

Submitting a Hiring Form

1. Log into Applitrack using your username and password:

Upcoming Webinars:

Tuesday, February 10 2015

- Training: Guided Setup of AppliTrack
- Training: AppliTrack Orientation for Consortium Members
- Training: Quick and Correct: Posting jobs with requisitions
- Training: AppliTrack System Cleanup

Wednesday, February 18 2015

- Training: AppliTrack 101 for Principals and Hiring Supervisors
- Training: Guided Setup of AppliTrack
- Training: AppliTrack 201 for Principals and Hiring Supervisors
- Training: Understanding and Using Forms in AppliTrack

[View Entire Schedule](#)

Enter Your UserID And Password To Begin:

User ID [Forgot UserID](#)

Password [Forgot Password](#)

☐ Remember Me

[Click to Sign In](#)

2. Click "I Agree" on the Terms of Confidentiality Page

Terms of Confidentiality

As a user of the Online Application System I agree to abide by the terms of confidentiality. Failure to comply with the items below could lead to sanctions from the Superintendent.

To ensure the privacy and security of data, I will:

- Access and share applicant information only as needed as required by my position
- Respect the confidentiality and privacy of applicants whose data I access
- Immediately report any security breaches to the District Personnel Department
- Comply with all District security policies and procedures, including proper destruction (shredding) of documents containing sensitive data

I will not:

- Discuss verbally or distribute applicant information or documents except as needed as required by my position
- Gain or attempt to gain unauthorized access to information contained on the System
- Share my user id or password
- Leave my workstation unattended or unsecured
- Make unauthorized copies of data
- Engage in any activity that could compromise the security or confidentiality of data contained within the Online Application System

[I do not agree](#) [I agree](#)

3. Click the Forms tab(down the left hand side of the screen)

Main Menu

Filter

My Dashboard

Applicants

Job Postings

Forms

Interviews

Settings

My Account

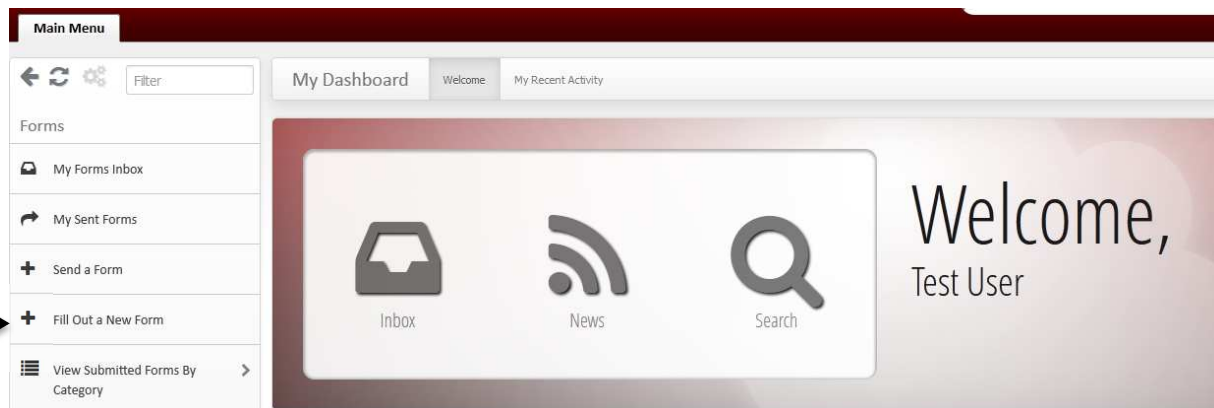
My Dashboard Welcome My Recent Activity

Inbox News Search

Welcome, Test User

(Continue)

4. Click Fill Out a New Form tab (down the left hand side of the screen)



5. Click in the small box next to the type of form you are submitting

**Note that only the types of forms that you have access to will be listed*

Fill Out a New Form
Select from the available form types below
Form: [edit](#) Context: [edit](#)

New Hire Forms		
<input checked="" type="checkbox"/> Hiring Form - Classified - preview	Standard Form	Multi-Step
<input type="checkbox"/> Hiring Form - Classified:Special Education - preview	Standard Form	Multi-Step
<input type="checkbox"/> Hiring Form - Co-Curricular - preview	Standard Form	Multi-Step
<input type="checkbox"/> Hiring Form - Licensed:Elementary - preview	Standard Form	Multi-Step
<input type="checkbox"/> Hiring Form - Licensed:Secondary - preview	Standard Form	Multi-Step
<input type="checkbox"/> Hiring Form - Licensed:Special Education - preview	Standard Form	Multi-Step

6. Click the Continue with Selected forms button at the bottom, left side of the screen



(Continue)

7. Type in the job id number, title of the position, or location of the position that you filling

**A list of positions will appear and this is the list you will select your position from*

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

* Select associated **job posting**

5

and

* Select associated **applicant**

Job ID 500 - 1.0 Grades 1/2	Posted: 5/31/6
Elementary School Teaching : Primary - Grades 1, 2, 3	Forest Hills Elementary
Closed	
Job ID 5000 - Bilingual Paraprofessionals-Summer School (2 Positions)	Posted: 5/28/14
Summer School : Summer School	Eagle Heights Spanish Immersion
Closed	
Job ID 5001 - 0.2 Guidance Counselor for Pathways Program	Posted: 8/22/14
Elementary School Teaching : Special Education	Cedar Ridge Elementary
Closed	
Job ID 5002 - .083 Health (Temporary)	Posted: 6/3/14

And

Type in the last name of the applicant that you are hiring for the position

**A list of applicant names will appear and this is the list you will select your applicant from*

* Select associated **applicant**

Selected:

test, test	81111	submitted: 12/12/12
AppNo: 10084 view	here mn 55555	Internal
	remove	

Enter last name, first name, or appno

8. Click the Next Button, at the bottom, left side of the screen

« Prev

Next »

9. Either the form will appear or you'll get the following message (if you get this message, click the blue words [click here](#)):

 **Fill Out a New Form** [Cancel](#)

Form sent

Form: [Hiring Form - Classified](#) Deliver to: Me Context: test, test • JobID:500 - 1.0 Grades 1/2

Form Successfully Created

If the form does not open in a separate window, [click here](#) to open and edit.

(Continue)

10. Complete all of the areas of the form that are blank, all items with a blue triangle are required

▶ - field required

Hiring Form - Classified			
Organization: Eden Prairie Schools	Applicant: test test		
Assigned To: User - Test_System	Job ID: 500 - 1.0 Grades 1/2 at Forest Hills ..		
Show History			
Please answer the questions below.			
Position Filled: #500 - 1.0 Grades 1/2			
Building Location: Forest Hills Elementary			
Information from the original requisition in Red			
▶ Hiring Supervisor:			
▶ Preferred Start Date			
Position Information			
Hire Type:	<input type="radio"/> New Hire		
	<input type="radio"/> Rehire		
	<input type="radio"/> Increase in Hours		
	<input type="radio"/> Additional Assignment		
	<input type="radio"/> Change of Assignment		
Assignment Term: (End Date:)			
For Increase or Decrease in Hours, or Additional Assignment, please indicate the change in assignment			
From	To		
Hours/Day			
Days/Year			
Hours/Day	Start Time	End Time	Days/Year
Comments: (e.g. "only works on Friday", "3 days/week (MWF)", etc.)			
Reason for Hiring:			
Replacement for:			

This information will populate automatically based on which ever position you've selected to hire for.

(Continue)

Interview Information

► List the references and relationship to selected applicant

► List the members of your interview team. (First and last name, and position)

List the the first and last name of the applicants interviewed, and indicate if they are an internal candidate.

Interviewee Full Name	Internal?
<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="checkbox"/> Yes
<input type="text"/>	<input type="checkbox"/> Yes

Additional Interviewees or interview comments:

11. Click Submit Form

**All hiring forms are routed directly to the Human Resources department for processing*

Save as Draft

Submit Form

If you have any questions on this process, please contact the Human Resources Department at 952.975.7100.