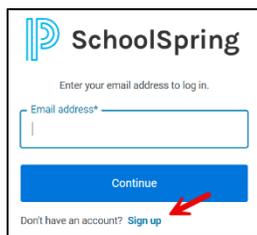


APPLICANT TRACKING | Candidate Logon

This document will provide information for applicants who are logging onto the system to complete an application. This will include both external and internal candidate options.

CREATING A PROFILE

All applicants (internal staff or external candidates) create a quick profile to apply. Applicants can log back on to the profile to see the status of their application(s), accept interviews or job offers, update references, etc. This statement is true for both external and internal candidates.

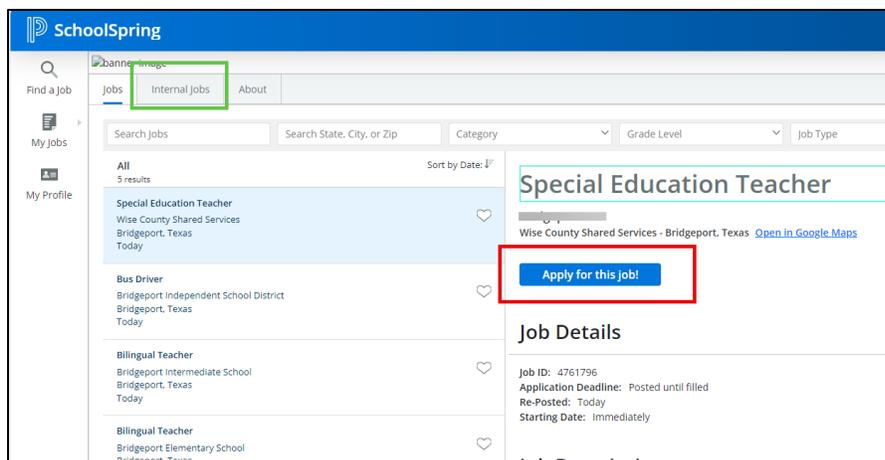


- Click **Sign In / Register**
- Click on **Sign up** if a new user
- Enter Email address and follow prompts for a returning user.

HINT: Remember username and password created.

JOB APPLICATION

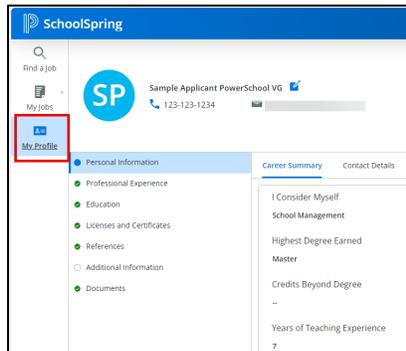
Select from the list of job postings on the left to see additional details of that job displayed on the right side of the page. Click the **Apply for this job** to begin an application. Follow the prompts to complete an application.



NOTE: Internal applicants must verify as internal, before starting an application. Detailed instructions for the verification process are below.

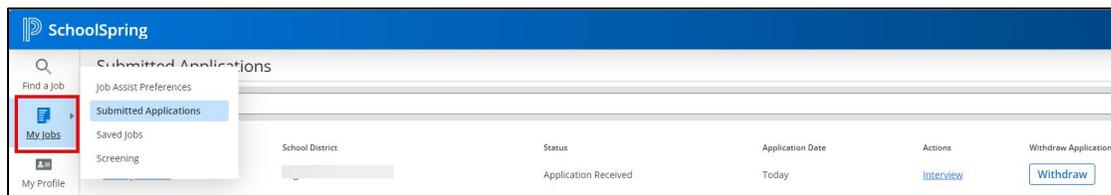
APPLICANT PROFILE – My Profile

Once an application is completed, applicants are encouraged to return to the portal, log back onto their profile, and use the MyProfile option on the left menu to review and update information as needed.



APPLICANT PROFILE – My Jobs

At any given time, applicants can view any of the applications submitted for your organization and review application status and a few other options on the left menu popout.



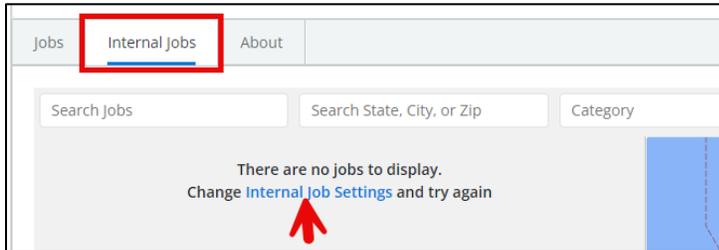
INTERNAL APPLICANT PROCESS

An internal staff member can apply for any job at any time. Identifying as an internal candidate does two things:

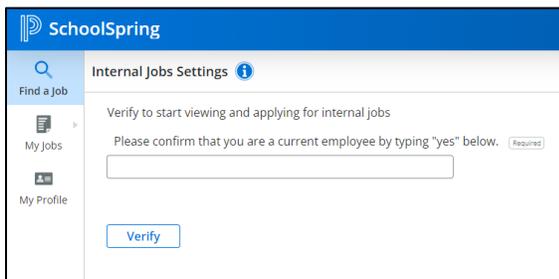
- A. Let's the application reviewer know the candidate is internal by setting an internal flag on the application.
- B. The application for an internal candidate may or may not be different from an external candidate, as designed by the HR staff team.

Some job postings are for internal candidates only. If that is the case, a staff member would have to log on and validate as internal in order to even see the job posting to get to the application.

Internal staff begin by creating a profile on the job board, as explained at the top of this document. Once logged into the system as a candidate, locate the **Internal Jobs** tab, click that and then click **Internal Job Settings**.



A verification message will appear with directions from the district to validate the internal candidate. Click **Verify** after adding the requested information.



NOTE: some may use the word YES, others may have users type in their district email address.

As an internal candidate who has successfully identified themselves, a message will appear and be the only indication for the internal applicant. Each time this same user logs back onto the portal the system will remember they are an internal candidate. Users navigate with the three tabs along the left menu to continue working in the profile.

