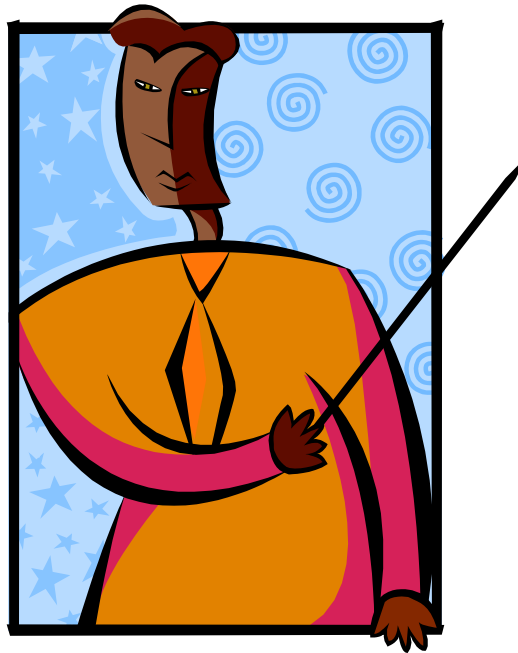


# **LAKE STEVENS SCHOOL DISTRICT**



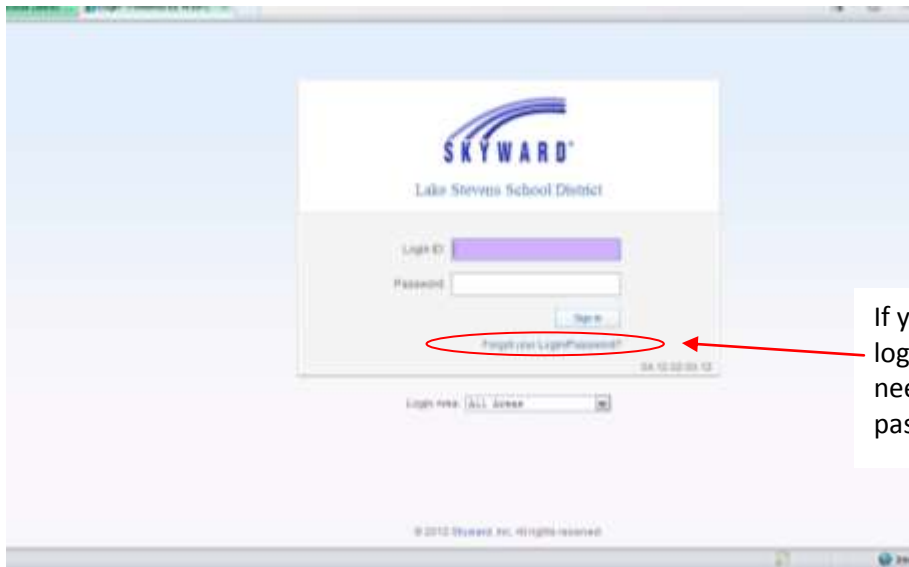
## **STEP-BY-STEP GUIDE TO THE FAST TRACK APPLICATION SYSTEM THROUGH EMPLOYEE ACCESS**

Go to our website ([www.lkstevens.wednet.edu](http://www.lkstevens.wednet.edu)) and click on "For Staff" link. Under the pull down menu on the "For Staff" link click on the "Skyward/WesPaC" .



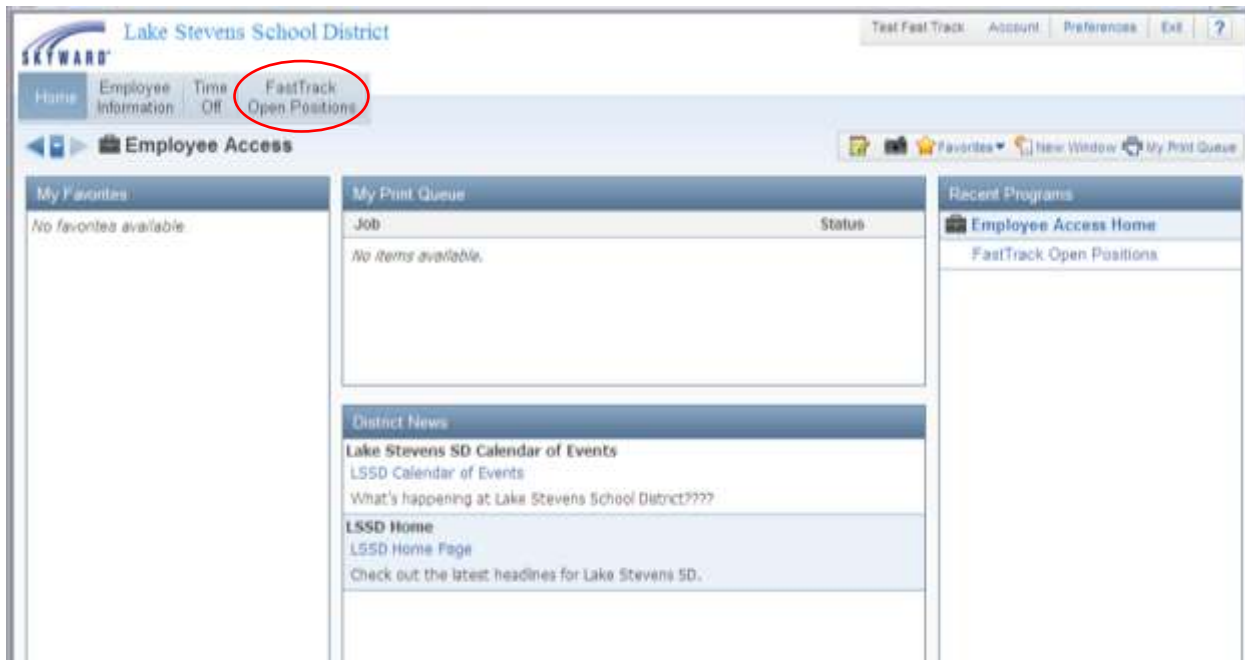
Then click on the Employee Access link For All District Employees

Log into your Employee Access Account here (it's the same log-in you use to enter your leave).

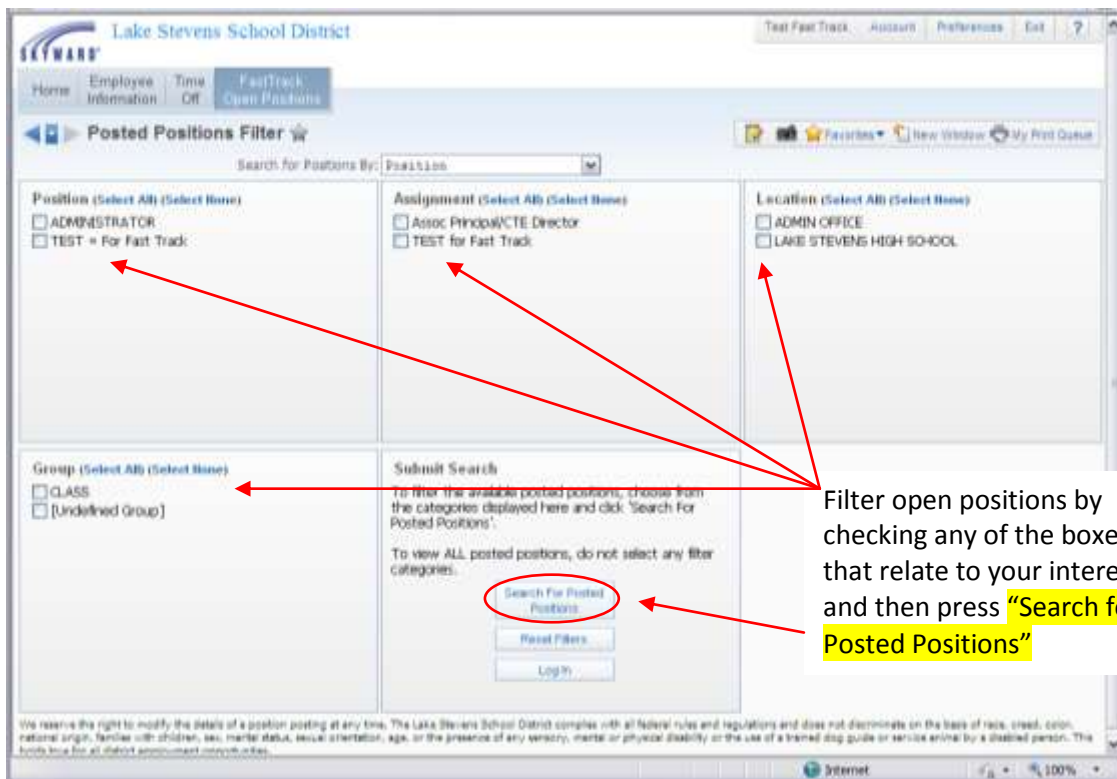


If you don't remember your log-in information you will need to access the forgotten password feature.

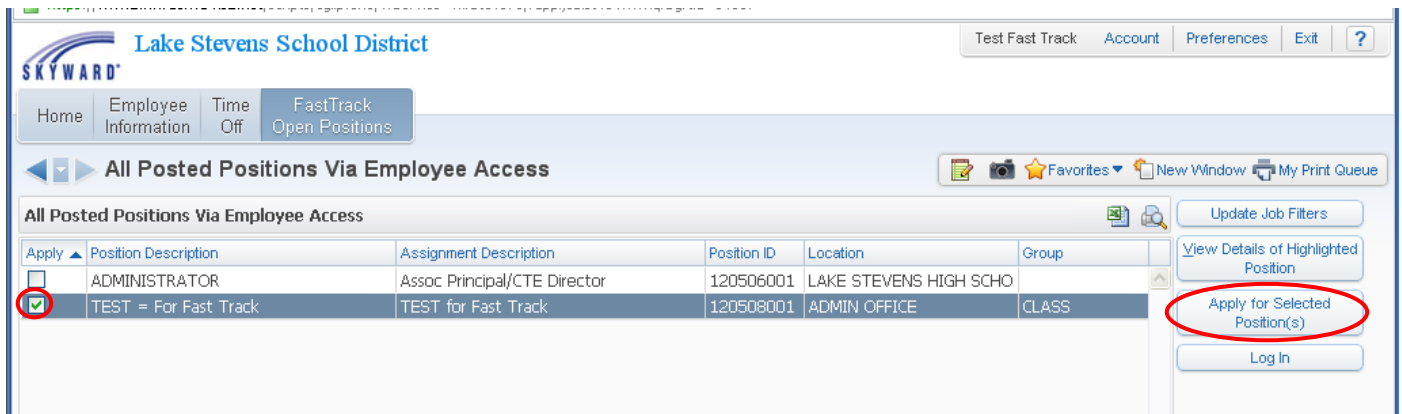
Once you have logged into employee access use the **“Fast Track Open Positions”** button to view the posted positions.



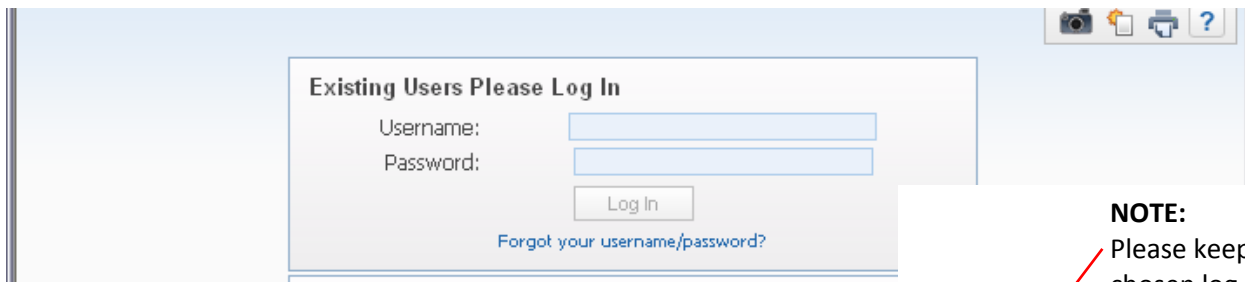
The **“Fast Track Open Positions”** tab will open this screen. This is a filter screen, if there were several positions posted and you only wanted to see a couple of them you could check the boxes next to the categories you wanted to view. The system would show only the positions, assignments, locations, or groups, for the boxes you checked.



This screen will appear after you filter your position options. Check the box(s) for the position(s) you want to apply for, and use the **“Apply for Selected Position(s)”** button.



After you’ve clicked on the “Apply for Selected Position(s)” tab, the Log In screen (see below) will appear. The log in you create here will be your **Fast Track Applicant Log In**. Information from your employee profile in WesPaC will automatically be loaded into your application fields once you click on the “I Would Like To Create A New Profile”, after you have chosen a username and password for your Fast Track Application click the **“Create Profile”** button to move to the next screen. It is very important that you use your district e-mail address when creating your application profile. It will be necessary to go through all of the application sections to review the information that loads automatically, some of the auto load information may need editing. For instance under “Certifications/Licenses”, the system may have automatically loaded certifications that don’t pertain to the position(s) you are applying for. As you go through each section you have the option to edit the automatically loaded information.



**NOTE:** Please keep your chosen log in and password information in a safe place as you may need it again in the future.

When you check this box the system will automatically display your district e-mail address.

**IMPORTANT: Do Not Change Your E-mail Address.** You need to use your district e-mail address in order to link your profile to your Fast Track application and in order to be able to apply for indistrict only job postings.

**Users Please Create a Profile**

I Would Like To Create a New Profile

Your Email Address: **Fast\_Track@lkstevens.wednet**

\* Your First Name: TEST

\* Your Last Name: FAST TRACK

\* Your Username: [input field]

\* Your Password: [input field]

\* Re-Enter Password: [input field]

**Create Profile** [button]

[Back](#) [button]

The "Application Dashboard" screen will appear once you "Create Profile" for the first time.

**Application Dashboard**

**Job Listing**

Listing: 120508001      Type: Part Time  
Position: TEST = For Fast Track      Dept:   
Assignment: TEST for Fast Track      Group: CLASS  
Location: ADMIN OFFICE      Deadline: 05/10/2012  
Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 8 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**  
Contact information including your name, phone number and address. **Completed** [Edit](#)

**Conditions of Employment**  
Conditions of employment for this position. You must be able to answer YES to all of these questions to be eligible for this position. **Incomplete** [Add](#)

**Education History**  
Your educational background including High School and post-High School education, degrees, GPA and dates. **Incomplete** [Edit](#)

**Employment History**  
Your employment history, including contacts, salary and dates. **Incomplete** [Add](#)

**General Questions**  
You will be required to answer general questions **Incomplete** [Add](#)

[Submit to HR](#)  
[Cancel Application](#)  
[Return to Profile](#)

When you have completed all of the application sections you will be able to use the "Submit to HR" button.

In this example the "Submit to HR" button is de-sensitized submitting to HR is not an option yet because several sections are still marked incomplete

The areas that have "Edit" buttons have been automatically loaded by the system from your employee profile.

The areas that have "Add" buttons need to be completed, no information has been auto loaded for you.

**“Contact Information”** Your information will automatically be loaded into this section of the application as long as you used your district E-mail address when you created your applicant profile. Remember before moving on to the next section check the box **“I Have Completed This Contract Information To The Best Of My Abilities”**. **“Save”** each section of your application before moving to the next, if you forget the **“Save”** button the changes you made to your information will not be saved.

The screenshot shows a web application window with a title bar. At the top, there is a red text prompt: "I Have Completed This Contact Information To The Best Of My Abilities:" followed by a checked checkbox icon. To the right of this prompt are two buttons: "Save" and "Back".

The main content area is divided into two sections:

- Name and Contact Information**: This section contains a red warning: "\* Your name information can only be changed by contacting HR." Below this are several input fields: First Name (TEST), Middle (EMPLOYEE), Last Name (FAST TRACK), Street Address (12309 22ND ST NE), Address Line 2, Postal Code (98201), City (EVERETT), State (WA), Country (USA), P.O. Box, Primary Phone, and Alternate Phone. There is also an unchecked checkbox for "International Address".
- Confidential Information**: This section contains fields for Social Security Number, Re-Enter Social Security Number, Drivers License Number, DL State, Gender (Female), Local Race, Ethnicity (Hispanic/Latino), and Federal Race (American Indian/Alaskan Native, Asian, Black/African American, Hawaiian/Pacific Islander, White). It also includes radio buttons for "Are You An Employee of the District" (YES selected, NO) and a list of checkboxes for "Veteran Status" (Desert Storm Veteran, Disabled Veteran, Vietnam Era Veteran, Veteran (Other than Vietnam or Desert Storm)).

**“Conditions of Employment”** you must be able to answer “Yes” to all questions, in this section of the application. Before clicking “Save” and moving on to the next section, check the box **“I Have Completed These Conditions Of Employment To The Best Of My Abilities”**.

**Applicant Information**

Username:  Email:   
First Name:  Middle:  Last Name:

**I Have Completed These Conditions Of Employment To The Best Of My Abilities:**

**Conditions of Employment - You must be able to answer "Yes" to all questions.**

- \* 1: Are you a U.S. citizen or are you eligible for lawful employment in the U.S.?  Yes  No
- \* 2: Are you able to perform the duties and tasks of the position for which you are applying with or without accommodation or assistance?  Yes  No
- \* 3: I authorize Lake Stevens School District to make any investigation of any personal, educational, vocational, or employment history. I further authorize any current or former employer, person, firm, corporation, educational or vocational institution, or government agency to provide Lake Stevens School District with information they have regarding me. I hereby release and discharge Lake Stevens School District and those who provide information from any and all liability as a result of furnishing and receiving this information.  Yes  No
- \* 4: I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I further understand that material omissions or falsification of any part of this application or interview, including any accompanying inserts or forms, shall be sufficient cause for dismissal. I understand that references and personal information that become a part of this application will be regarded as confidential and shall not be revealed to me.  Yes  No
- \* 5: I understand that this application and all submitted supporting materials becomes the property of the district. The district reserves the right to accept or reject it.  Yes  No

“Education History” this section may be uploaded from your employee profile in WesPaC but you should review it and add/update/change anything that is not relevant to the job posting.

Before clicking “Save” and moving on to the next section check the box **“I Have Completed This Education History To The Best Of My Abilities”**.

**Applicant Information**

Username: applyfasttrack      Email: Fast\_Track@lkstevens.wednet.edu  
First Name: TEST      Middle: EMPLOYEE      Last Name: FAST TRACK

**I Have Completed This Education History To The Best Of My Abilities:**

**High School Education - Required**

Fields marked with an asterisk \* must be filled in.

\* School Name: \_\_\_\_\_ GPA: 0.00  
\* City: \_\_\_\_\_ \* State: \_\_\_\_\_ GPA Scale: 0.00  
Comments: \_\_\_\_\_  
Are You A High School Graduate:  Yes  No

**Additional Education**

Records will be sorted by Last Attended date after saving.  
Enter the Last Attended/Graduation Dates as accurately as possible.  
Fields marked with an asterisk \* must be filled in for each Education History record you would like to submit, otherwise all fields must be filled in.

**1**

\* Institution: ALASKA-FAIRBANK  GPA: \_\_\_\_\_  
\* Degree: Bachelor of Arts Credits: \_\_\_\_\_  
\* Major: ART Additional Credits: \_\_\_\_\_  
Minor: BIOLOGY Academic Years: \_\_\_\_\_  
Last Attended: 06/18/1979 Graduated:    
If No, Expected Graduation Date: \_\_\_\_\_

**2**

\* Institution: \_\_\_\_\_ GPA: 0.00  
\* Degree: \_\_\_\_\_ Credits: 000.00  
\* Major: \_\_\_\_\_ Additional Credits: 000.00  
Minor: \_\_\_\_\_ Academic Years: 00.00

**NOTE:** You can click on the arrow next to **“Institution”** to view the preloaded educational institutions. If the one you need is not listed you have the ability to manually add it by typing it into the space provided.



**Skills Questionnaire**” some of the job postings may require this section. If it is included in the application sections for the job you’re applying for please fill it out, based on a rating system with 1 = no experience, through 10 = expert.

Before clicking “Save” and moving on to the next section check the box **“I Have Completed This Skills Questionnaire To The Best Of My Abilities”**.

The screenshot shows a web form titled "Skills Questionnaire". At the top right, there are icons for a camera, a document, a printer, and a help question mark. Below the title is a section for "Applicant Information" with input fields for Username, Email (pre-filled with "@lkstevens.wednet.edu"), First Name, Middle, and Last Name. To the right of this section are "Save" and "Back" buttons. Below the applicant information is a red checkbox with the text "I Have Completed This Skills Questionnaire To The Best Of My Abilities." circled in red. Underneath is a section titled "Skills Questionnaire (1=None, 10=Expert)" containing five numbered items, each with a dropdown menu and a text description. At the bottom, there is a disclaimer paragraph and a note that an asterisk (\*) denotes a required field.

**Skills Questionnaire**

**Applicant Information**

Username:  Email:   
First Name:  Middle:  Last Name:

**I Have Completed This Skills Questionnaire To The Best Of My Abilities:**

**Skills Questionnaire (1=None, 10=Expert)**

- \* 1:  Please rate your knowledge of diesel and auto mechanics.
- \* 2:  Please rate your ability to assist a bus driver who has a possible bus malfunction with explanations that are difficult to understand.
- \* 3:  Please rate your experience with safety inspection programs.
- \* 4:  Please rate your ability to work with other team members in the diagnosis of a particularly puzzling mechanical malfunction.
- \* 5:  Please rate your ability to work in a fast paced work environment and remain organized yet able to handle interruptions.

We reserve the right to modify the details of a position posting at any time. The Lake Stevens School District complies with all federal rules and regulations and does not discriminate on the basis of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a disabled person. This holds true for all district employment opportunities.

Asterisk (\*) denotes a required field

“Certifications and Licenses” may not appear as a section in your application depending on the job posting and whether “Certifications/ Licenses” are required for the position. For instance, most classified job postings will not require this section, so it won’t appear as one of the sections that needs to be completed.

Before clicking “Save” and moving on to the next section check the box, **“I Have Completed This Certification/License Information To The Best Of My Abilities”**.

**Certifications/Licenses**

**Applicant Information**

Username: applyfasttrack      Email: Fast\_Track@lkstevens.wednet.edu  
First Name: TEST      Middle: EMPLOYEE      Last Name: FAST TRACK

**I Have Completed This Certification/License Information To The Best Of My Abilities:**

**Certification/License Information**

Records will be resorted by Issue Date after saving.  
Enter 12/31/9999 in Expiration Date for lifelong certifications.

**1**

Certification Type: PROFESSIONAL TEACHER      Current Certification:  Yes  No  
Certification #:       Issue Date:    
State:       Expiration Date:    
Institution:    
Cert Status:    
Endorsement:

**2**

Certification Type: CPR      Current C  
Certification #:       Expi  
State:   
Institution:    
Cert Status:    
Endorsement:

**3**

Certification Type: ASTHMA TRAINING      Current C  
Certification #:       Expi  
State:   
Institution:    
Cert Status:

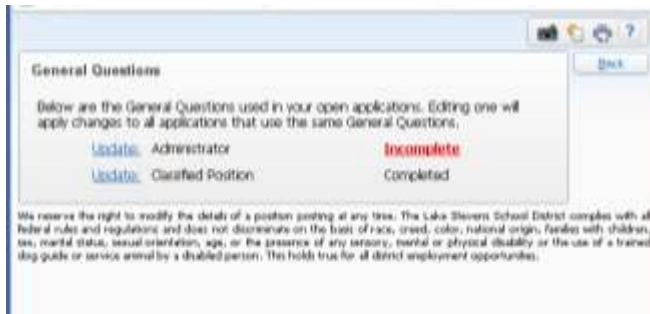
**NOTE:** If these fields are populated, this information has automatically been loaded from your employee profile in WesPac. The certifications and licenses in WesPaC employee profile are not sorted in any particular order. For this reason automatically loaded certification types may need to be changed or edited. Be sure to review and change certification types to reflect appropriate information for the position you’re applying for.

“Employment History” you may enter up to four employers in this section.

Before clicking “Save” and moving on to the next section check the box **“I Have Completed This Employment History ion To The Best Of My Abilities”**.

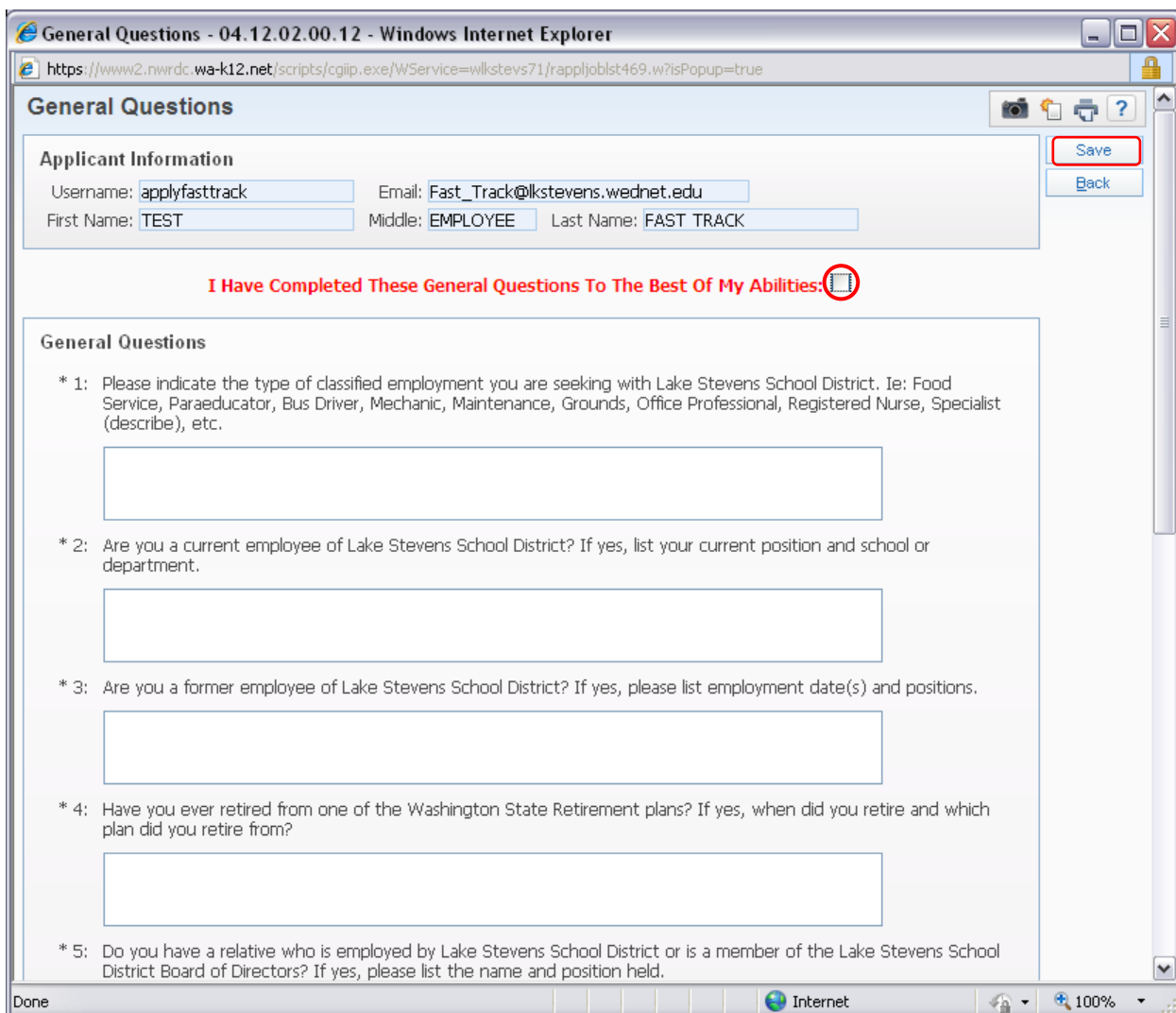
The screenshot shows a web browser window with an application form. At the top, the 'Applicant Information' section is filled out with Username: applyfasttrack, Email: Fast\_Track@okstevens.wednet.edu, First Name: TEST, Middle: EMPLOYEE, and Last Name: FAST TRACK. To the right are 'Save' and 'Back' buttons. Below this is a red checkbox labeled 'I Have Completed This Employment History To The Best Of My Abilities' which is checked. The main section is titled 'Employment History' and contains a note: 'Records will be resorted by Starting Date after saving. Enter the Starting/Ending Dates as accurately as possible.' This note is circled in red. Below the note are two numbered entries (1 and 2) for employment history. Each entry has fields for Company, Address, City/State/Zip, Starting Date, Starting Salary, Ending Date, Ending Salary, Contact Name, Contact Phone, Contact Email, Position Title, Responsibilities, Currently Employed (Yes/No), and OK To Contact This Employer (Yes/No). A red arrow points from the note to the 'Starting Date' field of entry 1. A separate text box on the right contains the note: 'NOTE: Records will be resorted by Starting Date after saving. Enter the Starting/Ending Dates as accurately as possible.'

**“General Questions”** if you are applying for more than one type of position your first “General Questions” screen may look this, with two types of general questions.



In most cases the “General Questions” section will open to this screen when you get to that part of the application.

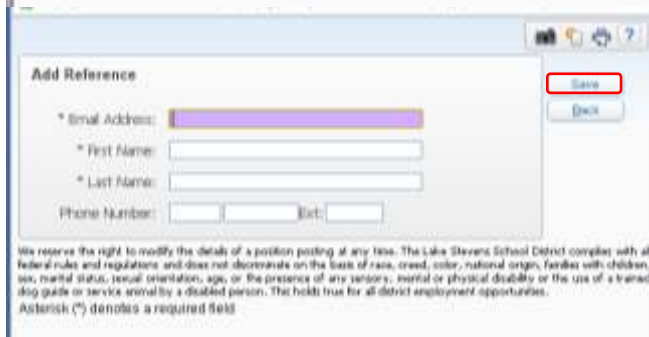
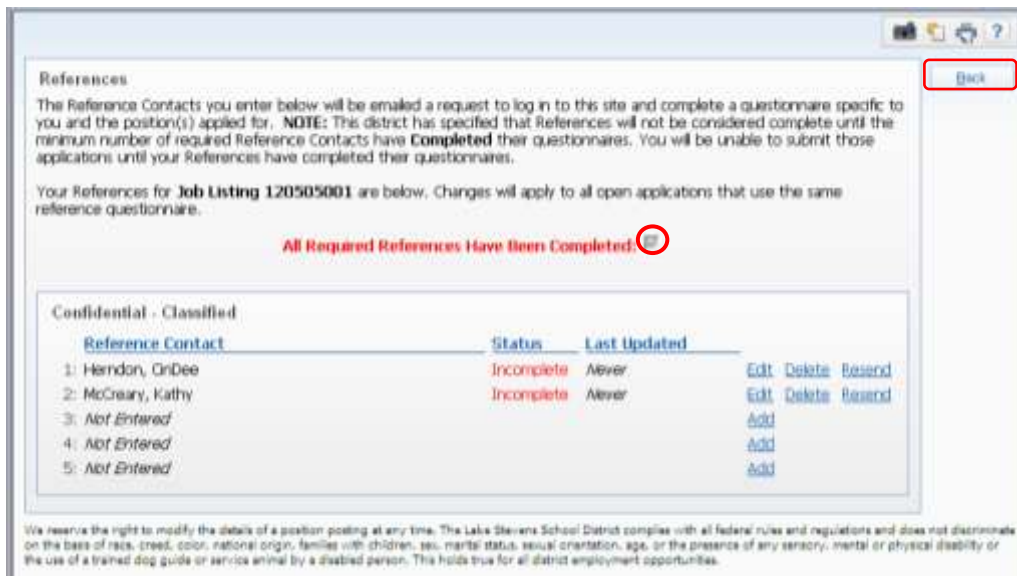
Before clicking “Save” and moving on to the next section check the box **“I Have Completed These General Questions To The Best Of My Abilities”**.



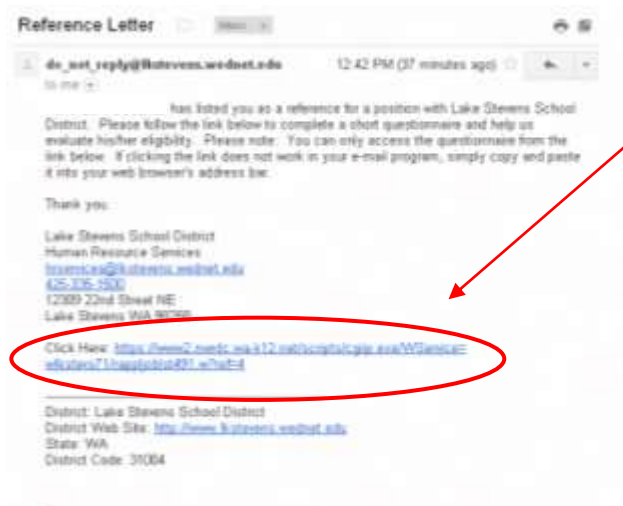
**“References”** in this section you will need the E-mail addresses for your references. A confidential reference questionnaire will be sent to those people. Once the questionnaires have been completed, and returned electronically, this section of your application will be marked complete.

Before going to the next section check the, **“All Required Reference Have Been Completed”** box. Use the **“Back”** button to exit this section.

**NOTE:** After you **“Add”** your references you can go back and **“Edit”**, **“Delete”**, or **“Resend”** your reference information. You may want to **“Resend”** your request if you see this section is still incomplete.



**Note:** When you click **“Add”** this screen will appear. Enter the e-mail address of the person who is going to provide you a confidential referral. You will also be asked for their telephone number. Don't forget to hit the **“Save”** button before exiting this screen.

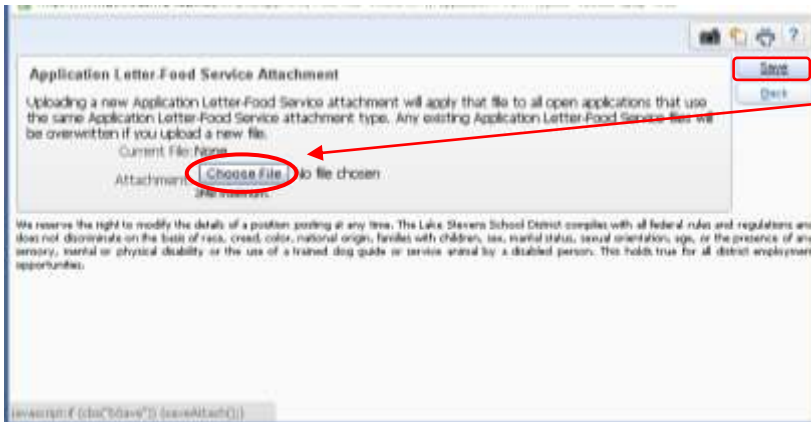


This is a screen shot of the e-mail that is sent to your references.

There is a direct link to the confidential reference questionnaire.

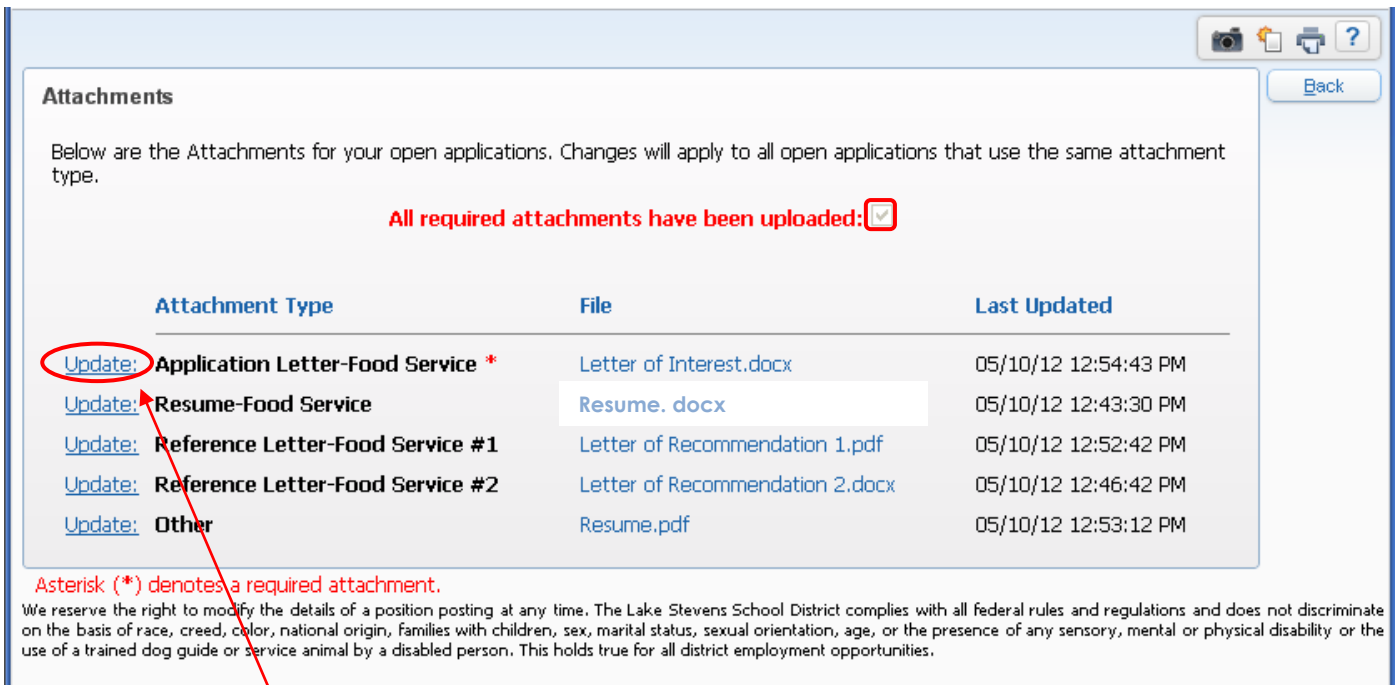
Once it has been filled out and submitted electronically to HR, it is marked complete. You have the ability to view the status and see when it was last updated.

“Attachments” you will need to upload your attachment documents in this section. We do not accept paper copies of any documents and you must have your files in electronic format in order to attach them to your application. There are limits to the size of files that can be attached to your application. The limits are very large so you shouldn’t have a problem attaching most documents. If you do exceed the size limit (2MB), try saving your file in a different format that requires less space. If you have a reference letter that is not in electronic form you’ll need to use a scanner to scan the document into a Microsoft Word or PDF file and upload it to your application. After uploading each document click the “Save” button.



Click on **“Choose File”** this will open a window that allows you to choose your documents in their file location.

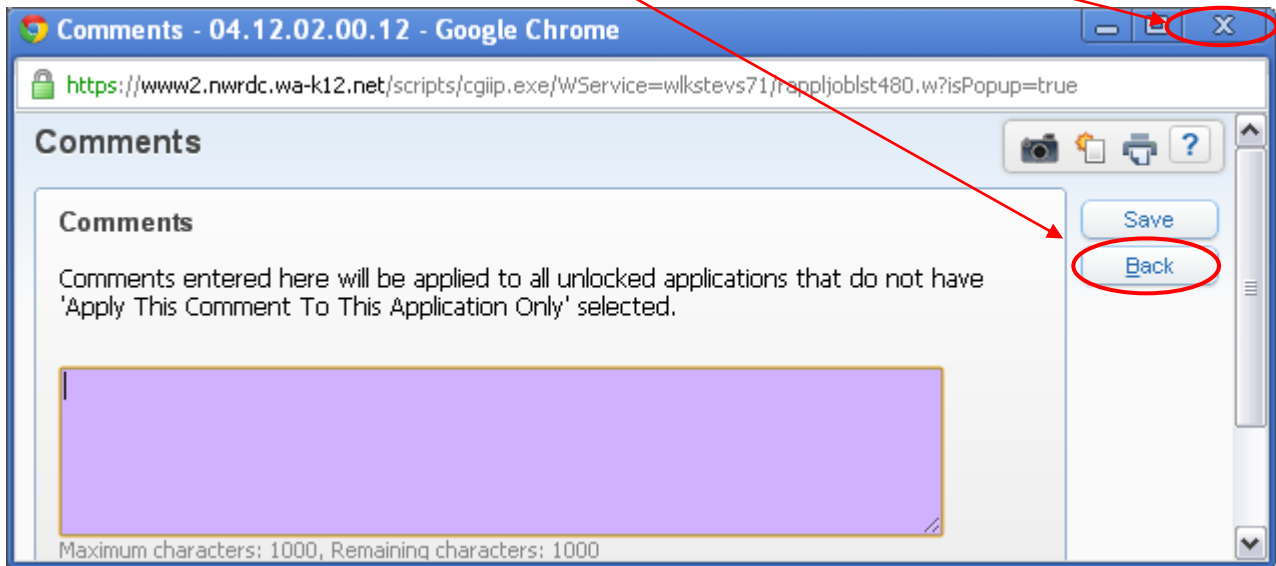
Once you have uploaded your documents the box **“All required attachments have been uploaded”** will automatically be checked by the Fast Track system. Use the back button to exit this section.



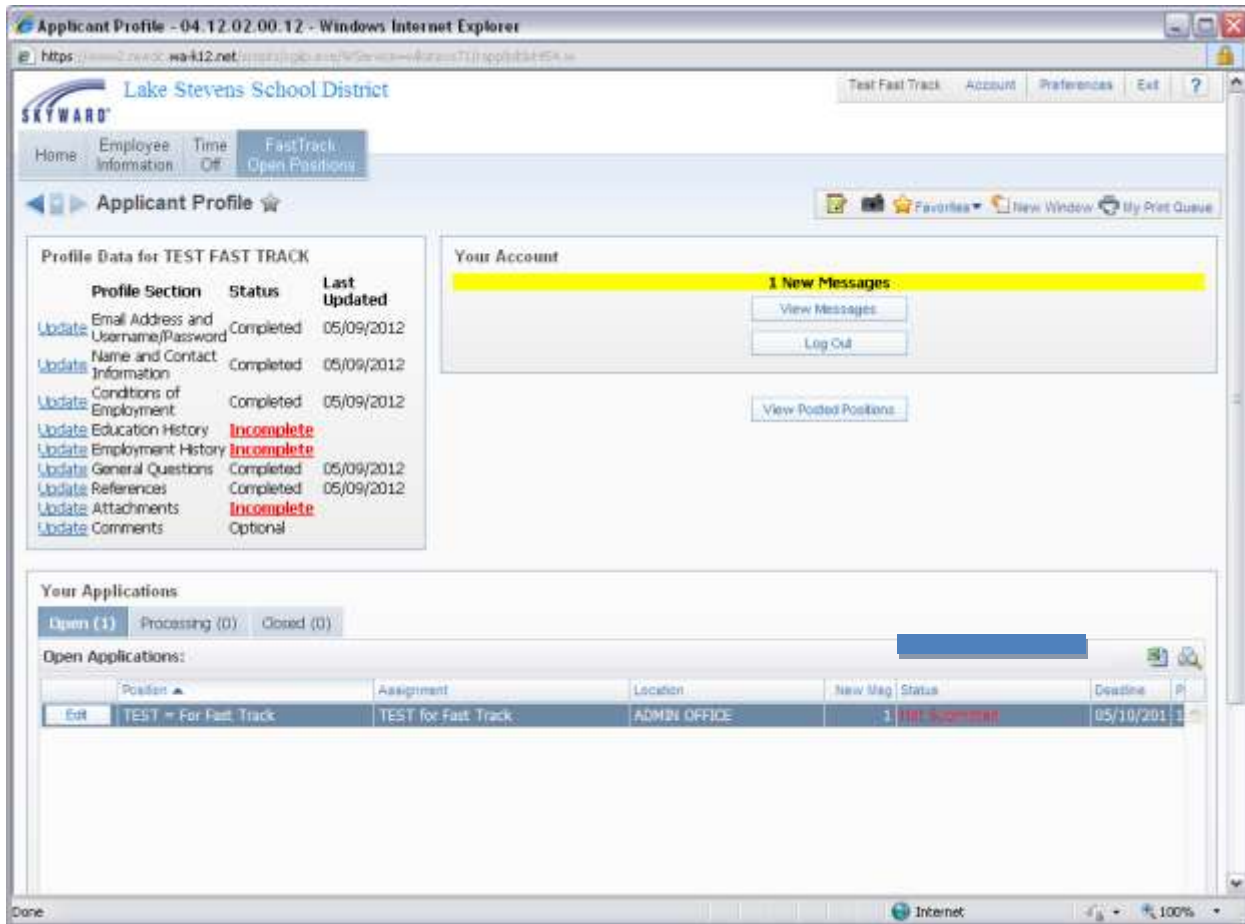
You have the ability to update your attachments if necessary by clicking on the **“Update”** underlined link. If you select “Update” another window will open that asks you if you want to delete the uploaded document you already have on file. When you click delete document, it will give you another browse option an you can upload a replacement document.

“Comments” is optional. Remember to use the “Save” button before closing if you want HR to view your comments. After clicking “Save” you will exit the screen.

**IMPORTANT NOTE:** Please do not use the “X” on the top tool bars to exit sections always use the **“Back”** button



After you "Submit to HR" this screen will appear. Here you can view any message that have been sent, view posted positions and the status of each application section, or Log out of Fast Track.



Congratulations! You have just completed the steps necessary to enter an application on-line using the Fast Track System. If you have any questions please e-mail [hrrservices@lkstevens.wednet.edu](mailto:hrrservices@lkstevens.wednet.edu) or call Human Resource Services.