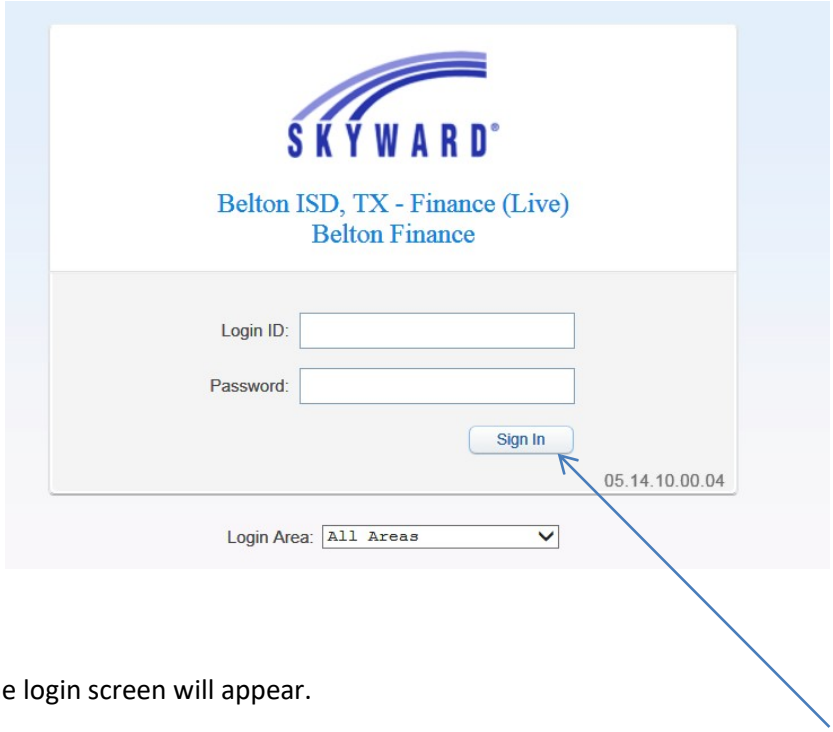
Skyward FastTrack Transfer Applications for Belton ISD Employees

The following instructions explain how to apply for transfer positions using the job applicant system online. The Belton ISD website has a link to current job postings. These positions are open to all employees and outside applicants.

Logging into Skyward Employee Access

To view details and apply for position openings, log in to Skyward Employee Access. **Use the Skyward Finance link under the staff tab on the BISD homepage.**

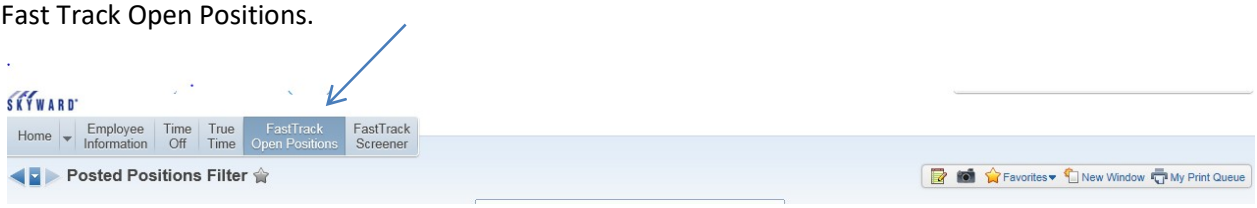


The login screen will appear.

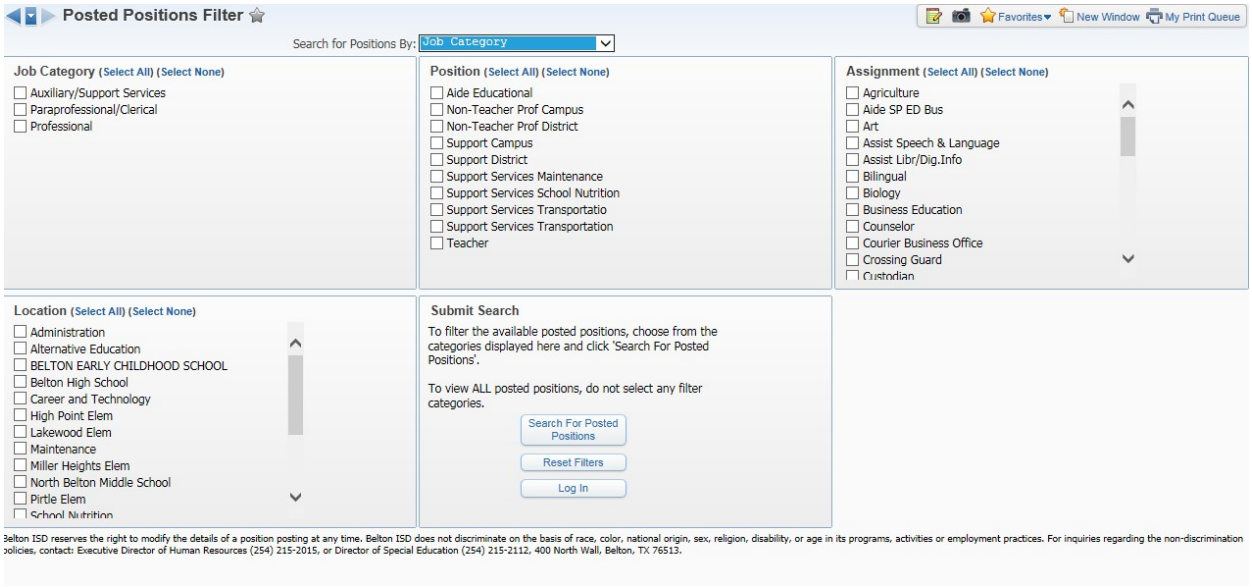
Enter your Skyward Employee Access username & password and click Sign In.

Viewing Posted Transfer Positions in Fast Track

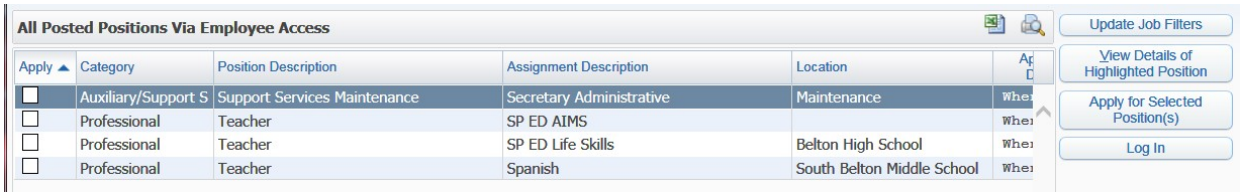
To view posted transfer positions, after you have logged into Employee Access, click on the button for Fast Track Open Positions.



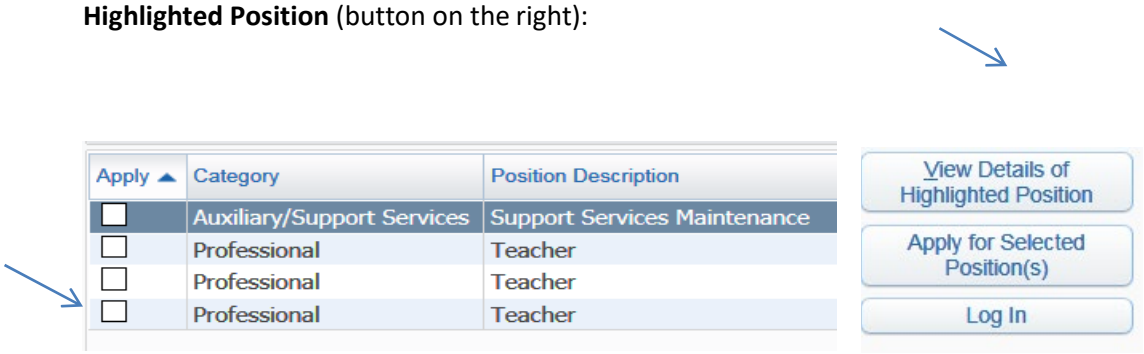
Check the box next to the criteria to search for a specific type of position, assignment or location.



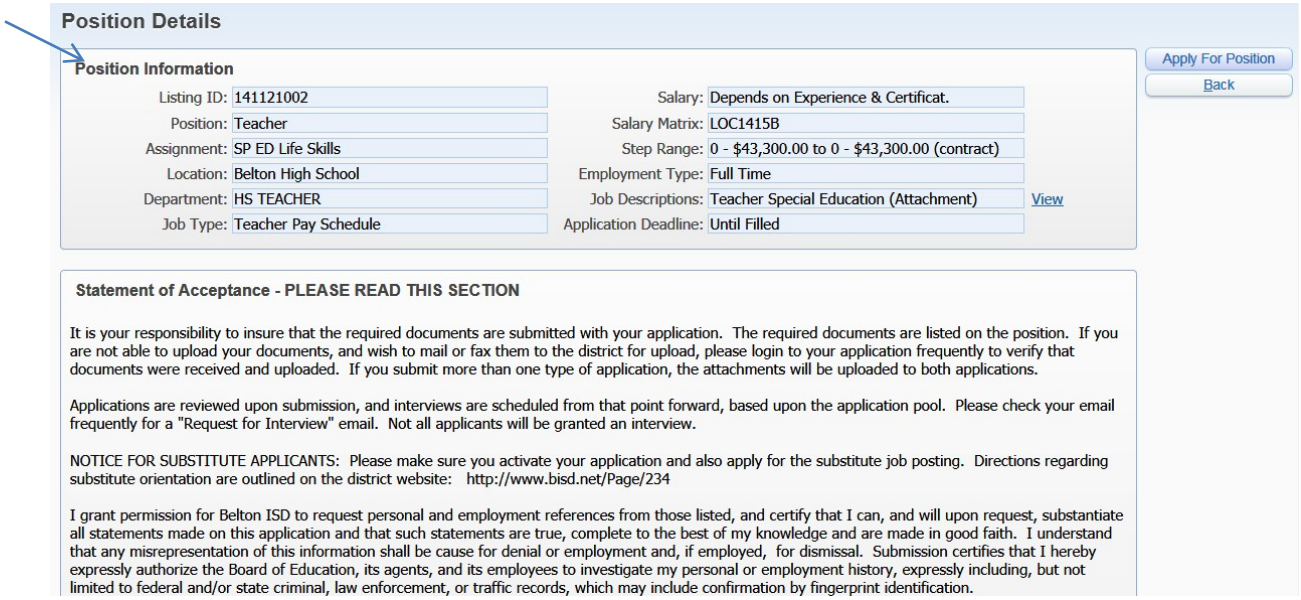
A list of all available positions will appear.



Check the box on the far left for any job you are interested in, and **then click View Details of Highlighted Position** (button on the right):



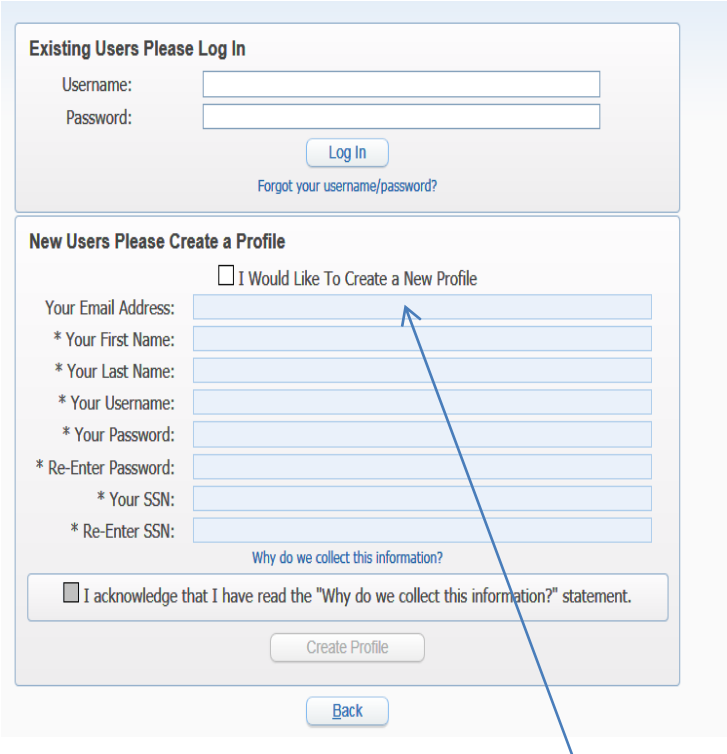
The job details page will open. On this page you can review the salary information, the job description, and other details. If you meet the position requirements, click on the **Apply for Position** button.



Applying for a Position : Logging In

After you check “Apply for Position” on a job details page, the **Log In screen** will appear.

The application system is a SEPARATE LOGIN & PROFILE THAN THE SKYWARD EMPLOYEE ACCESS. IF THIS IS THE FIRST TIME YOU HAVE APPLIED FOR A JOB USING FASTRACK YOU WILL NEED TO SET YOURSELF UP AS A NEW USER FOR THIS SYSTEM.



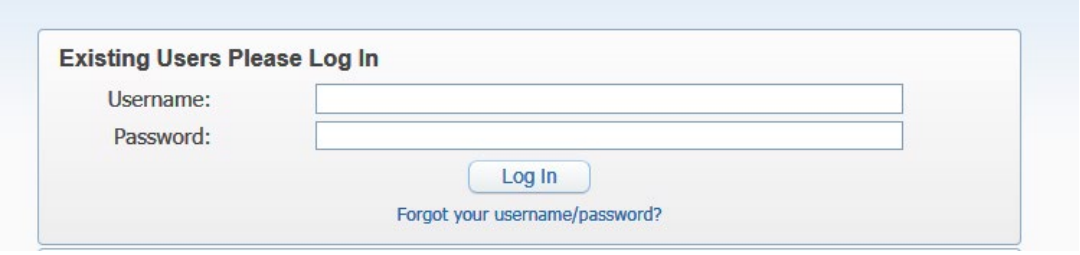
New Users:

If you have never before applied online using the Fast Track system, **check the box** that says **"I Would Like to Create A Profile"** and then fill out the required fields and click **Create Profile. Your Belton ISD email address and your name will pre-fill for you.**

Existing Users:

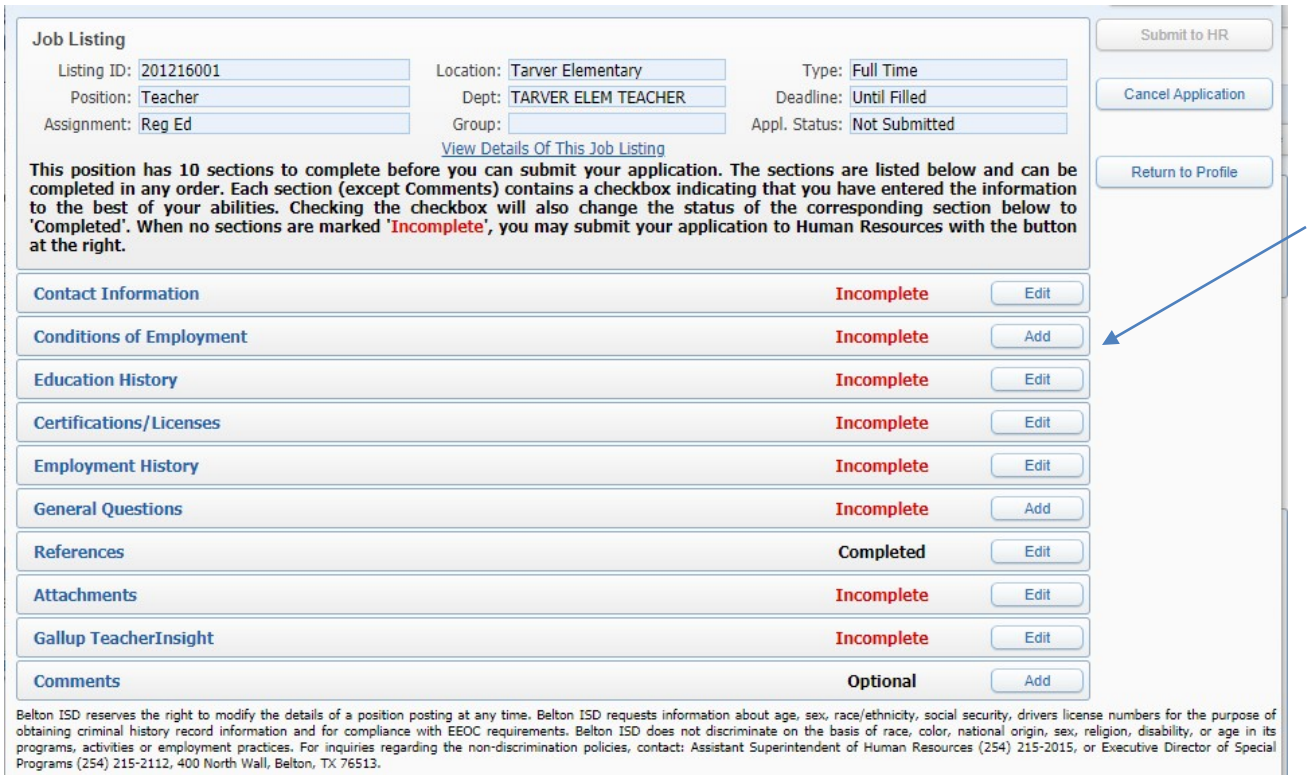
If you have applied for a position with Belton ISD using the Fast Track system before, **you MUST use the same username and password** you created originally to start your new application. **It may NOT be the same as your Skyward login information since you are able to create your own username and password for FastTrack.** Fill out this information in the top section and then click Log In.

> ***Forgot your username or password? If you have forgotten your user name and password, click on the link that says Forgot your username/password? and then enter the email address you used when you applied and click Send Account Info. Your application information will be emailed to you***



Applying for a Position: Starting an Application

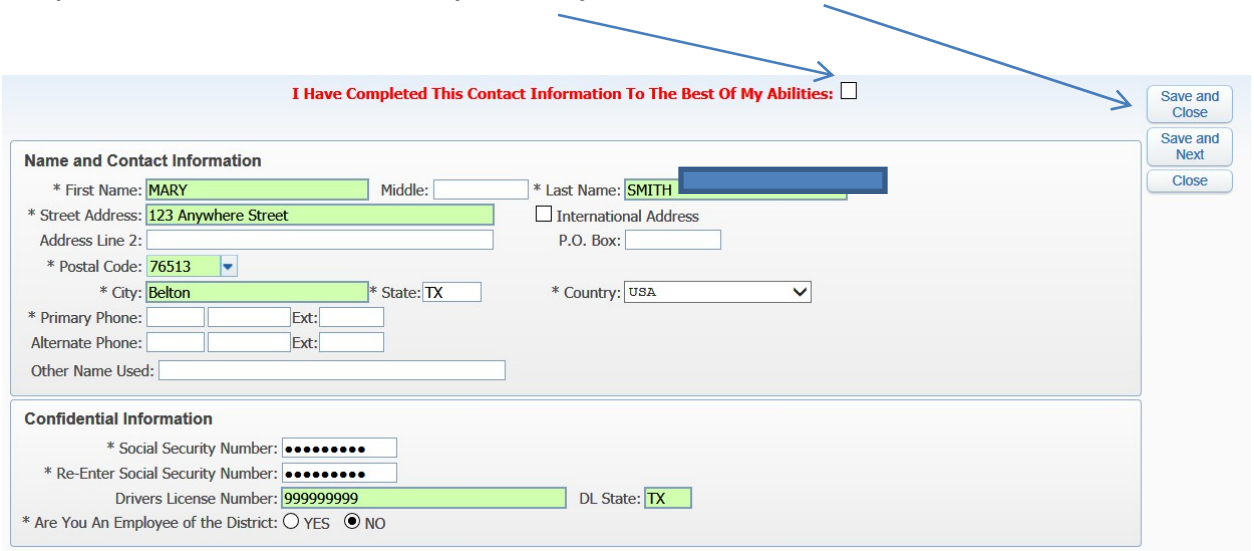
After you have logged in or created your profile, you will see the job application page. The number of sections you are required to complete will vary depending on the job type, but you will see a listing page that shows each section you need to fill out. **Each section will be marked Incomplete in red to begin with. Click on the Add button for the first incomplete section to begin entering required information.**



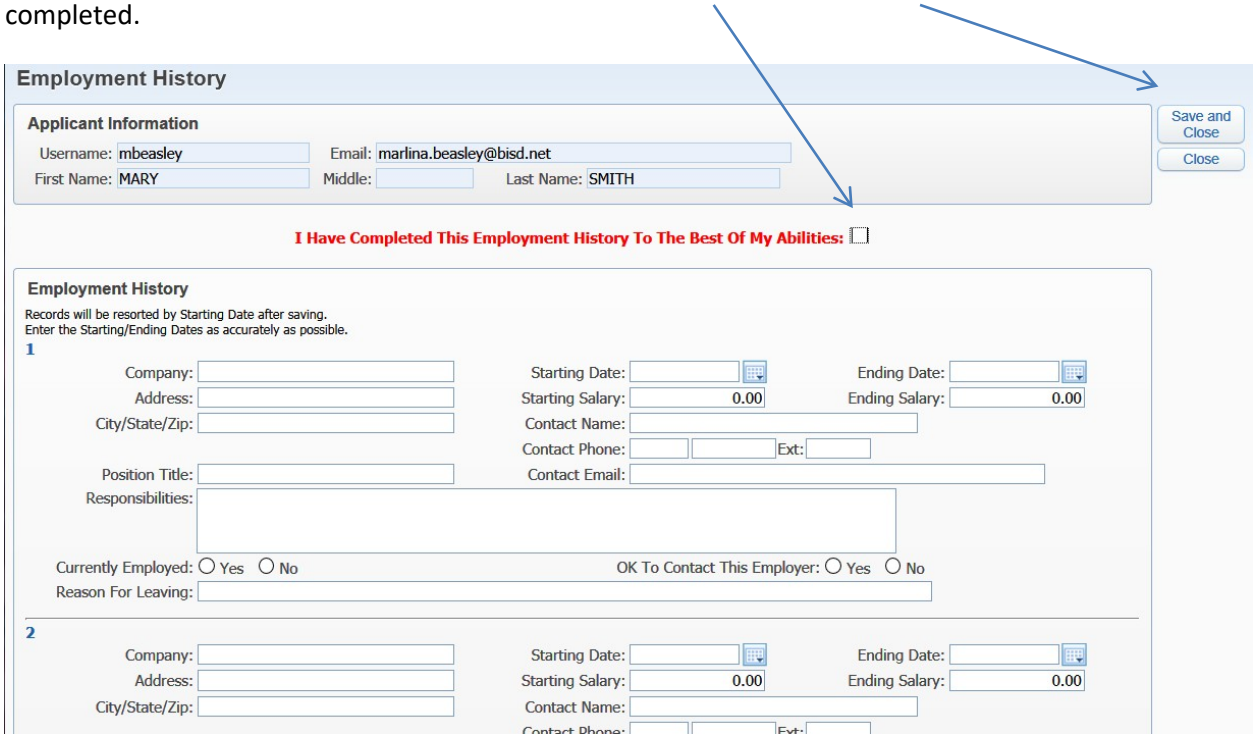
Applying for a Position: Completing & Saving a Section of the Application

When you are working on a section of the application, you will see any required fields listed with an asterisk beside them **(*).** **INFORMATION AVAILABLE IN YOUR EMPLOYEE PROFILE (such as address, certifications, etc. will pre-fill for you.)**

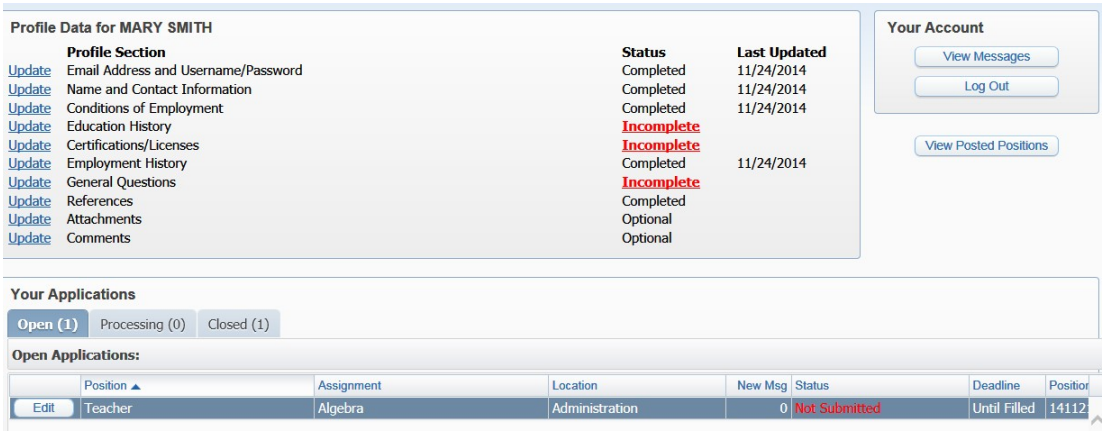
Complete all required fields, then check the box at the top of the screen that says you have completed the section to the best of your ability. Then click the Save button.



If you do not have data for a section such as employment history, education history, or certifications, **you can leave the entire section blank** but you still must check the box at the top of the screen that says you have completed that section to the best of your abilities, then click Save, before that section can be completed.



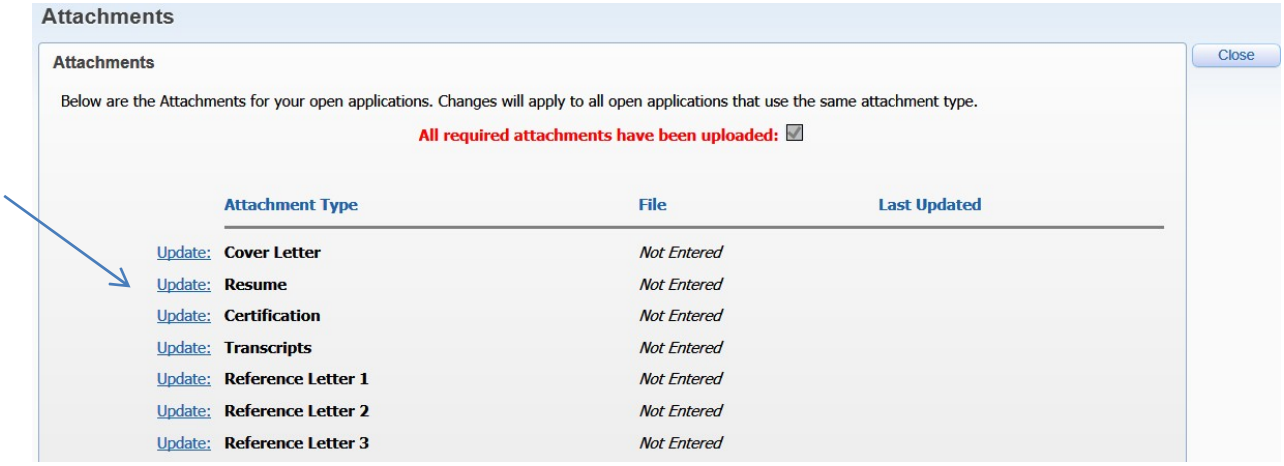
You will be returned to the main application page after you save a section. **The section you just finished will be marked "Complete" instead of "Incomplete".** You can return to a section by clicking Edit, or move on to the next Incomplete section and **click Add to update the information in that section.**



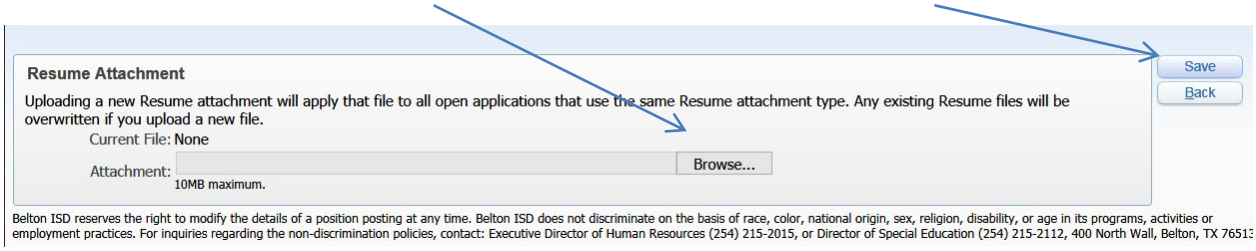
Applying for a Position: Attaching a Resume & Cover Letter

If you have a resume & cover letter, those items can be attached to your online application in the Attachments section of the application**. Click the Add button** in the Attachments section to upload them.

The attachments window will open. If you have previously uploaded a resume or cover letter, that will be listed here. **If you have never uploaded a resume or cover letter, the File column will say "Not Entered".** Click **the Update link** to upload a resume or cover letter:



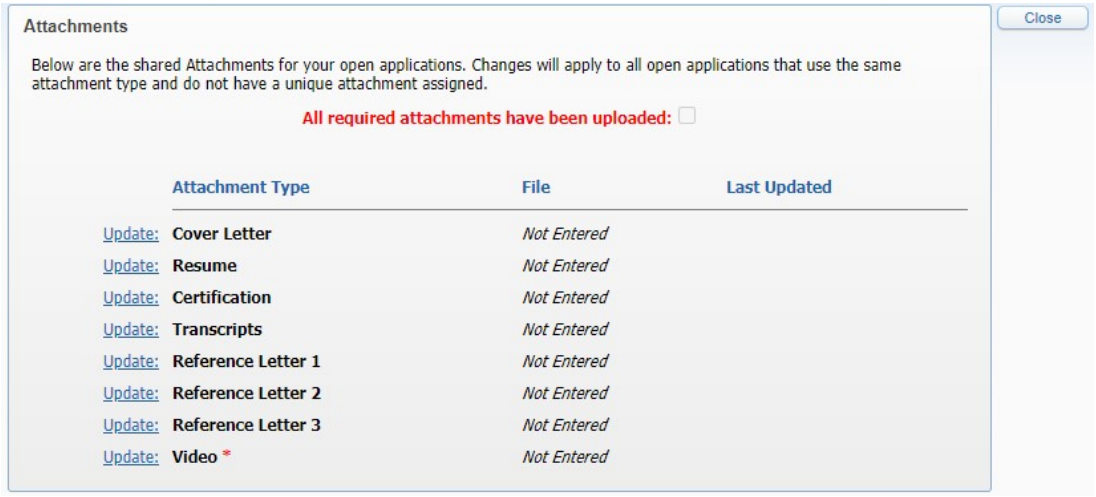
The attachment window will open. This window will allow you to **click the Browse button to find a file on your computer to upload**. The file types allowed are : Word or text documents, PDF files, and Excel spreadsheets. After you have selected the file, you can click the **Save button.**



You will be returned to the Attachments window, where you can repeat the steps to upload a cover letter, or just click Back if you are done updating this section.

Applying for a Position: Attaching a Video

If you are applying for a teacher position you are **required** to upload a video (1 minute maximum) of yourself in the attachment section of this application. Your video is based on a set of questions that can be found under the "General Questions" section of the application. Acceptable video formats include AVI, MOV, MPR, and WMV.

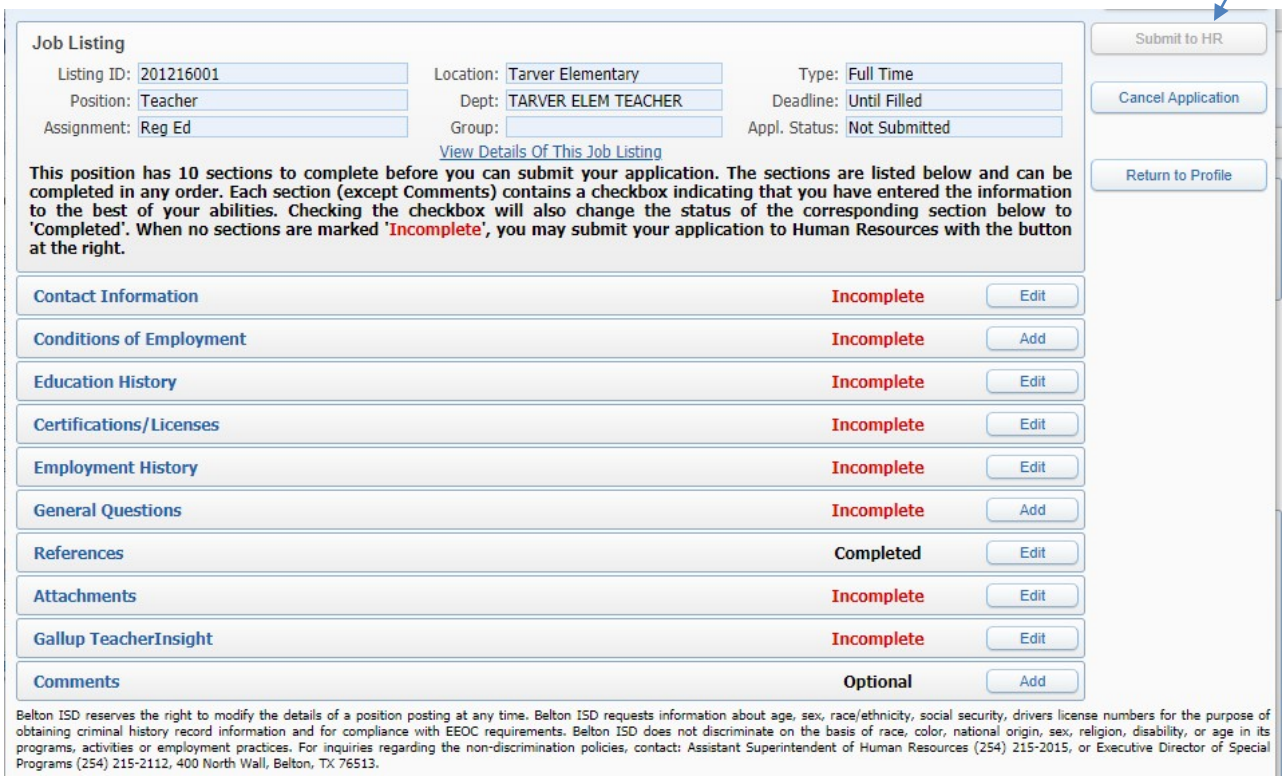


Applying for a Position: Gallup TeacherInsight

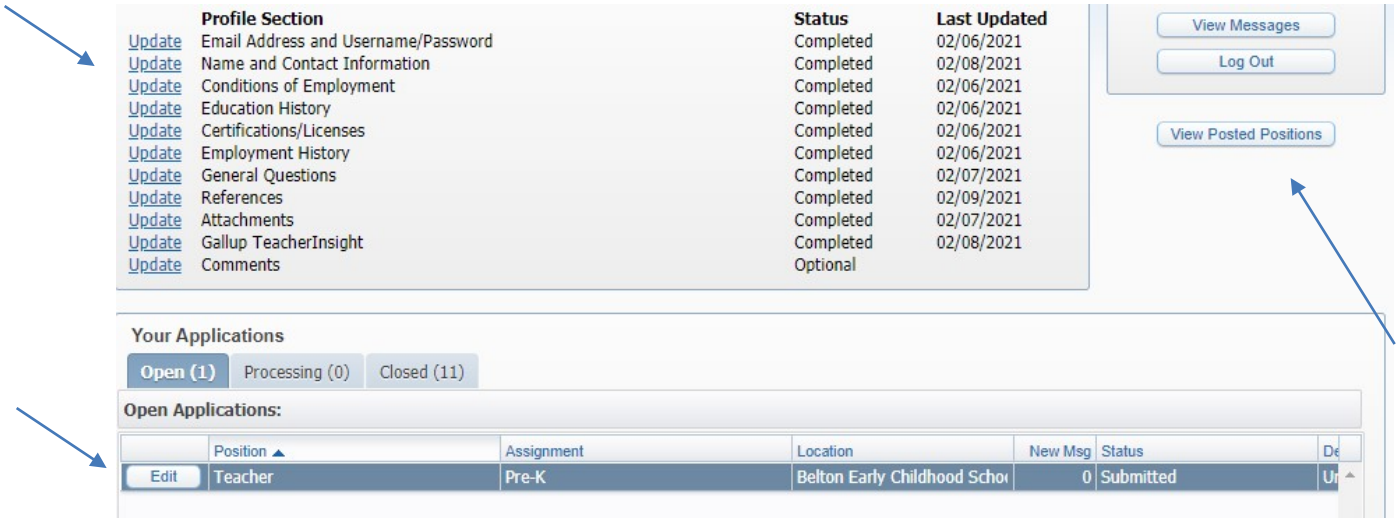
If you are applying for a teacher position you will need to complete the Gallup TeacherInsight assessment before you can submit your application to HR.

Applying for a Position: Submitting Your Application to HR

You can only submit your application to HR once you have completed all required sections of the application. The "Submit to HR" button will appear grayed out and cannot be used until the application is completed as required. **Once all required sections have been updated from Incomplete to Completed, the Submit to HR button can be used.** Click this button to submit your application to HR.



Once you click the Submit to HR button, you will be sent to the **Applicant Profile page.** You will see the application listed here and can click the **Edit button** if you need to return to it to update any section. You can also update a section individually by clicking on the Update links on this page. **Please note that once your application moves to the processing stage, it can no longer be edited.**



If you wish to apply for additional jobs, click on **the View Posted Positions** button here and you can apply for an additional posted position. Note that application sections that are the same for other positions do not have to be completed again.

Applying for a Position: Email Notifications

If you included an email address in your account profile, you may receive the following email notifications:

- Applied for Job Posting (subject line: “Thank you for applying”)
- Interview Requested (subject line: “Interview requested”)
- Position Filled (subject line: “Position filled”)
- Position Requirements changed (subject line: “Position Requirements changed”)

You will be contacted personally by the hiring manager if you are selected for an interview, and also by the Human Resources if you are being considered for hire.