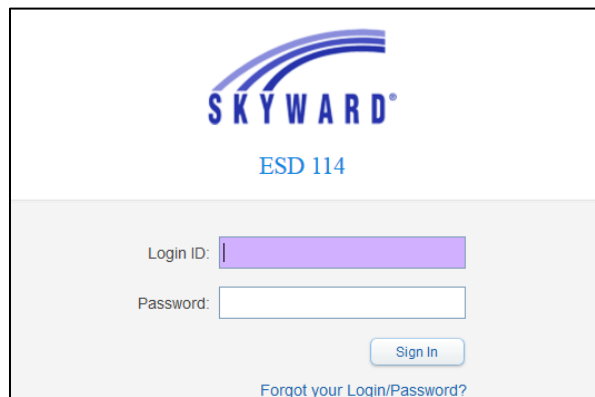


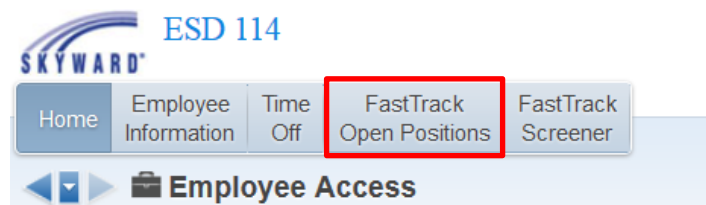
Applying for Fast Track Open Positions: Current Employees

- Log into your Employee Access page:

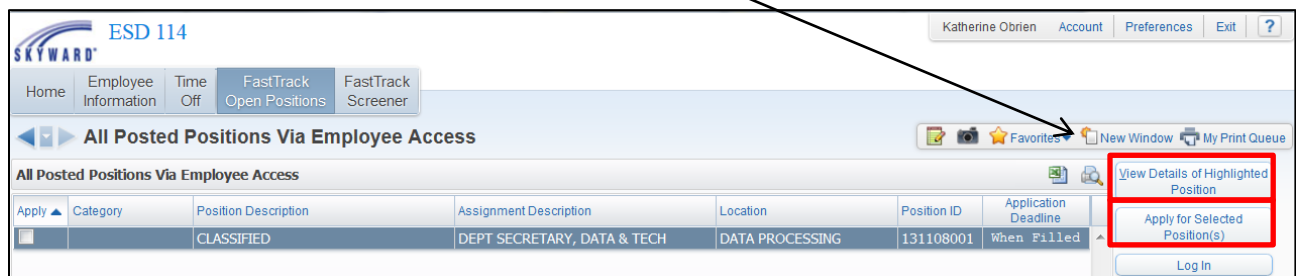


The image shows the login page for Skyward ESD 114. At the top center is the Skyward logo with "ESD 114" below it. Below the logo are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. At the bottom center, there is a link that says "Forgot your Login/Password?".

- Click on the **Fast Track Open Positions** button:



- Highlight a position and click **View Details of Highlighted Position** to view information regarding the position OR **Apply for Selected Position** to apply for the position:



The image is a screenshot of the Employee Access interface. At the top, there is a navigation menu with "FastTrack Open Positions" highlighted. Below the menu is a table titled "All Posted Positions Via Employee Access". The table has columns for Apply, Category, Position Description, Assignment Description, Location, Position ID, and Application Deadline. A single row is visible with the following data: Apply (checkbox), Category (empty), Position Description (CLASSIFIED), Assignment Description (DEPT SECRETARY, DATA & TECH), Location (DATA PROCESSING), Position ID (131108001), and Application Deadline (When Filled). To the right of the table, there are two buttons: "View Details of Highlighted Position" and "Apply for Selected Position(s)", both of which are highlighted with red boxes. An arrow points from the text in the previous step to the "View Details of Highlighted Position" button. At the bottom right, there is a "Log In" button. The top right corner of the page shows the user's name "Katherine O'Brien" and links for "Account", "Preferences", "Exit", and a help icon.

Apply	Category	Position Description	Assignment Description	Location	Position ID	Application Deadline
<input type="checkbox"/>		CLASSIFIED	DEPT SECRETARY, DATA & TECH	DATA PROCESSING	131108001	When Filled

- After clicking **Apply for Selected Position**; the following screen will appear:

- If this is your first time accessing Fast Track, employees must create a new Username and Password; current Citrix and Skyward passwords will not work.
- Click the checkbox next to **I Would Like to Create a New Profile**, and your work email address (if maintained in the system by the ESD) and your first and last name fields will auto-fill.
- **Please do not create duplicate profiles.**
- Create a **Username** and **Password** and click the **Create Profile** button.
- After creating your profile, the Application Dashboard will appear, where you can begin your online application:

Application Dashboard

Job Listing

Listing ID: 131108001 Location: DATA PROCESSING Type: Full Time
 Position: CLASSIFIED Dept: DATA AND TECHNOLOGY Deadline: Until Filled
 Assignment: DEPT SECRETARY, DATA & TECH Group: Appl. Status: Not Submitted

[View Details Of This Job Listing](#)




This position has 7 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	Completed	Edit
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Attachments	Incomplete	Edit
Comments	Optional	Add

OLYMPIC ESD IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and its policy is to select the best qualified applicant for a position as needed on a the basis of bona fide occupational qualifications. It is the policy of Olympic ESD to recruit, hire, train, and promote personnel in all job classifications without regard to race, creed, religion, sex, color, national origin, age, marital status, families with children, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. We reserve the right to modify the details of a position posting at any time.

- Please note that all required sections must be completed before submitting.
- Once all sections display as **Completed**, the **Submit to HR** button will sensitize, and your application may be submitted.

Application Dashboard

Job Listing

Listing ID: Location: Type:

Position: Dept: Deadline:

Assignment: Group: Appl. Status:

[View Details Of This Job Listing](#)

This position has 7 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	Completed	<input type="button" value="Edit"/>
Education History	Completed	<input type="button" value="Edit"/>
Certifications/Licenses	Completed	<input type="button" value="Edit"/>
Employment History	Completed	<input type="button" value="Edit"/>
General Questions	Completed	<input type="button" value="Edit"/>
Attachments	Completed	<input type="button" value="Edit"/>
Comments	Optional	<input type="button" value="Add"/>

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****You must click this Submit to HR button for your application to be considered for employment****

- In your Applicant Profile screen, the position status will state **Not Submitted** until you click the **Submit to HR** button, which can be done by clicking the **Edit** button next to the position.

Your Applications

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

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
<input type="button" value="Edit"/>	CLASSIFIED	DEPT SECRETARY, DATA & TECH	DATA PROCESSING	0	Not Submitted	Until Filled	131108001

- Once submitted, the status on the position changes.

Your Applications

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

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
<input type="button" value="Edit"/>	CLASSIFIED	DEPT SECRETARY, DATA & TECH	DATA PROCESSING	0	Submitted	Until Filled	131108001

When 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:

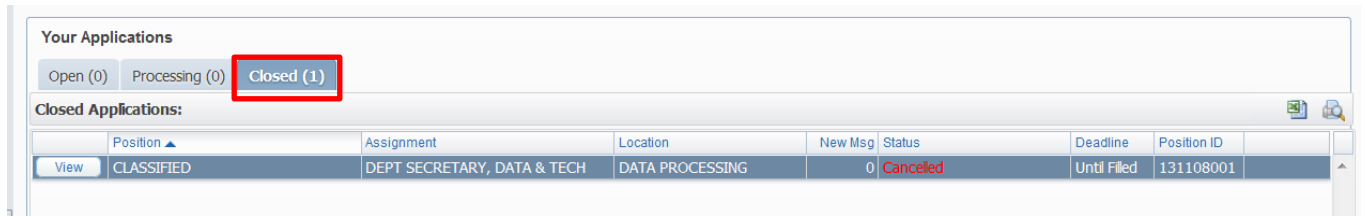
Your Applications

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

Processing Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
<input type="button" value="View"/>	CLASSIFIED	DEPT SECRETARY, DATA & TECH	DATA PROCESSING	0	Processing	Until Filled	131108001

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



The screenshot shows a web interface titled "Your Applications". At the top, there are three tabs: "Open (0)", "Processing (0)", and "Closed (1)". The "Closed (1)" tab is highlighted with a red box. Below the tabs, there is a section labeled "Closed Applications:" which contains a table with the following data:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID	
View	CLASSIFIED	DEPT SECRETARY, DATA & TECH	DATA PROCESSING	0	Cancelled	Until Filled	131108001	▲