 'Fill Out a New Form', 'Send a Form', 'List All Forms', 'Applicant Screening', and 'Reference Surveys'. The bottom of the page features the 'frontline education' logo.

From this screen you will be able to

- view application materials
- view references
- view applicant assessments
- fill out interview forms
- and more!

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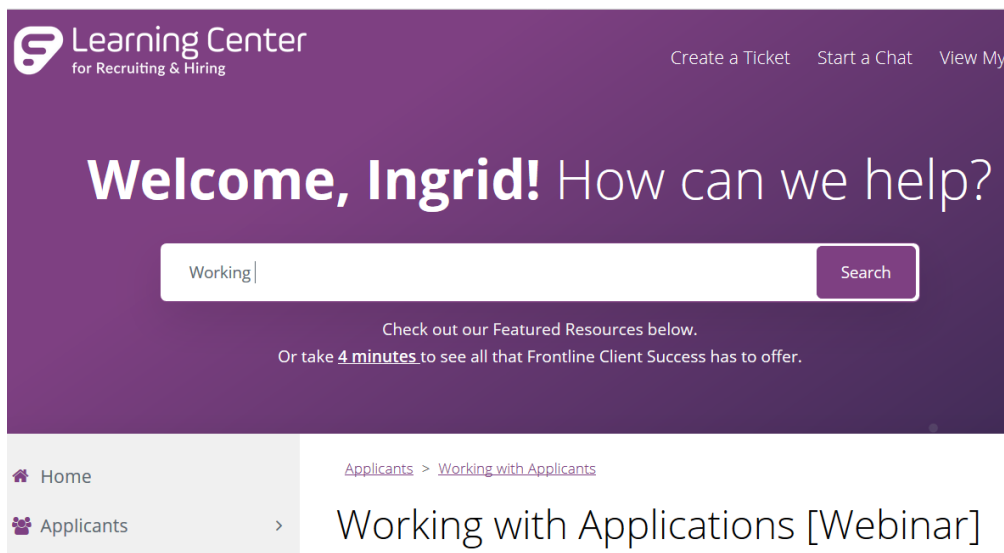
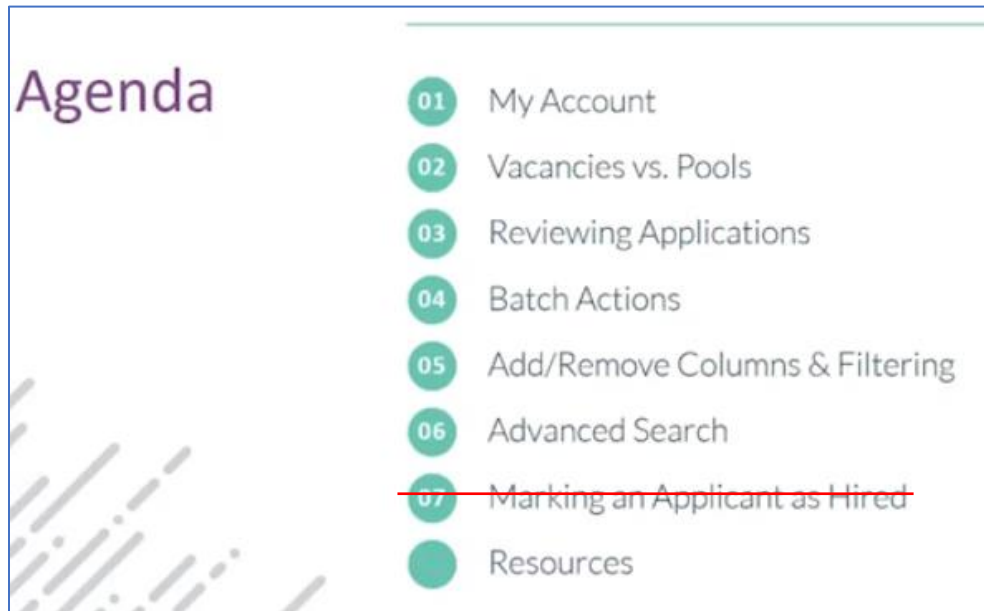
Recruiting & Hiring Employment Application System



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For additional training view the 22-minute webinar for an overview of Recruiting & Hiring. This can be found in the learning center.

Working with Applications



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