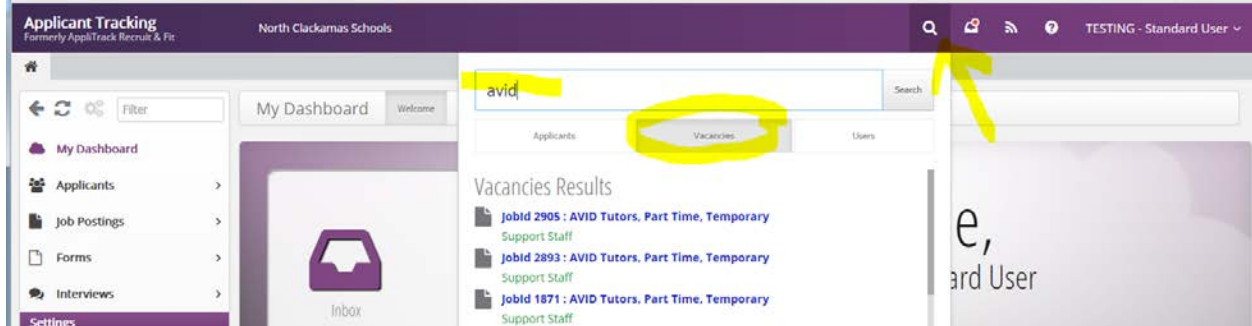
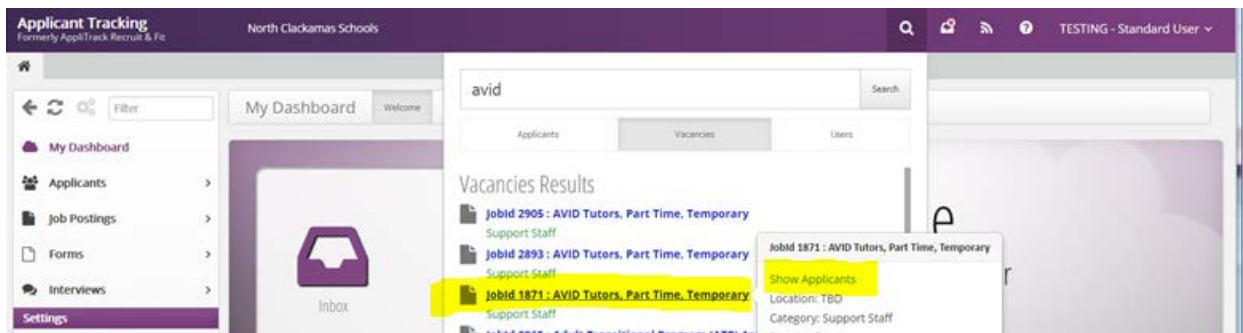


HOW TO SHOW DATE APPLICANTS APPLIED FOR SPECIFIC POSTING

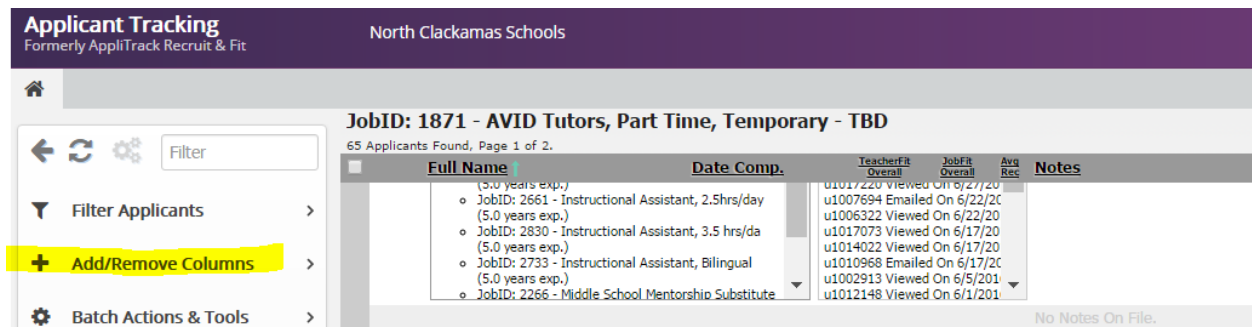
Search for the Job Posting. Click on the **magnifying glass** in the upper right portion of screen, type in the popup box a portion of the name or job id#, then click on **vacancies** tab.



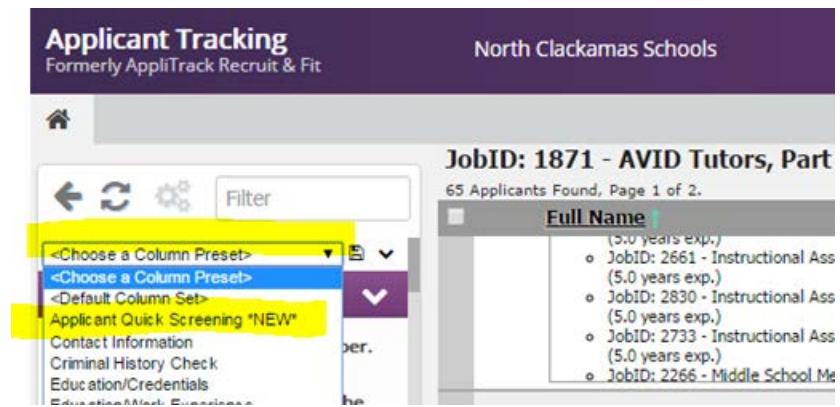
Click on the correct posting in the **Vacancies Results** section, then click on **Show Applicants**



A list of the applicants will be shown, in a default viewing format. Click on **Add/Remove Columns** in the left sidebar.

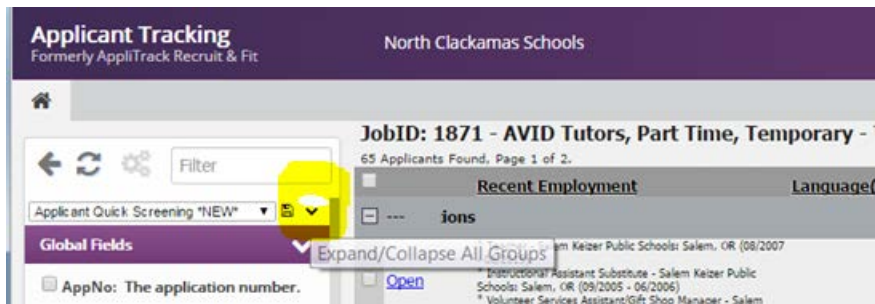


Click on <Choose a Column Present>, then select **Applicant Quick Screening *NEW***.

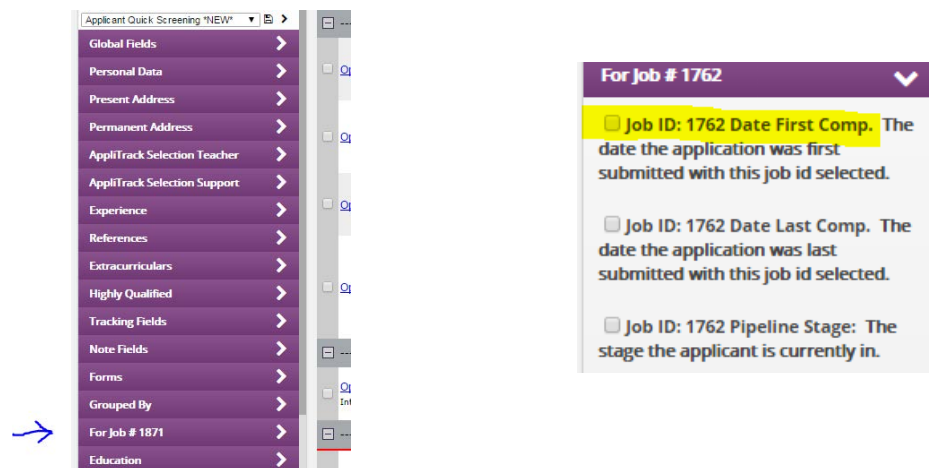


Now your applicant list will provide a more usable grid with summary information. (Names not showing in this screenshot but that field is in the grid.) We need to add an additional field, one that is specific to THIS job posting.

Click on the down arrow next to the save icon at the top of the left sidebar. This will Expand/Collapse All Groups (of fields that show below).



Scroll down the groups on the left sidebar until you find one that begins with "For Job #". Click on that heading and fields specific to this posting will appear. Click on that box next to "Job ID: xxxx Date First Comp."



A column will now appear in the grid that reflects the date the applicant first applied to this posting. It will also show if their application was **Not Submitted**. Not Submitted applicants should not be considered for the vacancy.

Applicant Tracking
Formerly AppliTrack Recruit & Fit

North Clackamas Schools

JobID: 1871 - AVID Tutors, Part Time, Temporary - TBD

65 Applicants Found, Page 1 of 2.

	Recent Employment	Job ID:1871 Date First Comp.	Language(s)	Do you know any language other than English?	Language of Origin First of origin	Are you a "Disabled veteran" as defined	Are you a "Veteran" as defined under Oregon	Highest Degree
<input type="checkbox"/>	<small>* Teacher - Salem Keizer Public Schools: Salem, OR (08/2007 - 06/2015) * Instructional Assistance Substitute - Salem Keizer Public Schools: Salem, OR (09/2005 - 06/2006) * Volunteer Services Assistant/Gift Shop Manager - Salem Hospital: Salem, OR (09/2004 - 06/2005)</small>	Not Submitted		No	English	No	Yes	MA/MS/etc.
<input type="checkbox"/>	<small>* AVID Tutor - North Clackamas School District: Milwaukie, OR (10/2015 - 16/2016) * Sales, Customer Service and Driver - Billingsley Wholesale Floral: Portland, OR (07/1993 - 03/1997) * Cashier and sales associate - Meier and Frank Department Store / Clackamas Town Center: Happy Valley, OR (05/1993 - 07/1993)</small>	9/14/2015		No	English	No	No	
<input type="checkbox"/>	<small>* Student Support Instructional Assistant - McKinley Elementary School: Beaverton, OR (09/2015 - 06/2016) * Instructional Intern and Logistics Coordinator - Northwest Outward Bound Schools: Redmond, OR (05/2015 - 08/2015) * ESL Teacher - The Language Company: Santiago, Chile, (04/2014 - 12/2015)</small>	7/1/2015		Spanish	English	No	No	BA/BS/etc.
<input type="checkbox"/>	<small>* Office Manager - Sloan's Home Solutions: Happy Valley, OR (11/2014 - 12/2021) * Co-Owner - All Star Plumbing and Drains: Oregon City, OR (02/2013 - 10/2014) * Project Coordinator - Roto Rooter: Wilsonville, OR (12/2004 - 03/2013)</small>	9/10/2015		No	English	No	No	None