



**SNOHOMISH
SCHOOL
DISTRICT**

Human Resources Employment Application FAQ's

Q: I forgot my username or password. How do I retrieve it?

A: Your username should be your email address. The Human Resources Department does not have access to your password. From the login screen, click the "Forgot Password" link to be emailed instructions on changing your password. Login here:

www.applitrack.com/snohomish/onlineapp/_application.aspx?starting=true&isInternal=1&

Q: How do I sort the list of open positions?

A: You can sort the open positions by category or location on the employment page for Snohomish School District:

[www.applitrack.com/snohomish/onlineapp/.](http://www.applitrack.com/snohomish/onlineapp/)

Q: When do I need to use the online applicant tracking system?

A: The district uses Frontline to process all external classified, certificated, and administrative hiring.

Q: What is the hiring timeline?

A: The hiring process follows a structured approach and may take added time due to necessary approvals, background checks, and certification requirements. On average vacancies are filled within 30 days. Specific timelines vary depending on the position opening, but here are the general steps:

1. **Job Posting Duration:** Positions remain open until filled but must be posted for at least the specified minimum duration of 2-5 days.
2. **Application Screening:** Principals or hiring supervisors review applications to identify the most qualified candidates.
3. **Interviews:** Candidates take part in a panel interview with administrators, teachers, paraeducators, or other relevant staff.
4. **Decision & Offer:** A finalist is selected, and supervisor references are called before extending an offer.
5. **Onboarding:** New hires complete required paperwork, credential verification, and fingerprinting prior to their first day.

Q: Is this a secure website, and is my data secure?

A: Yes. All data transfers use 128-bit or 256-bit encryption depending on your computer's capabilities. This is the same type of encryption used for most online banking transactions.

Q: How do I apply for a job?

A: Once logged into your application, under the "Vacancy Desired" section of the application, click the box of the job you have interest in (e.g. "2nd Grade Teacher"). You can review the job description by clicking on the JobID number. You must complete all required fields (which can change depending on the position you are applying for). You must review your application for accuracy and must affirm/initial your application. Finally, click on "Finish and Submit" at the end of the application. When your application is successfully submitted, you will receive a confirmation email.

Q: If I apply to more than one job, do I need to provide new application materials (i.e. – resume, transcripts, etc.)?

A: No, unless a position requires different application materials to be provided which you can upload when applying for a new job posting. You are strongly encouraged to review your application information to ensure it corresponds to the new position you are applying for.

Q: Can I save my incomplete application and return to complete it later?

A: Yes. You may “Save as Draft” and then log out of your application at any time and return to it later. When you are ready to complete your application, enter your username and password. You will be allowed to continue your application if the job posting has not closed.

Q: How do I know if I am being considered for an interview?

A: After you submit your application, the district will review it for completeness and assess your qualifications for the position. If you are selected for further consideration, such as an interview, you will be notified by email or phone. Be sure to check your email regularly, including your junk or spam folder.

Q: I’m interested in applying for a teaching position, but only hold a Teaching Certificate in a different state. What do I need to do to get a Washington State Teaching Certificate?

A: Please refer to the Washington Office of Superintendent of Public Instruction’s (“OSPI”) website, <https://ospi.k12.wa.us/>, to apply for certification with out-of-state teaching credentials.

Q: I currently have an Emergency Substitute Teaching Certificate in another school district. Can I use this certificate to substitute in the Snohomish School District?

A: No – Emergency Substitute Certificates are only valid in the School District that requests the certificate on behalf of the substitute.

Q: I want to apply for a position that requires proof of college credits, but my degree or credits were earned outside the U.S. What should I do?

A: If your degree or credits were earned outside the United States or Canada, you must have your transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). Visit www.naces.org for a list of approved evaluation agencies. Applicants are responsible for the cost of the evaluation.

Q: What is a Confidential Reference Survey, and will I receive a copy?

A: A Confidential Reference Survey includes position-specific evaluation criteria, rating scales, and short-answer questions completed by your references. Your listed references should be supervisors. The survey responses are confidential between the district and your references, and applicants will not have access to the completed surveys.

Q: Can I check to see if my Reference Surveys have been completed?

A: Yes - Log into your [Snohomish School District application account](#), select “Edit,” navigate to the “References” section and check the “Reference Survey Status” to view the status for each reference survey. You can also add, remove, and update your references including resending your reference surveys to those who have not yet responded.

Q: How long are my Reference Surveys valid?

A: Completed Reference Surveys will stay attached to your application indefinitely. However, we recommend that you have a reference survey from a current or former supervisor that is dated within the last two years.

Q: What file formats are accepted for résumés, cover letters, and letters of recommendation?

A: All attachments should be in PDF format. PDFs ensure that your documents keep their formatting and appearance regardless of the computer or software used to open them.

Q: What if I have other questions about employment in the Snohomish School District?

A: You may contact the Snohomish School District Human Resource Services Department by emailing human.resources@sno.wednet.edu, or by calling (360) 563-7233.