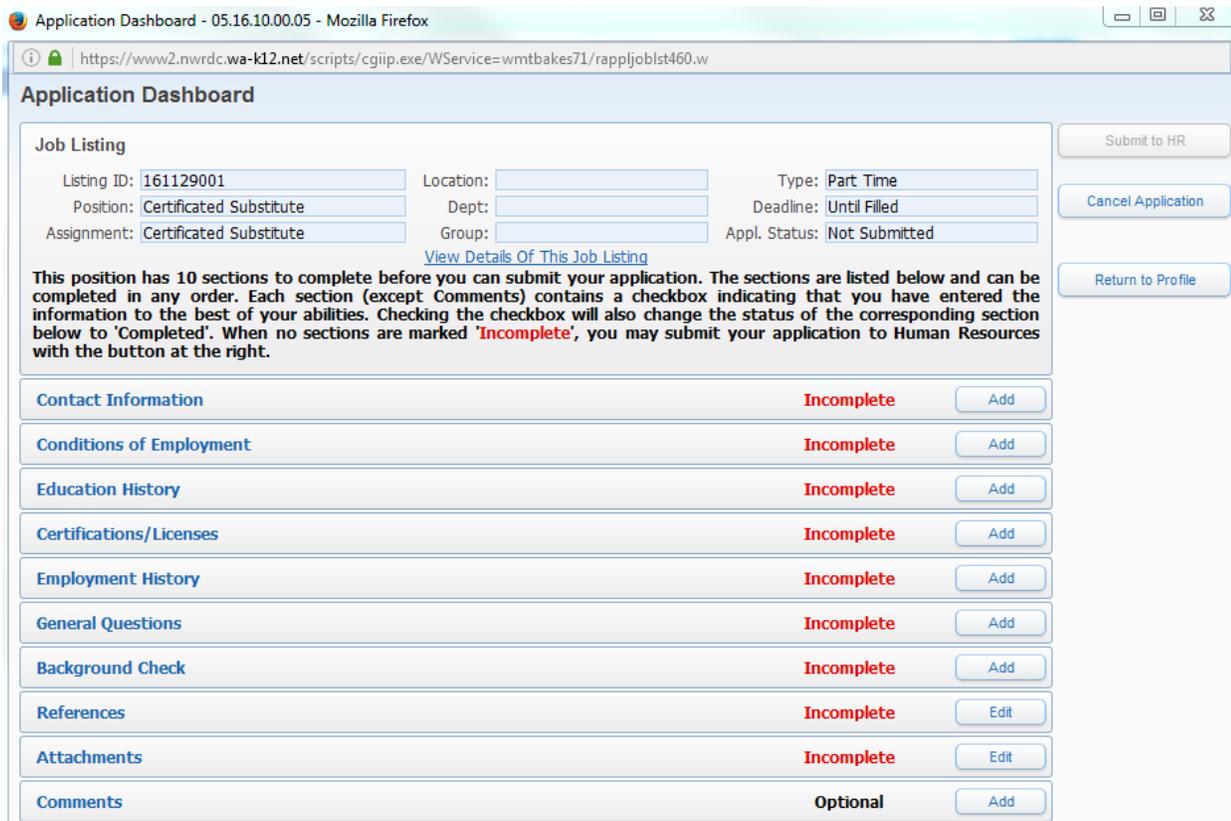


## FastTrack Application Process

To apply for a position in Skyward, go to Employee Access, click on “FastTrack Open Positions”, highlight the position you would like to apply for, and click on “Apply for Selected Positions.” Then, Log In or Create a Profile. This will bring you to the Application Dashboard as seen below.



The screenshot shows a web browser window titled "Application Dashboard - 05.16.10.00.05 - Mozilla Firefox". The address bar shows the URL: <https://www2.nwrdc.wa-kl2.net/scripts/cgiip.exe/WService=wmtbakes71/rappljoblst460.w>. The page content includes:

- Job Listing** section with fields: Listing ID: 161129001, Location: (empty), Type: Part Time, Position: Certificated Substitute, Dept: (empty), Deadline: Until Filled, Assignment: Certificated Substitute, Group: (empty), Appl. Status: Not Submitted. A "View Details Of This Job Listing" link is present.
- A text block: "This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right."
- A list of 10 sections, each with a status and an action button:

Section Name	Status	Action
Contact Information	Incomplete	Add
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Incomplete	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add
- Buttons on the right side: "Submit to HR", "Cancel Application", and "Return to Profile".

**Employees:** Click “Edit” beside each section of the application to enter or view information. There are only 3 mandatory sections for you to complete. You are required to fill out the “Conditions of Employment”, “General Questions”, and “Background Check Questions” sections. For the other sections, click on “Edit” beside each section and check the box at the top to select the “I Have Completed These to the Best of My Abilities” statement. You are welcome to fill out more in these sections if you would like to, but it is not required.

Click “Save” after you enter information in any of the application sections. Unless you have already selected the “I Have Completed statement,” a message asks whether you would like to mark the section completed. Click Ok.

Click “Return to Profile” to leave the application process. The Applicant Profile screen shows the status for each section of the Profile along with positions you have applied for.

Click "Submit to HR" if all is complete on your application and you are ready to submit it to HR.  
**\*\*You must click this Submit to HR button for your application to be considered for employment\*\***

Application Dashboard - 05.16.10.00.05 - Mozilla Firefox

https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wmtbakes71/rappljoblst460.w

### Application Dashboard

**Job Listing**

Listing ID: 161129001      Location:      Type: Part Time  
 Position: Certificated Substitute      Dept:      Deadline: Until Filled  
 Assignment: Certificated Substitute      Group:      Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked **Incomplete**, you may submit your application to Human Resources with the button at the right.

Contact Information	Incomplete	Add
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Incomplete	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

Buttons: **Submit to HR**, Cancel Application, Return to Profile

Then, click "Log Out". You will receive an automated message when HR. has received your application.

In your Applicant Profile screen, the position status will state **Application Not Submitted** in red until you click the **Submit to HR** button, which can be done by clicking the **Edit** button next to the position. Your application has not been submitted until you get an e-mail from us.

Your Applications

Open (1)    Processing (0)    Closed (0)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
<a href="#">Edit</a>	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	0	Application Not Submitted	Until Filled	141202001

Once submitted, the status on the position changes to **Application Submitted** in white.

Your Applications

Open (1)    Processing (0)    Closed (0)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
<a href="#">Edit</a>	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	1	Application Submitted	Until Filled	141202001

When the position has been moved forward for processing, such as for screening, the application information will move into the **Processing** section of the Applicant's Profile screen:

### Your Applications

Open (0) **Processing (1)** Closed (0)

#### Processing Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
<a href="#">View</a>	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTY	1	300-Screening in Process	Until Filled	141202001

If you cancel an application, or the position has closed, you will see the position information in the **Closed** tab.