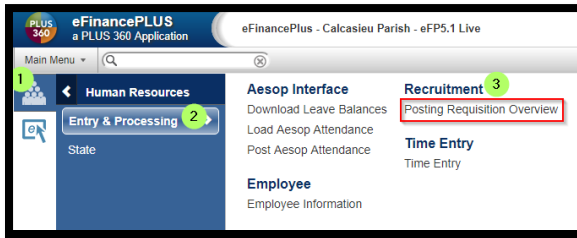



Review the applications:

- For **Hiring managers** to see the postings and applications:
Go to **Human Resources>Entry & Processing>Recruitment>Posting Requisition Overview**



Note: This lists the Hiring Manager’s location job postings and District Wide Positions.
Click **View Pool**  to see the applications that have applied to the job.

To re-sort the list, click the heading at the top of the column for the criteria you want to sort by. Clicking the same heading again reverses the order. You cannot sort by the last five columns.

Posting ID	Status	Location	Position Title	Position Type	Job Class	Position	Fiscal Year	Posting Date	Closing Date	#	View Pool
JP00000023	Posted	DISTRICT WIDE FOR RE	Cafeteria worker	FOOD, PARA, CUSTODIAN, CLERK	SUPPORT STAFF		2017-18	3/6/2018	Open Until Filled	2/2	
JP00000017	Posted	DATA PROCESSING	PROGRAMMER/ANALYST	FOOD, PARA, CUSTODIAN, CLERK	SUPPORT STAFF		2017-18	12/4/2017	12/08/2017	2/2	
JP00000016	Posted	PERSONNEL DEPARTMENT	Elementary Teacher	TEACHER	TEACHER		2017-18	10/10/2017	Open Until Filled	1/0	

- If the applicants complete the application, their names and status will show.

Applicant	Date Applied	Application Status	Application Score	Interview Scores
- Applicants				
- Internal Transfer				
- Internal Applicant				
- External Applicant				
Huckeba, Shannon	3/6/2018 12:40 PM	Verified	50	
MOUTON, MONI	3/6/2018 12:47 PM	Verified	0	
- Hired				
- Internal Transfer				
- Internal Applicant				
- External Applicant				

- On the top right, there is an **Email** button. This function allows you to electronically schedule interviews and communicate with applicants, if desired.
- On the top right, there is a **Print** button. We can choose the applicant and print out their application. You can also find the contact information when you print the application (phone, address, etc.).
- If you can’t see the PRINT and EMAIL button, you may need to change your screen resolution. Refer to this wikihow page to see how to change the screen resolution:

<https://www.wikihow.com/Change-the-Screen-Resolution-on-a-PC>

Recommendation Form

- There will be one Recommendation Form for all positions.
- Recommendation Form Template can be located on CPSB website > District Forms > Internal Forms> Personnel Department.



RECOMMENDATION FORM

* School/Dept. Name:	<input type="text"/>	* Date:	<input type="text"/>	
* Principal/Dept. Head:	<input type="text"/>			
* Position Title:	<input type="text"/>	Posting ID:	<input type="text"/>	
* Applicant Name:	<input type="text"/>	* SSN:	<input type="text"/>	
Phone Number: (Home)	<input type="text"/>	(Cell)	<input type="text"/>	
* Reason for Action:	<input type="text"/>	Comments:	<input type="text"/>	
Replacement for	<input type="text"/>	whose last day of work was	<input type="text"/>	
Position:	Part Time <input type="checkbox"/>	Full Time <input type="checkbox"/>	/ Half Year <input type="checkbox"/> Full Year <input type="checkbox"/> Requested Start Date: <input type="text"/>	
Grant position?	No <input type="checkbox"/> Yes <input type="checkbox"/>	Funding Source	<input type="text"/>	
In Parish Transfer?	No <input type="checkbox"/> Yes <input type="checkbox"/>	<input type="text"/>	(Position) at <input type="text"/> (Dept./School)	
Is the Recommended Applicant your immediate family member? No <input type="checkbox"/> Yes <input type="checkbox"/>				
<small>Immediate Family Member - includes the person's (your) children, the spouses of the person's children, the person's brothers and their spouses, the person's sisters and their spouses, parents, spouse, and the parents of the person's spouse.</small>				
For Teacher:	Grade <input type="text"/>	Subject <input type="text"/>	Certificate <input type="text"/>	
For Support Employee:	No. of Hours per Day <input type="text"/>	No. of Months per Year	<input type="text"/>	
Interview Record (if applicable):				
Applicant Name	Requesting Transfer From	Interview Date	Degree / Certification	Years of Exp.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email this completed form to the appropriate Personnel Supervisor				

<p>Step 2. Personnel Dept.:</p> <p>Salary Grade: <input type="text"/> Salary Step: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p>Name: <input type="text"/> Date: Pick a date</p>	<p>Step 3. Accounting Dept.: (Budget Code Info)</p> <p><input type="text"/></p> <p>Name: <input type="text"/> Date: Pick a date</p>
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Step 4. Chief Operating Officer's Action: Approve Deny

Comments: Signature: Date: [Pick a date](#)