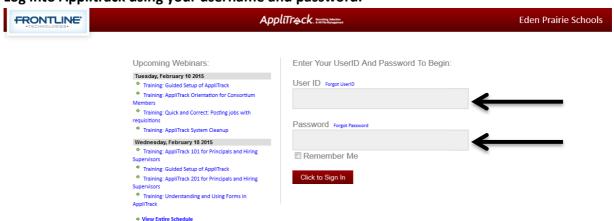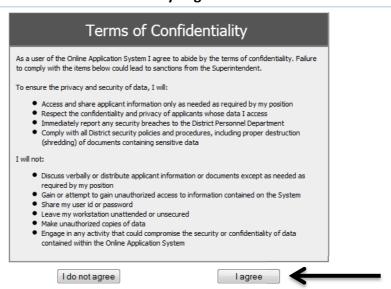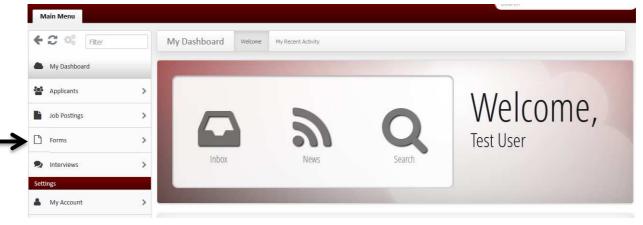# Submitting a Hiring Form

1. **Log into Applitrack using your username and password:**
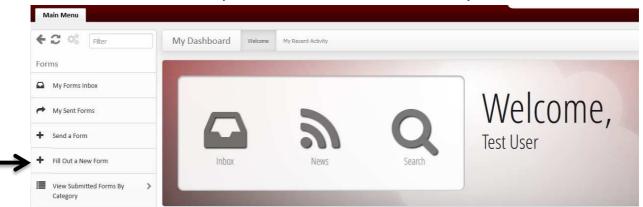

2. **Click "I Agree" on the Terms of Confidentiality Page**

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

(Continue)

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

Main Menu				
← ⟳ ⚙ Filter	My Dashboard	Welcome	My Recent Activity	
Forms				
📥 My Forms Inbox				
➡ My Sent Forms	Inbox	News	Search	Welcome, Test User
✚ Send a Form				
✚ Fill Out a New Form				
☰ View Submitted Forms By Category ❯				

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		
☑ **Hiring Form - Classified - preview**	Standard Form	Multi-Step
☐ Hiring Form - Classified:Special Education - preview	Standard Form	Multi-Step
☐ Hiring Form - Co-Curricular - preview	Standard Form	Multi-Step
☐ Hiring Form - Licensed:Elementary - preview	Standard Form	Multi-Step
☐ Hiring Form - Licensed:Secondary - preview	Standard Form	Multi-Step
☐ 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 with Selected Forms »

(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

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

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 of 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

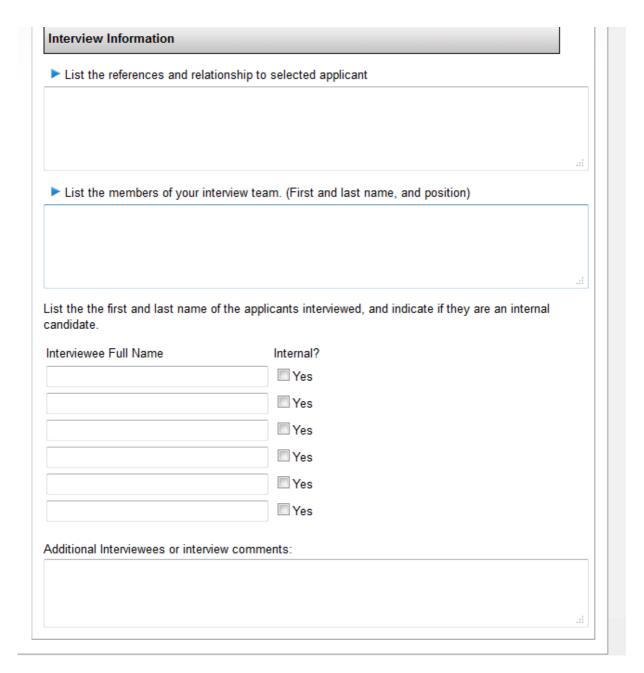If the form does not open in a separate window, click here to open and edit.

(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

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

Information from the original requisition in **Red**

▶ Hiring Supervisor: [   ]

▶ Preferred Start Date [   ] 📅

Position Information

Hire Type:
- ⚪ New Hire
- ⚪ Rehire
- ⚪ Increase in Hours
- ⚪ Additional Assignment
- ⚪ 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:

(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?
	☐ Yes
	☐ Yes
	☐ Yes
	☐ Yes
	☐ Yes
	☐ 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.