

APPLITRACK QUICK TIPS --- Selection Process at a Glance

Once you are viewing your list of applicants online, here are the quick steps to take to complete the selection process.

1- FIRST, check the box beside the names of the applicants that were **CONSIDERED** only (not interviewed or selected).

2- After checking all the **CONSIDERED** applicants, select the **MARK THEM WITH NOTES** on the left sidebar.

3- A new sidebar will appear. Now select **CURRENTLY CHECKED APPLICANTS** on the sidebar.

4- A pop-up message/notepad will appear. Click on the **VACANCY PIPELINES** tab. (**DO NOT** do anything on the first applicant notes tab...**ever!**)

******If you do not see anything but the posting ID and Name, click the arrow to expand the information.***

5- Click on the **CONSIDERED APPLICANT** bubble. Then select **SAVE AND CLOSE**. You should see a quick confirmation note before it closes.

6- Clear your check boxes on the applicant list.

7- **Now repeat steps 1 through 6** for the applicants that were **INTERVIEWED**. Be sure to select the note **INTERVIEWED** for these people.

8- You can also select a particular applicant to give a note as **GOOD SECOND CHOICE**.

9- **Repeat steps 1 through 6** for the applicant (or applicants) that you would like to **RECOMMEND FOR HIRE**. Be sure to select the note **RECOMMEND FOR HIRE**.

10- An automatic pop-up message will appear asking you to select a form. Check the checkbox and select **CONTINUE WITH SELECTED FORMS**.

11- The next screen will be a form confirming the job posting being filled and the applicant(s) being selected for the job posting. Double check the info.

12- The **NEW RECOMMENDATION FOR HIRE FORM** will now pop-up. Please complete the following areas:

A: the **HIRING COMMITTEE NAMES** section

B: the **REQUIRED REFERENCE CHECK** section

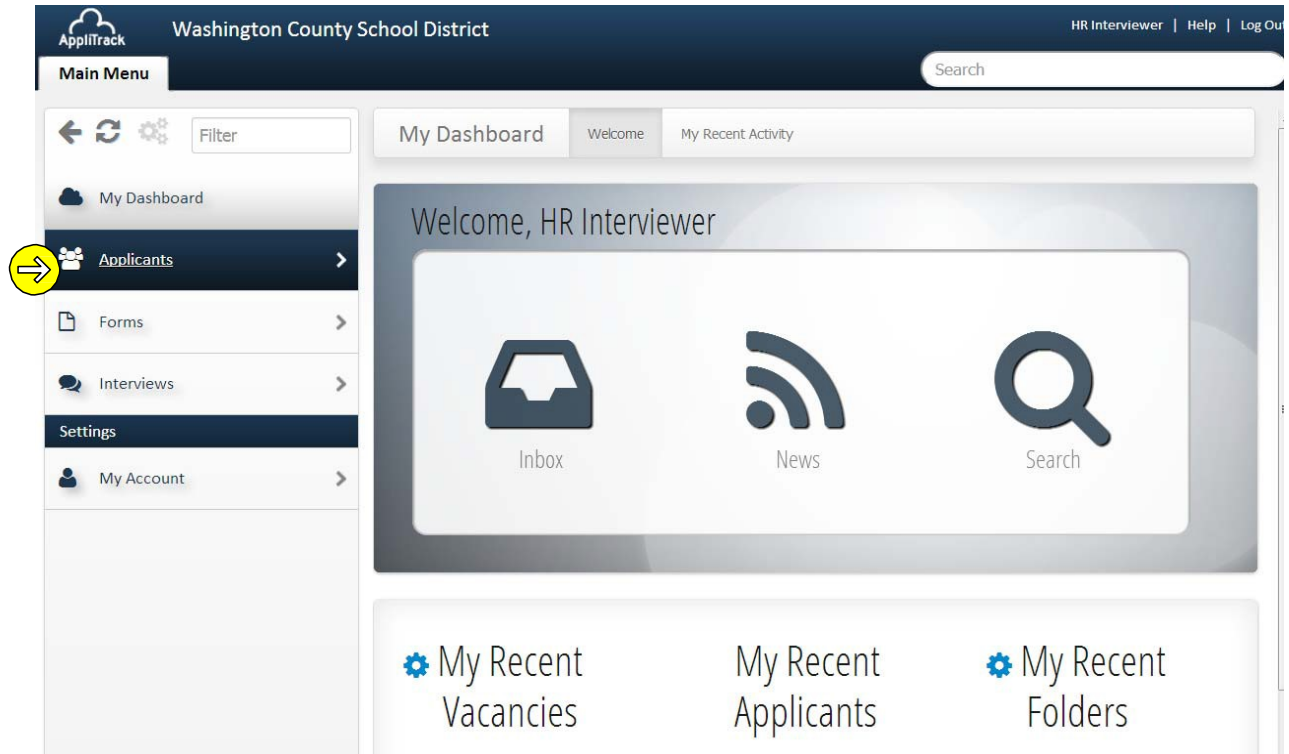
C: **Additional Notes** to the HR Representative (if you have any additional notes to send us)

D: Type your name in the electronic signature box. Then click on the **CLICK TO DIGITALLY SIGN** box.

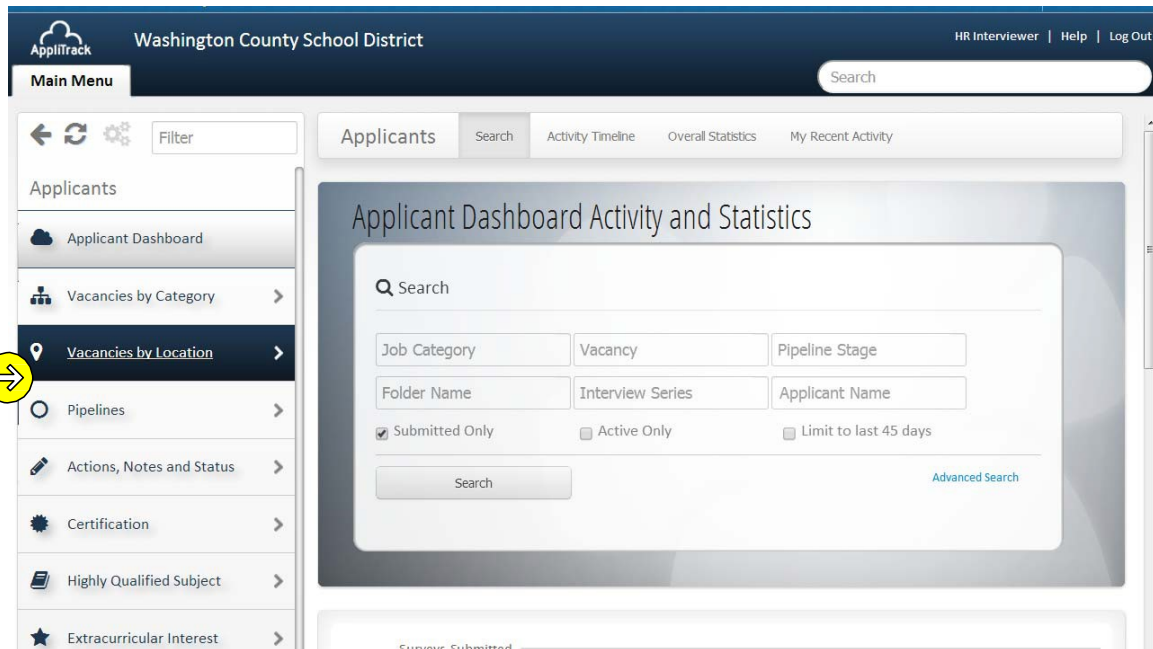
13- FINAL STEP, click on **SUBMIT FORM**. You are now done!!!! You should see a confirmation page.

Finding Applicants

1. Go to **MAIN MENU** tab
2. Select **APPLICANTS** on the left sidebar

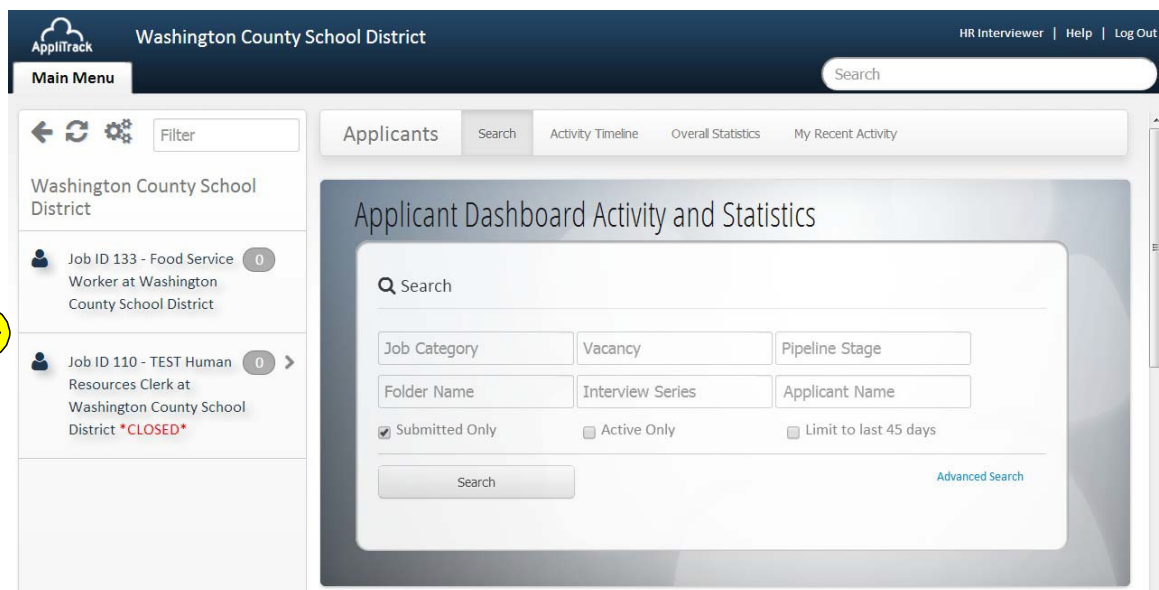


3. Select **VACANCIES** by **LOCATION** on the left sidebar



4. Select the **LOCATION** (School Name)

5. Select the **JOB POSTING** that you want to view the applicants for.



VIEWING THE APPLICATION & REFERENCES

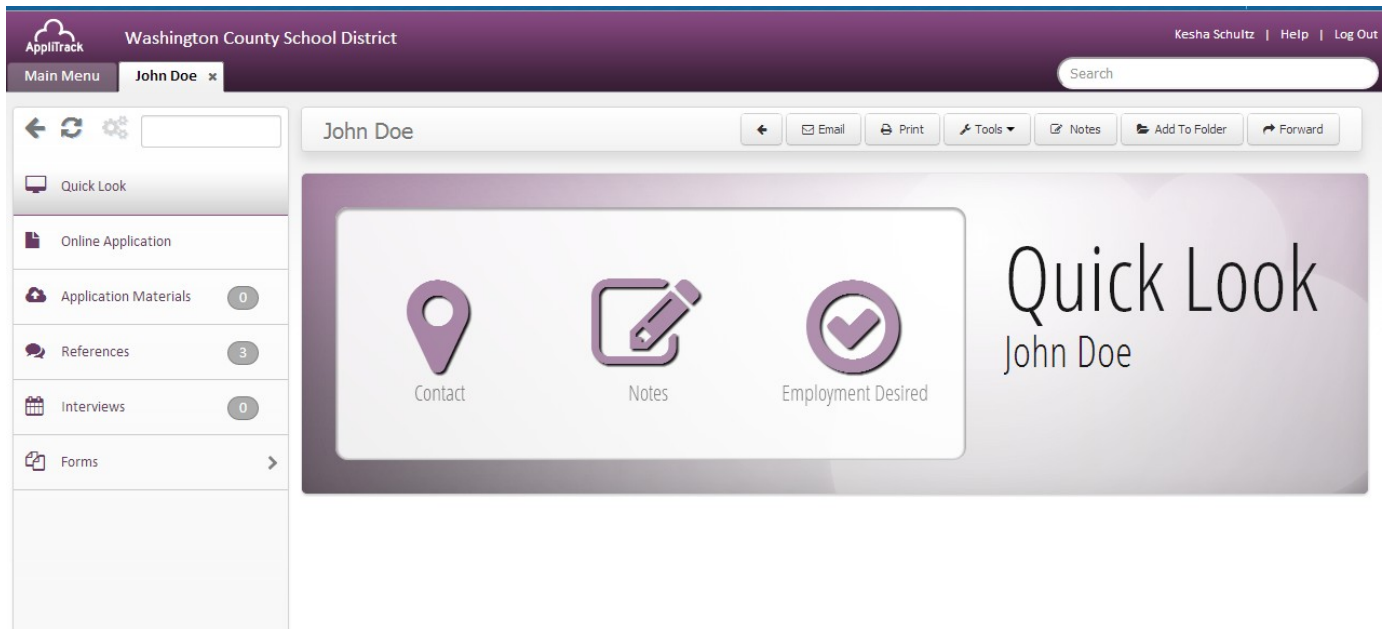
Once you have found your applicants for the position, you can view their application by following these steps.

1. Click on the **OPEN** link by the applicant's name.

The screenshot shows the AppliTrack interface for Washington County School District. The header includes the AppliTrack logo, the district name, and links for HR Interviewer, Help, and Log Out. A search bar is located in the top right. The main content area displays a table of applicants for JobID: 110 - TEST Human Resources Clerk. The table has columns for Full Name, Date Comp., Avg Rec, and Notes. Three applicants are listed: Courtney Roberts, Terri Hendrix, and Denise Thompson. A yellow circle highlights the 'Open' link next to Courtney Roberts' name. The sidebar on the left contains a 'Main Menu' with options like Filter, Filter Applicants, Add/Remove Columns, and Batch Actions & Tools.

Full Name	Date Comp.	Avg Rec	Notes
Roberts, Courtney	11/5/2013		No Notes On File. Click here to open the NotePad.
Hendrix, Terri	11/2/2013		No Notes On File. Click here to open the NotePad.
Thompson, Denise	11/1/2013		No Notes On File. Click here to open the NotePad.

This will open a new window with the following screen.



2. Click on the **ONLINE APPLICATION** to view the application in PDF format.

- Notice the applicant information opened in a different tab. To view a different applicant, simply click on the MAIN MENU tab.

****REMINDER-** If you print applications, please shred them after you are done.

SELECTIONS:

I'm ready to RECOMMEND FOR HIRE

The selection process is now done in the system and will notify the HR Representative via email automatically!

The APPLICANT NOTES options are the same as before (Considered Applicant, Interviewed, Good Second Choice, and Recommend for Hire) and EACH applicant should have a note listed.

How to assign APPLICANT NOTES

1- From the applicant list, check the box beside the applicants who were “Considered” but not interviewed. You can check the box beside more than one applicant.

The screenshot displays the AppliTrack application interface for the Washington County School District. The main header shows the district name and user information (HR Interviewer | Help | Log Out). The left sidebar contains a 'Main Menu' with the following options: Filter, Filter Applicants, Add/Remove Columns, and Batch Actions & Tools. A yellow circle with a right-pointing arrow highlights the 'Batch Actions & Tools' option. The main content area shows a list of applicants for JobID: 110 - TEST Human Resources Clerk. The table has columns for Full Name, Date Comp., and Notes. Three applicants are listed: Roberts, Courtney; Hendrix, Terri; and Thompson, Denise. Each applicant has a checkbox in the 'Open' column. A yellow arrow points to the checkbox for Courtney Roberts. The table also shows the stage of each applicant: Roberts is 'Recommend for Hire', Hendrix is 'Recommend for Hire', and Thompson is 'Interviewed'.

Full Name	Date Comp.	Notes
Roberts, Courtney	11/5/2013	No Notes On File. Click here to open the NotePad.
Hendrix, Terri	11/2/2013	No Notes On File. Click here to open the NotePad.
Thompson, Denise	11/1/2013	No Notes On File. Click here to open the NotePad.

2- After checking the box(s), select the **BATCH ACTIONS & TOOLS** on the left sidebar.

3- A new sidebar will appear. Now select **MARK THEM WITH NOTES**.

The screenshot shows the AppliTrack interface for Washington County School District. The main menu on the left includes options like 'Save search', 'Add them to a folder', 'Remove them from a folder', 'Mark them with notes' (highlighted with a yellow arrow), 'Send them an email', 'View sent emails', 'View submissions', 'Forward applicant(s)', 'Create chart', and 'Print all documents'. The main content area displays search results for 'JobID: 110 - TEST Human Resources Clerk' with 3 applicants found. The table lists applicants: Roberts, Courtney; Hendrix, Terri; and Thompson, Denise. Each applicant has an 'Open' button and a detailed view of their application status.

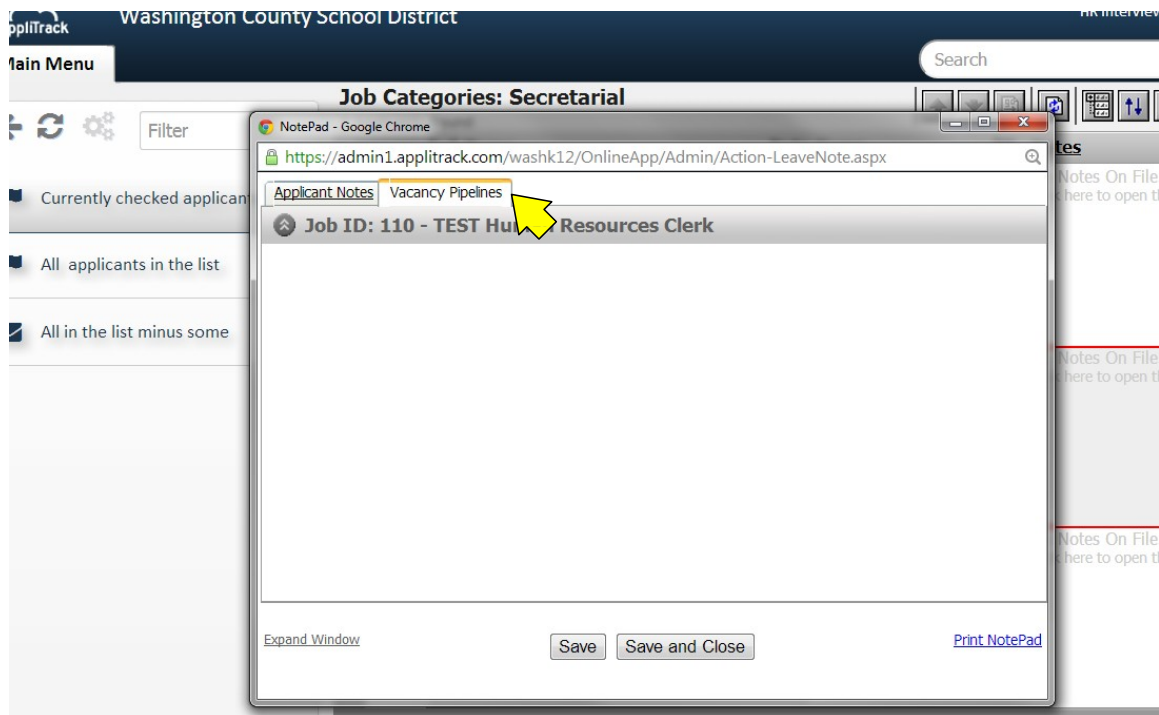
Full Name	Date Comp.	Daytime Phone	Home/Cell Phone
Roberts, Courtney	11/5/2013	(435) 6533558	(435) 6533558
Hendrix, Terri	11/2/2013	(435) 6691644	(435) 6691644
Thompson, Denise	11/1/2013	(435) 6682014	(435) 6682014


4- A new sidebar will appear. Now select **CURRENTLY CHECKED APPLICANTS** on the sidebar.

The screenshot shows the AppliTrack interface for Washington County School District. The main menu on the left includes options like 'Currently checked applicants' (highlighted with a yellow arrow), 'All applicants in the list', and 'All in the list minus some'. The main content area displays search results for 'Job Categories: Secretarial' with 3 applicants found. The table lists applicants: Roberts, Courtney; Hendrix, Terri; and Thompson, Denise. Each applicant has an 'Open' button and a detailed view of their application status.

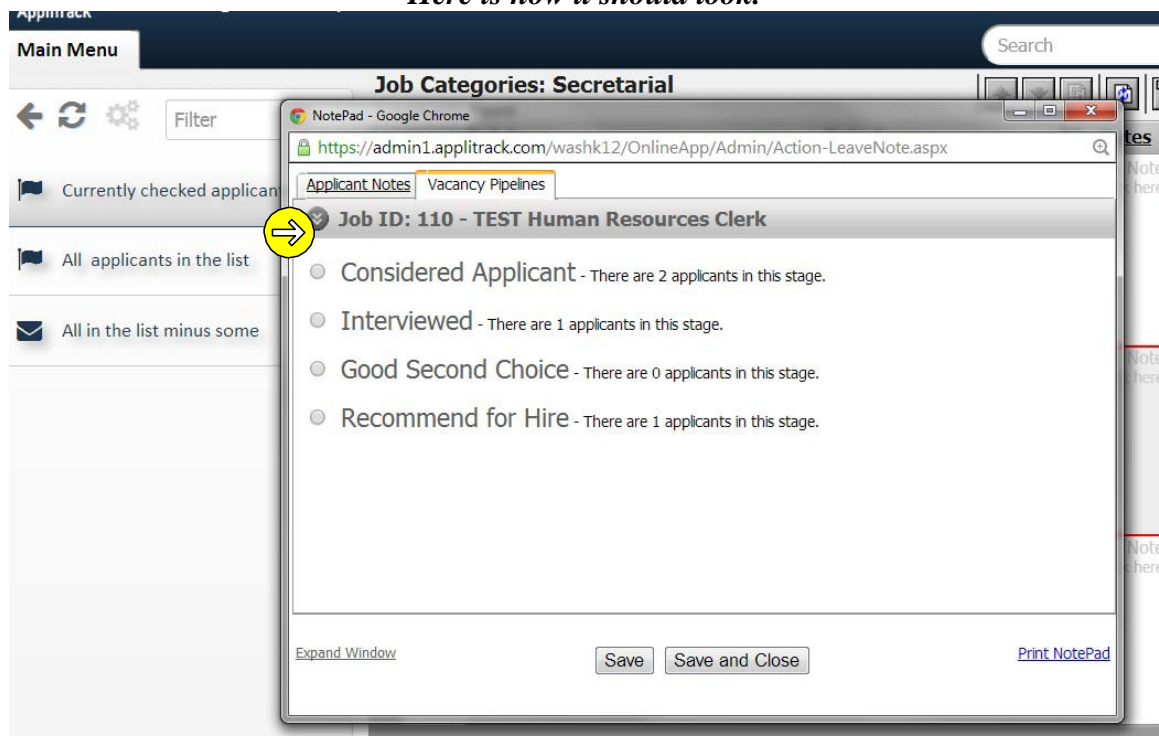
Full Name	Date Comp.
Roberts, Courtney	11/5/2013
Hendrix, Terri	11/2/2013
Thompson, Denise	11/1/2013

5- A Pop-Up Message/Notepad will appear. Click on the **VACANY PIPELINES** tab.



**If you do not see anything but the posting ID and Name, click on the arrow  to expand the information.

Here is how it should look.



6- Click on the **CONSIDERED APPLICANT** bubble. Then select **SAVE AND CLOSE**. You should be able to see a quick confirmation note before it closes.

7-Clear your check boxes on the applicant list.

8- Now repeat steps 1 through 7 for the applicants that were “Interviewed”. Be sure to select the Applicant Note “INTERVIEWED” for these people.

9-You can select a particular applicant to give an Applicant Note as **GOOD SECOND CHOICE** if you would like to do so.

10- Repeat steps 1 through 7 for the applicant (or applicants) that you would like to “Recommend for Hire”. Be sure to select the Applicant Note “RECOMMEND FOR HIRE”.

11- This form will pop up. Check the checkbox and select CONTINUE WITH SELECTED FORMS

Send Form - Google Chrome

<https://admin1.applitrack.com/washk12/OnlineApp/Admin/Forms-Select.aspx?CtxAppNos=5,4&CtxR>

Send Form Cancel

Select from the available form types below


Form: [edit](#) Deliver to: [edit](#) Context: [2 applicants · JobID:110 - TEST Human ...](#)

Search	Type	Workflow
Selection		
<input checked="" type="checkbox"/> Recommendation for Hire - preview	Standard Form	Multi-Step

Selection of multiple forms having mixed context or workflow types is not allowed.

Continue with Selected Forms »

12- The next screen will be this form. Double check your select applicant(s). If all is correct, select NEXT



Fill Out a New Form

Cancel

Identify the applicants, postings, and users. A separate form instance will be generated for each context.
Form: [Recommendation for Hire](#) Context: [2 applicants - JobID:110 - TEST Human ...](#)

This form can be linked to other items. Required items are marked with an *.

*** Select associated job posting**

Selected:

Job ID 110 - TEST Human Resources Clerk Secretarial Closed view	Posted: 11/1/2013 Washington County School District remove
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and

Select associated applicant

Selected:

Thompson, Denise AppNo: 4 view	55 East 600 South 1 St. George UT 84770 remove	submitted: 11/1/2013
Hendrix, Terri AppNo: 5 view	275 N 2670 W Hurricane UT 84737 remove	submitted: 11/2/2013

« Prev



Next »

13- The Recommendation for Hire form should now pop-up. Fill in...

A: the HIRING COMMITTEE NAMES section

B: the REQUIRED REFERENCE CHECK SECTION


C: Additional Notes to HR Representative (if you have any additional notes to send to the HR Representative)


D: Type your name in the electronic signature box. Then click on the Click to Digitally Sign.

NEW Recommendation for Hire

Warning: You are not the assigned user for this stage.
[Remove Applicants or Employees](#)

Please complete the following information and click SUBMIT at the end to send the information the the Human Resources Department.

 Hiring Committee Names

 Print Name:


Print Name:

Print Name:

Print Name:


Print Name:

Print Name:

 REQUIRED Reference Check:

UCA 53A-15-1511 states all Utah school districts are required to request that the applicants most recent qualifying position employer disclose information regarding any employment action taken or discipline imposed for the physical abuse or sexual abuse of a child or student by the applicant. Subsection (1)(e) defines 'Qualifying Position' as paid employment that requires the employee to directly care for, supervise, control, or have custody of a child.

Washington County School District requires hiring Administrators/Managers to identify AT LEAST THE MOST RECENT 2 qualifying position employers and complete reference checks (if applicable). The hiring Administrator/Manager must also document the efforts to make a request for a reference check in this section of the form. Please complete this section of the form to document your efforts to comply with UCA 53A-15-1511.

 Has the applicant ever had paid employment that required them to directly care for, supervise, control, or have custody of a child (not including the hiring administrator's school)? ☐ Yes ☐ No

If YES, the hiring Administrator/Manager is REQUIRED to ask the following questions to the employer.

1. Was the applicant reliable?
2. Was the applicants work satisfactory?
3. Was disciplinary action ever taken against the applicant for the physical or sexual abuse of a child?
4. Would you rehire this person?

Employer:

Date(s) Contacted or Attempted to Contact

If the attempt to contact was successful, please list the name of the Supervisor contacted.

Were the responses satisfactory?

☐ Yes ☐ No

Employer:

Date(s) Contacted or Attempted to Contact

If the attempt to contact was successful, please list the name of the Supervisor contacted.

Was the responses satisfactory?

☐ Yes ☐ No

Additional Notes to HR Representative (if applicable):

I certify I have established specific criteria for this vacancy and have considered and/or interviewed all candidates meeting that criterion, as well as any fully qualified in-district candidates who personally identified an interest in transferring to my school prior to making the selection listed above.




Click to Digitally Sign

Now you can click on **SUBMIT FORM** because you are all done!!! You should see a confirmation page.

Recommendation for Hire

Washington County School District

 **Thank you!**
This submission has been recorded and the information will be sent to the Human Resources Department.
Please close this window

Print Responses

Close Window