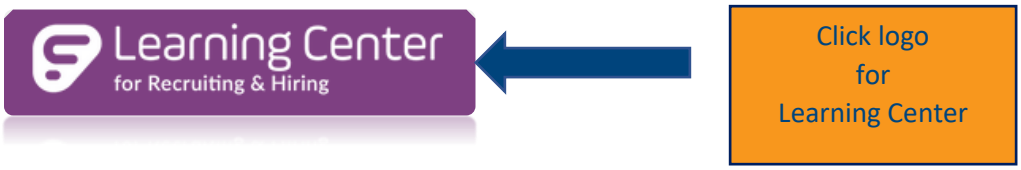
Recruiting & Hiring
Employment Application System

Searching For Applicants

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

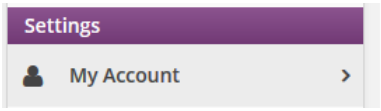
- Hiring manager access: https://www.applitrack.com/everettsd

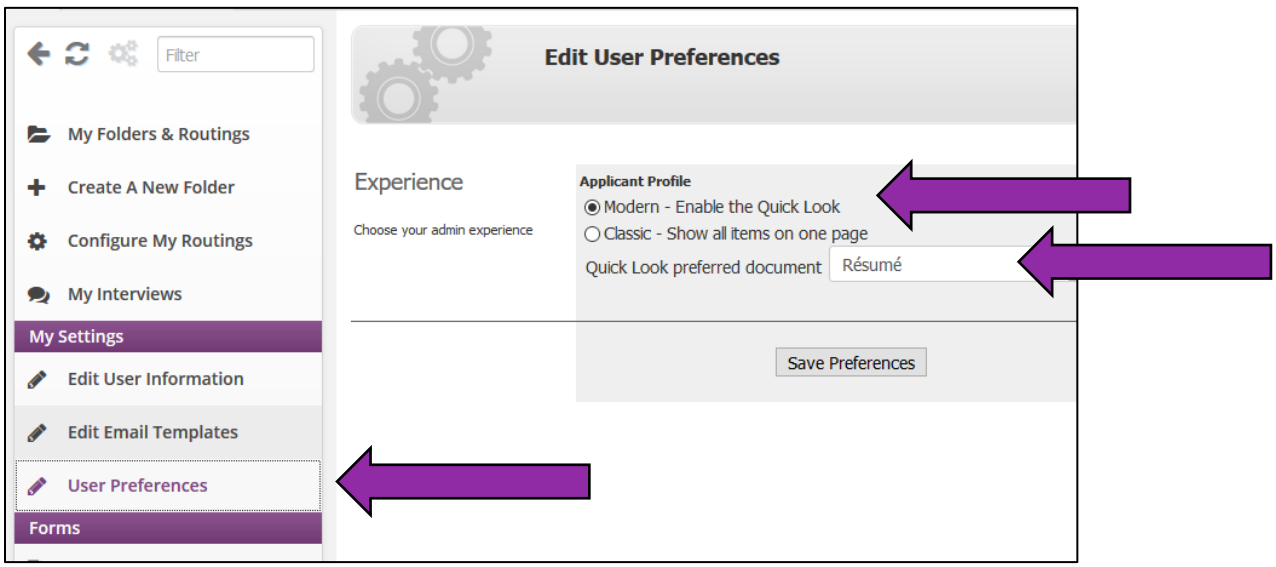


- Learning Center: https://recruiting-help.frontlineeducation.com/hc/en-us

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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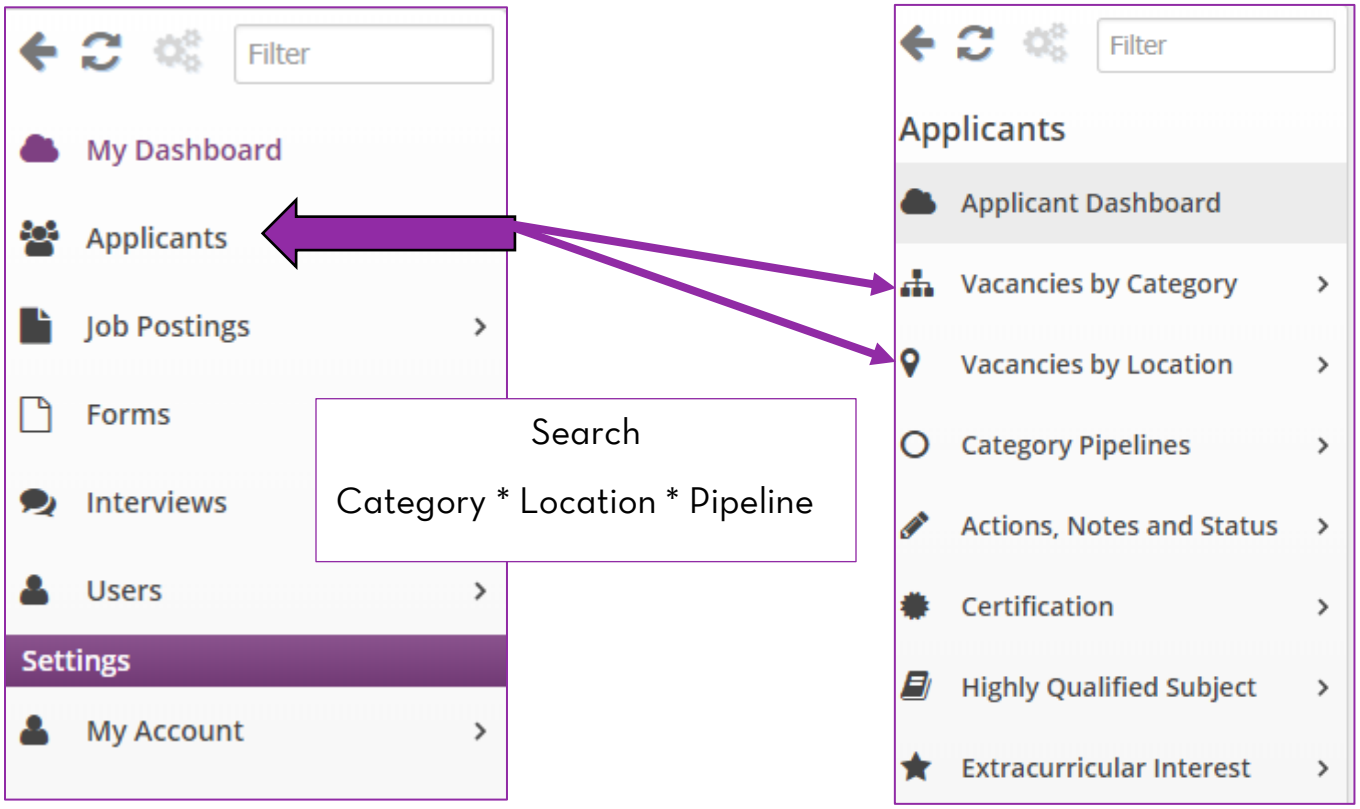
1- From the Dashboard, select Applicants

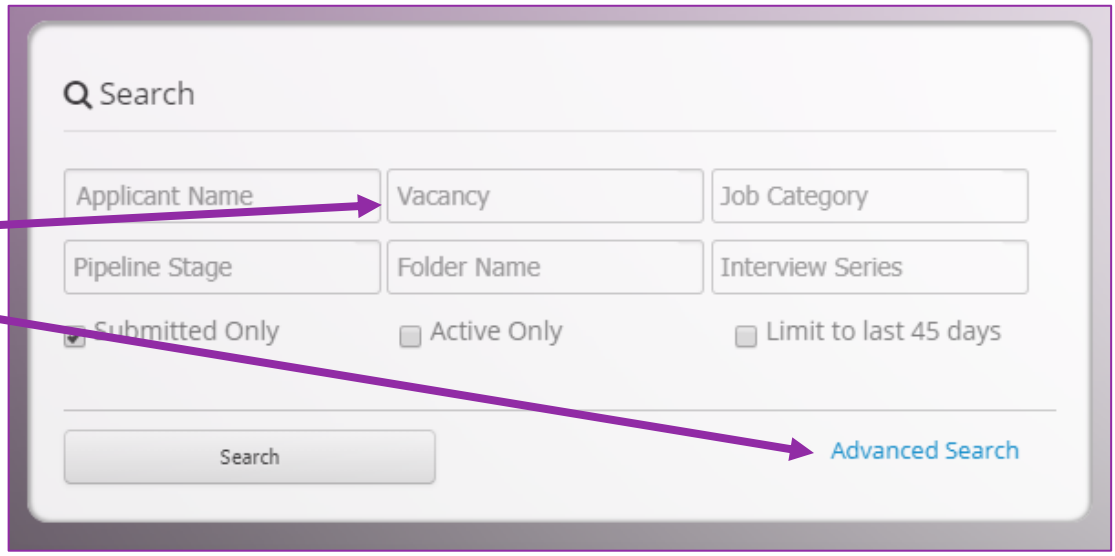


OR

Search

JOB # goes in the Vacancy

Advanced Search for more options



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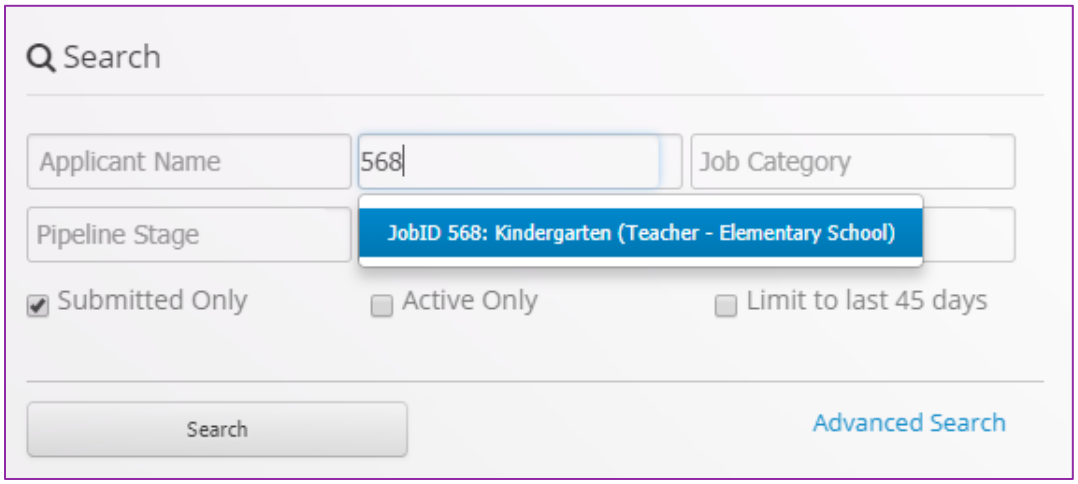
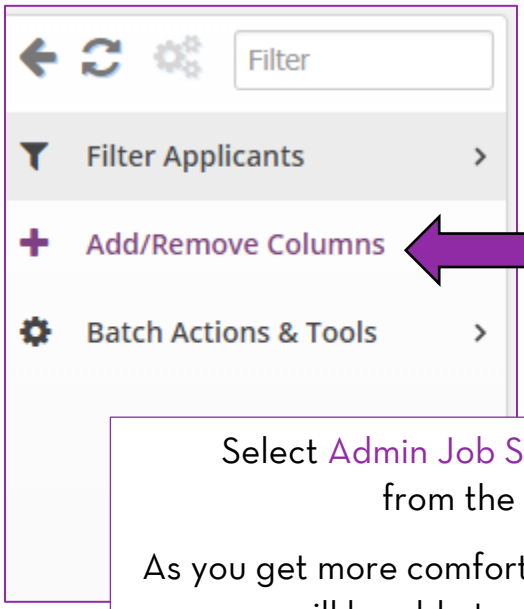
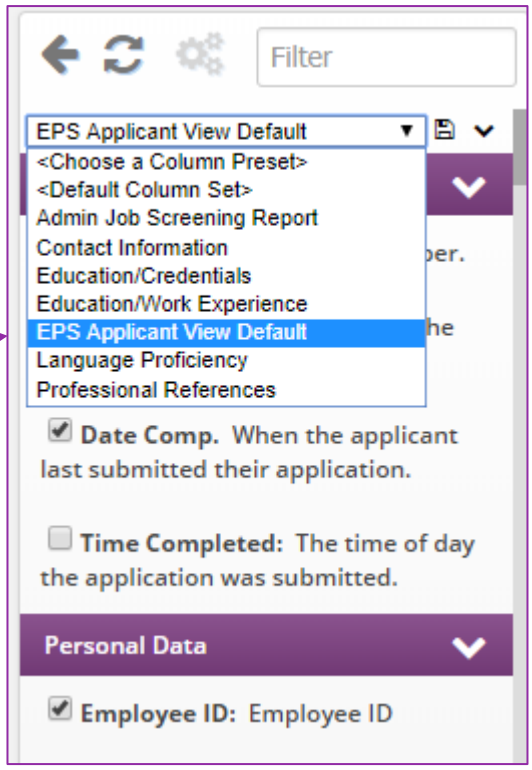
2 – When selecting a JOB #, you must click on the Job Link as shown. Then click Search



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!

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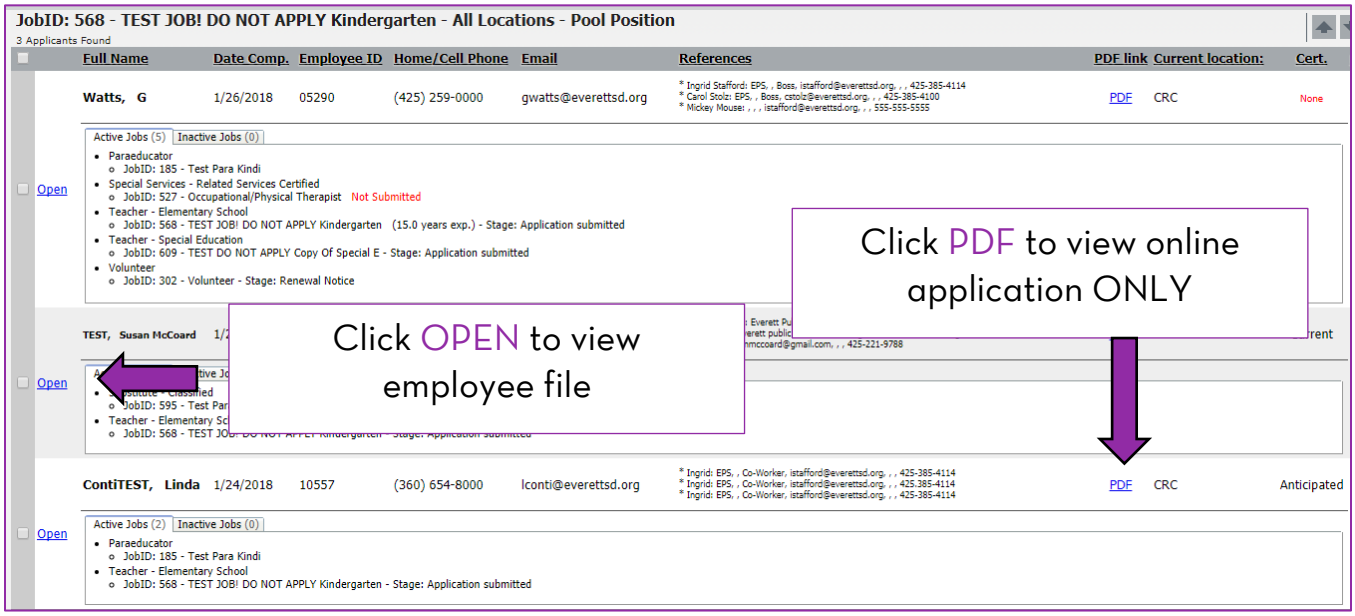
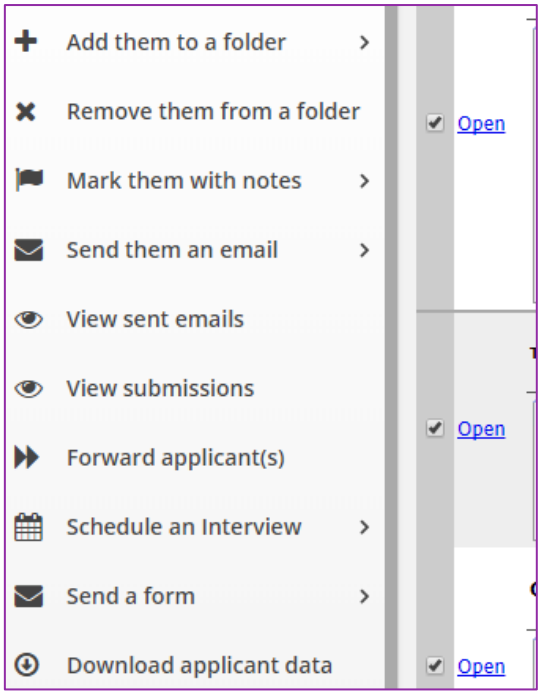
4 – This is what the applicant list will look like



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



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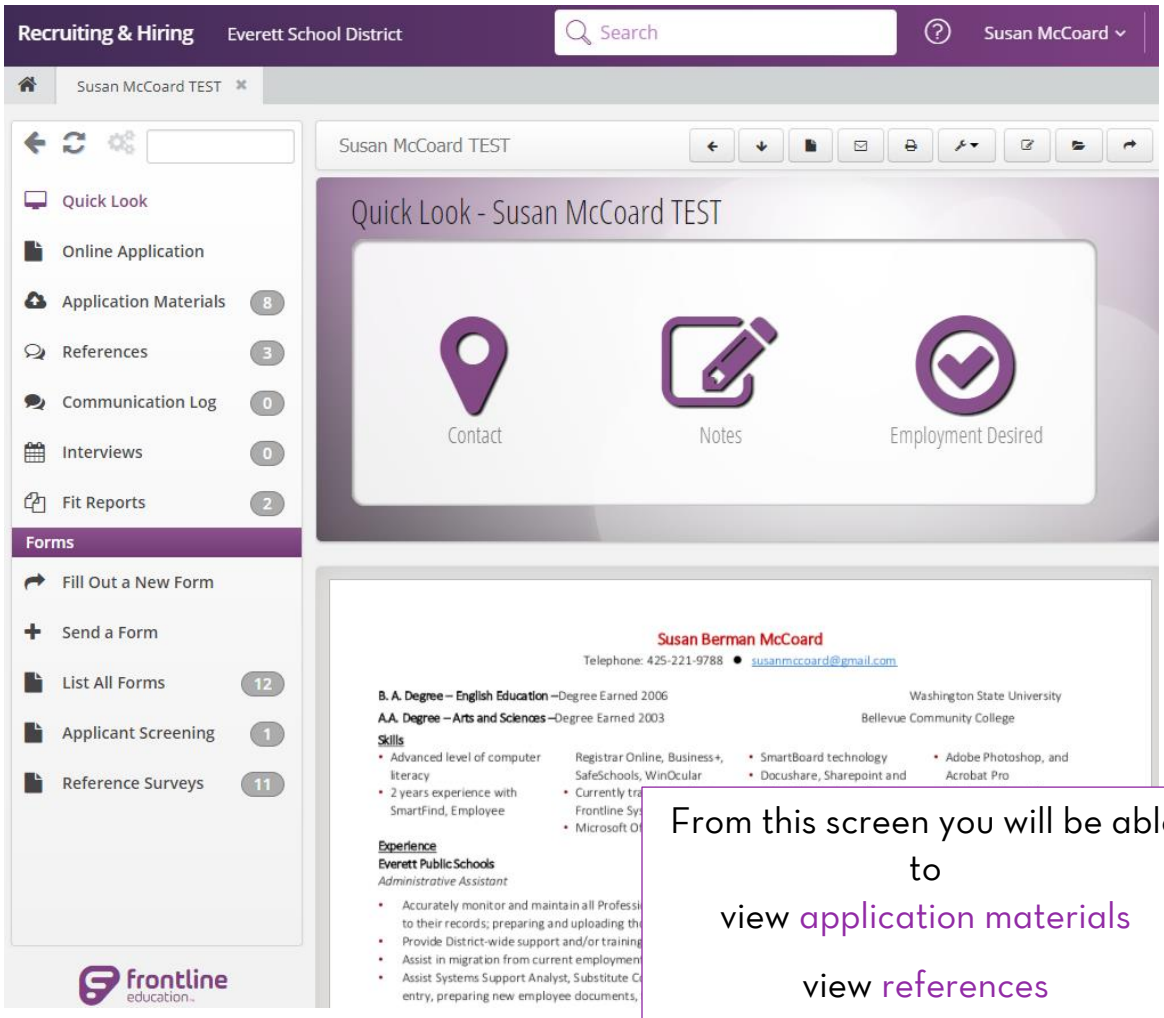
6 -Click OPEN will take to the applicant page.



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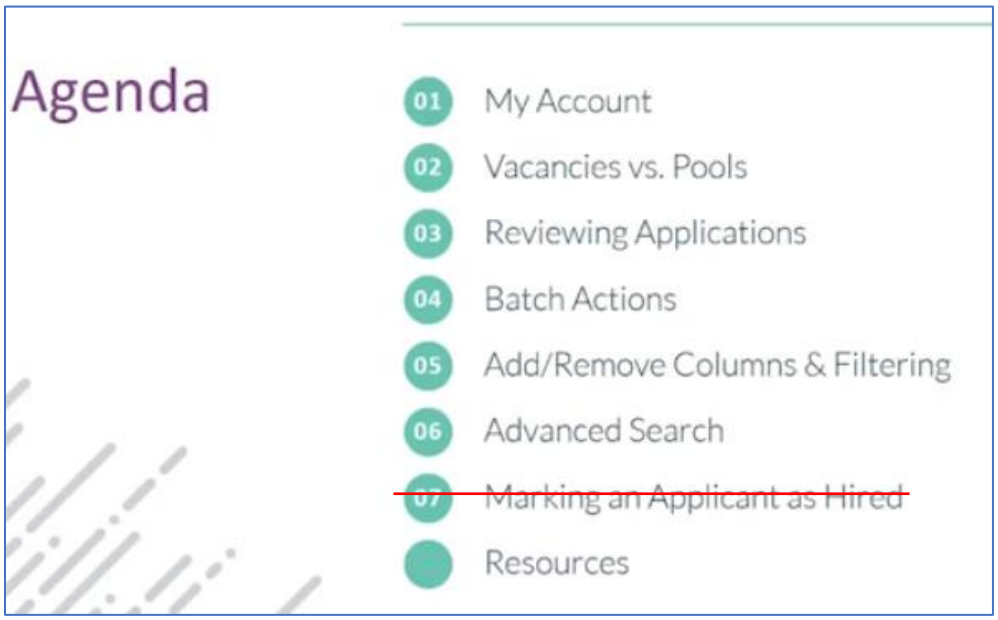
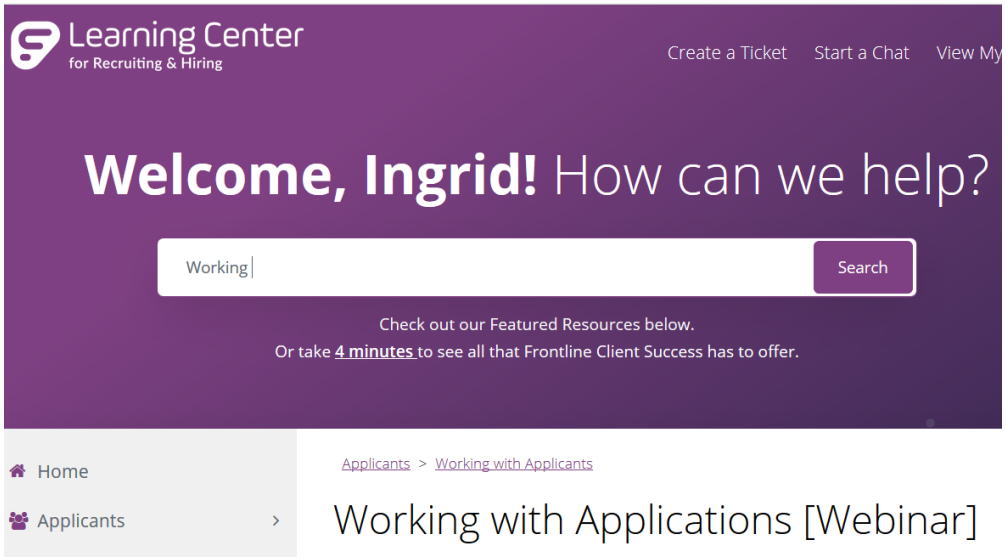
For additional training view the 22-minute webinar for an overview of Recruiting & Hiring. This can be found in the learning center.

Working with Applications





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