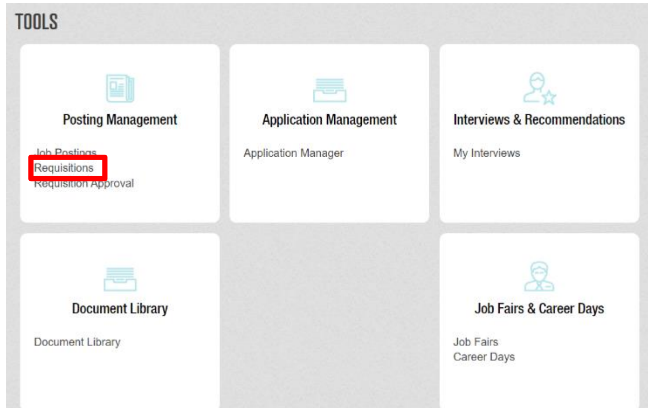
PowerSchool

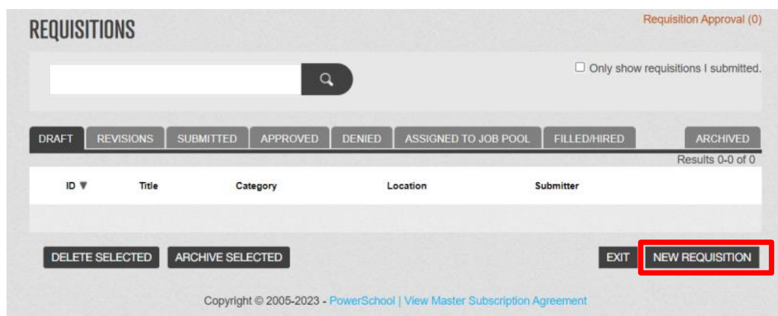
PRINCIPAL GUIDE

Request to Post a Job (Requisition)

Tools > Requisition

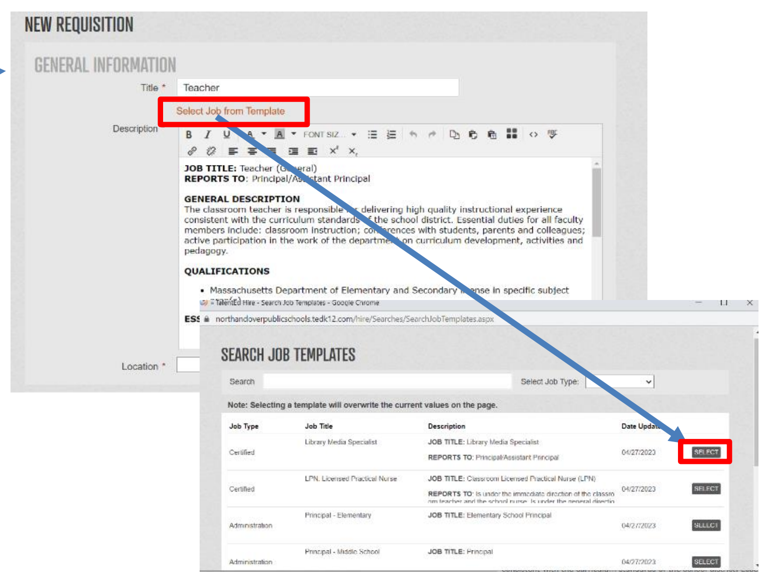


Click New Requisition in the bottom right-hand of the page



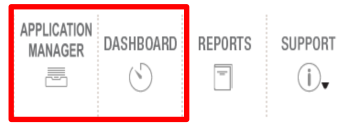
COMPLETING the FORM:

1. **General Information:**
    a. Select Job from Template
    b. Choose the appropriate job, click SELECT
    c. Add Location
2. **Email Notification**
    a. Select Add Recipient
    b. Choose your name from the list
3. **Alternate Job Contact**
    a. Complete all Required (*) fields
4. **Budget Information**
    a. Complete all Required (*) fields
5. **Current Employee Information**
    a. Complete information (not required if new position)
6. **Summary**
    a. Briefly explain your reason for posting the position
7. **Workflow**
    a. Choose the appropriate workflow
8. **Click Save & Submit**



Viewing Submitted Applications

Two ways to view Applicants and their applications:

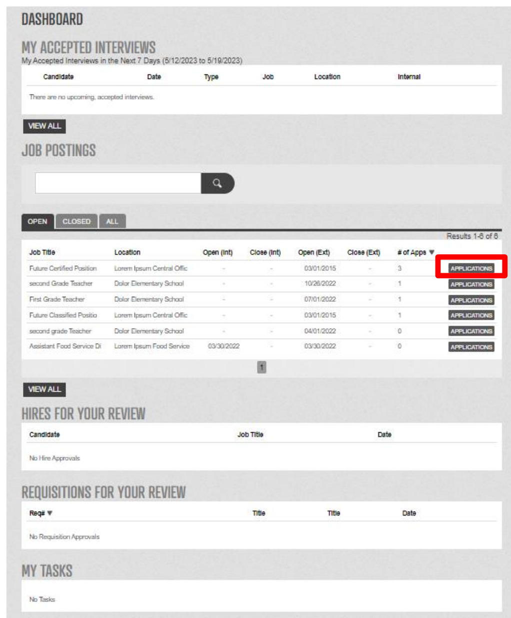


- Dashboard – Information specific to assigned user
    - Application Manager - This is where all the applications reside.

DASHBOARD

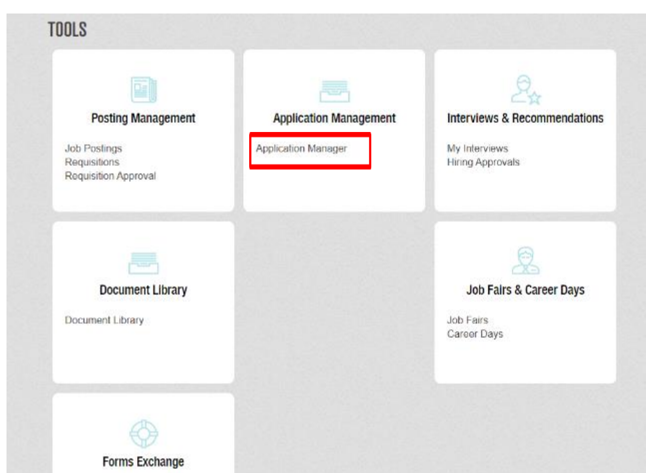
The dashboard is a good tool to use, as it allows you to see your scheduled interviews, and allows you the ability to see how many people have applied per job posting.

Click on the APPLICATIONS tab to view those specific applicants.



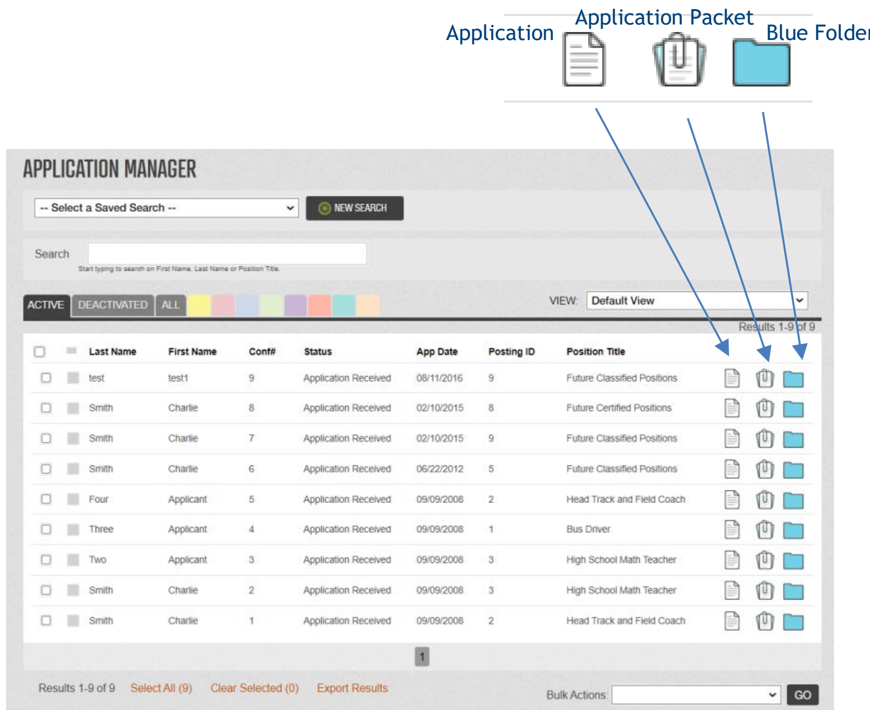
Application Manager

When you choose Application Manager you will be taken into the list of all applicants that have applied.



Application Manager

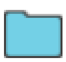
(continued)



Once you are in Application Manager you will see the list of potential applicants

Application Icon – click to view the applicants application

Application packet – click to view the application and any attached documents (i.e. resume, cover letter)



Blue Folder – click to:

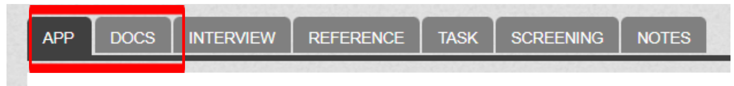
- Access Application *(second way to view application)*
- View References
- Schedule an interview
- Recommending a candidate to be hired

INSIDE THE BLUE FOLDER

APP and DOCS Tab

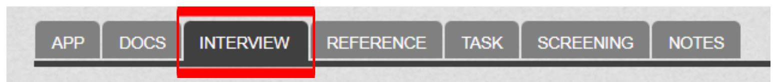
View application and attachments to the application

Click the DOCS tab to view all attachments and any additional documentation



INTERVIEW Tab

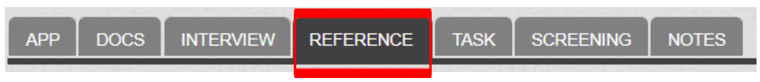
- Schedule an interview
- Recommend to Hire



See below for more details

REFERENCE Tab

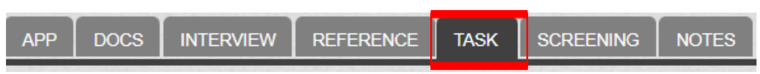
- Add/View Refences
- Add References Survey results



See below for more details

TASK Tab

Add/assign tasks



SCREENING Tab

Add screening results

NOTES Tab

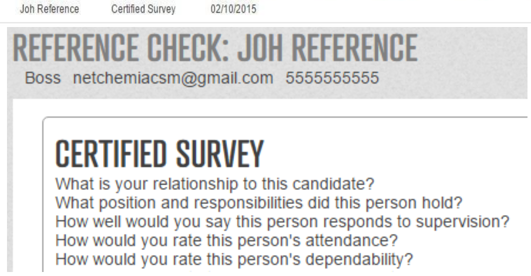
Add any notes (internal only not seen by candidate)

Viewing References

Use the Reference tab to review the references that the candidate has identified on their application.

Click on the 'Review' button to see the answers that the reference has provided on their form.

You can also record your impressions about the reference's answers by filling out the 'My Rating & Notes' form

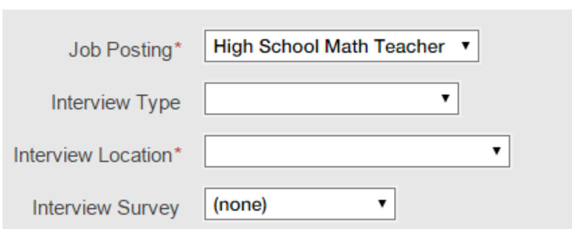


If you are waiting on a response from a reference, you can remind the reference and send out another reference form by clicking the 'Remind' link

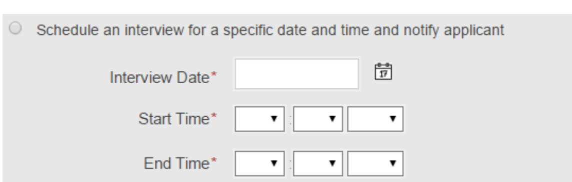
Setting up an Interview;

To set up an interview with a potential candidate you will need to choose the interview tab.

- The first part of scheduling interviews identifies the candidate that you're extending an interview to.
- When you schedule an interview, the Interviewer will always be the Recruit and Hire user that clicked on the 'schedule interview' button. This can be changed by clicking the 'X' near the interviewer name.
- If you would like to add additional interviewers or schedule an interview on someone's behalf, you can click on the 'Add Interviewers' button.
- A new window will open with a list of Recruit and Hire users to choose from. To remove yourself, simply click the red 'X' next to your name.



- **Job Posting (Required)** - The job posting drop down will allow you to choose which position you want to interview the candidate for, if they have applied for multiple positions in your organization.
- **Interview Type** - The Interview Type lets the candidate know what type of interview is being conducted.
- **Interview Location (Required)** – The Interview location communicates to the applicant where the interview is being held.
- **Interview Survey** – You can choose to have an associated interview survey that will allow you to record your impressions about the candidate.



To have the interviewee(s) choose from your availability windows, click the button that allows the applicant to self-schedule their interview.

- You can also choose to schedule an interview time for a candidate. This is useful if you've previously spoken with the candidate and have already established a time for them to come in.
- If there are any messages that you need to relay to the interviewer(s) or to the applicant(s), you can include them in the message section of the interview form. These messages are sent via email.

Recommending a Candidate to be Hired:

- To record your impressions about an individual candidate's interview, click on the blue applicant folder under Application Manager, navigate to the 'Interview' tab and click on 'Add Interview Result'
- If there is a specific candidate that you want to recommend to hire to your HR staff, you may do so under the Application Manager icon.
- Click on the specific blue applicant folder.
- Under the Interview tab, navigate to the 'Add Recommendation to Hire' button.
- If your organization has created a Recommend to Hire form, you will fill out any relevant questions and click on 'Submit'.