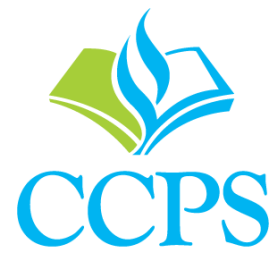
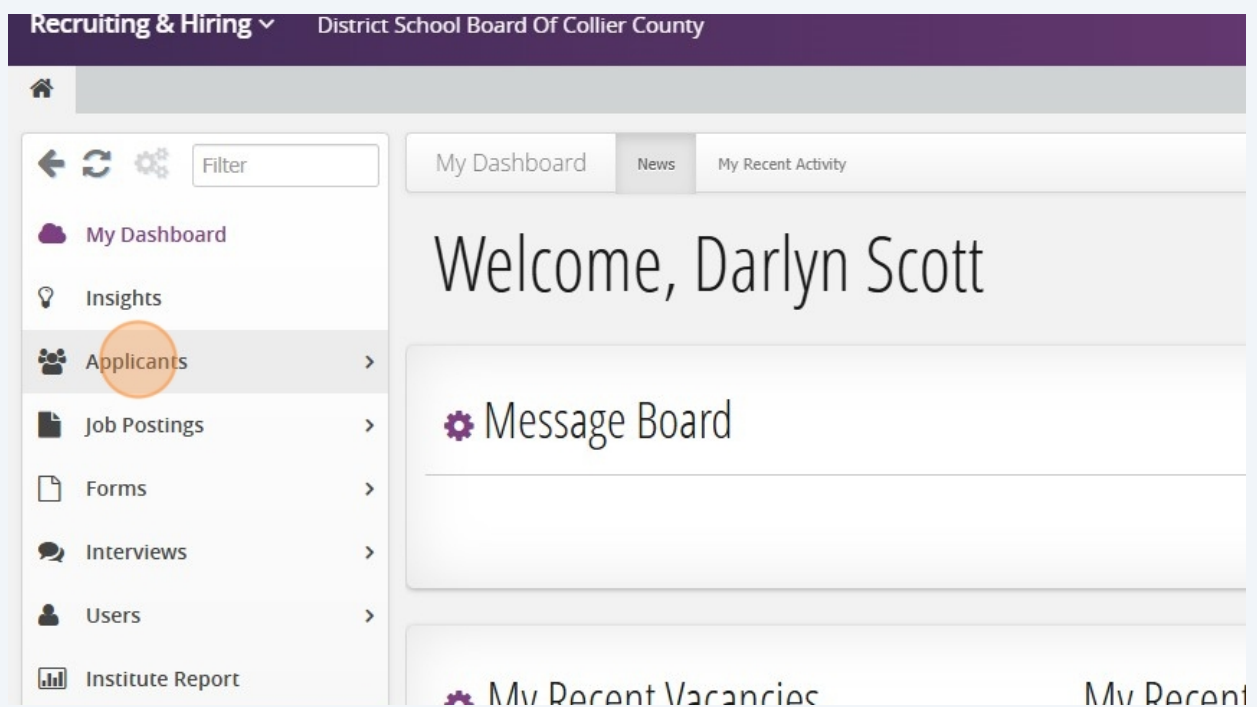


Recruiting and Hiring - How To View Candidates in Recruiting and Hiring



- 1 Navigate to <https://www.applitrack.com/Collier/onlineapp/admin/admin.aspx>

- 2 From the R&H homepage, Click "Applicants"



3

To view applicants, you can sort "Vacancies by Category" or "Vacancies by Location"

Recruiting & Hiring ▾ District School Board Of Collier County

Applicants Search Activity Timeline Overall Statistics My Recent Activity

Filter

Applicants

- Applicant Dashboard
- Vacancies by Category** >
- Vacancies by Location >
- Category Pipelines >
- Position Pools >
- Actions, Notes and Status >
- Certification >

Q Search

Applicant Name Vacancy Job Category

Pipeline Stage Folder Name Interview Series

☒ Submitted Only ☐ Active Only ☐ Limit to last 45 days

Search Advanced Search

4

Click on the category matches the vacancy category. Instructional position are by level, and non-instructional are in the non-instructional category.

Recruiting & Hiring ▾ District School Board Of Collier County

Applicants Search Activity Timeline Overall Statistics My Recent Activity

Filter

Applicants

- Guest Positions >
- Instructional - Elementary >
- Instructional - High School** >
- Instructional - Middle School >
- Instructional Application >
- Instructional Support >
- Maintenance >
- Managerial >

Q Search

Applicant Name Vacancy Job Category

Pipeline Stage Folder Name Interview Series

☒ Submitted Only ☐ Active Only ☐ Limit to last 45 days

Search Advanced Search

5 Click on the Job ID for your position.

The screenshot shows a web interface for 'Instructional - High School'. On the left, there's a sidebar with a 'Filter' button and a list of job postings. The first job is 'Job ID 18840 - ENGLISH at Immokalee High' with 18 applicants, highlighted by an orange circle. Below it are 'Job ID 18635 - ENGLISH at Immokalee High *CLOSED*' with 28 applicants, and 'Job ID 19146 - ENGLISH at Golden Gate High *CLOSED*' with 6 applicants. The main area has tabs for 'Applicants', 'Search', 'Activity Timeline', 'Overall Statistics', and 'My Recent Activity'. The 'Search' tab is active, showing a search form with fields for 'Applicant Name', 'Vacancy', 'Job Category', 'Pipeline Stage', 'Folder Name', and 'Interview Series'. There are checkboxes for 'Submitted Only' (checked), 'Active Only', and 'Limit to last 45 days'. A 'Search' button and an 'Advanced Search' link are at the bottom.

6 Candidates are sorted by pipelines within the vacancy. Available candidates for review are in the "Qualified" pipeline.

The screenshot shows the 'View all applicants' page. On the left, there's a sidebar with options: 'View all applicants' (18), 'Edit job posting requisition', 'View job posting', and 'Pipeline Stages'. Under 'Pipeline Stages', there are four radio button options: 'Not in any pipeline stage' (5), 'Qualified' (4, highlighted by an orange circle), 'Not Qualified' (5), and 'International Candidate - Visa Required' (4). The main area has the same search tabs as the previous screenshot, with the 'Search' tab active. Below the search form, there's a progress bar showing 'Surveys Submitted' and 'Applications Forwarded' with colored dots representing the number of candidates in each stage.

7 Click "Open" next to a candidates name to view their application.

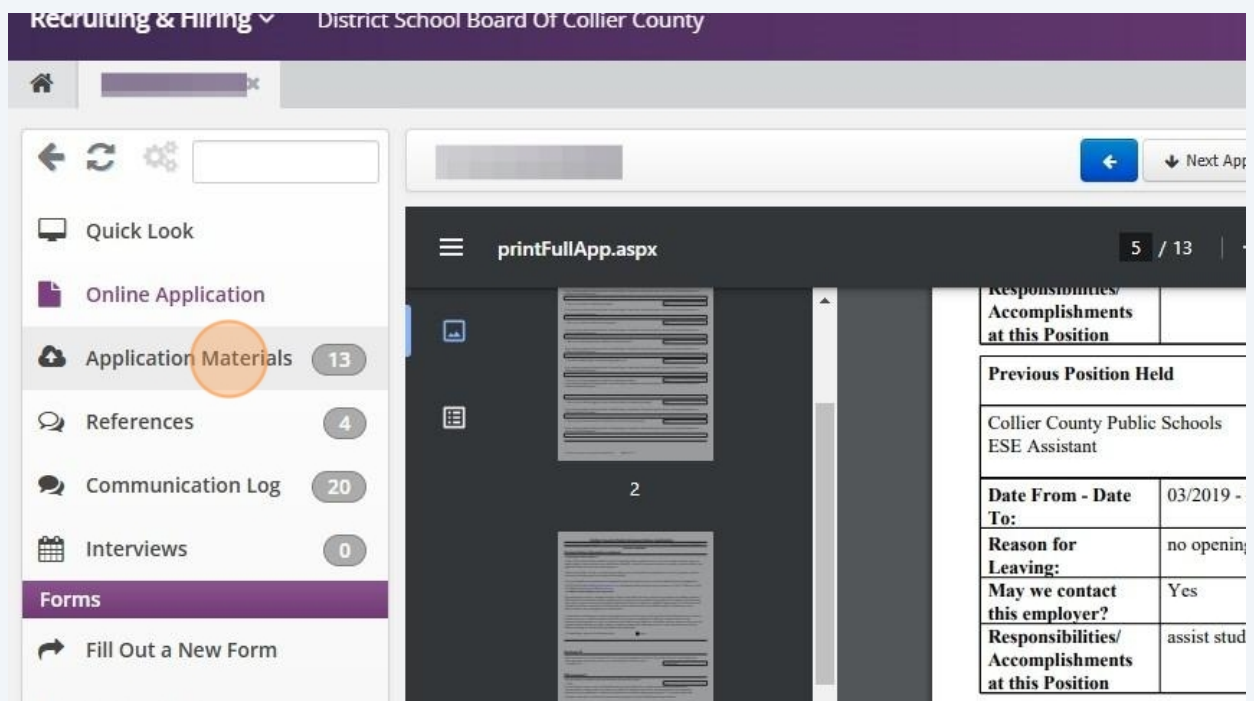
The screenshot shows a web application for reviewing candidate applications. The header displays 'JobID: 18840 - ENGLISH - Immokalee High StageId: 11'. Below this is a table with columns: 'Full Name', 'Date Comp.', 'Protected:SSN', 'Avg Rec', and 'V'. The table is divided into 'Internal Applications' and 'External Applications'. In the 'Internal Applications' section, a candidate's name is highlighted with an orange circle and the word 'Open' next to it. Below the table, there are sections for 'Active Jobs (2)', 'Inactive Jobs (3)', and 'Pools (0)'. The 'Active Jobs' section lists 'Instructional - High School' with a sub-item 'JobIDs: 18635 & 18840 - ENGLISH - Stage: Qualified'. The 'Inactive Jobs' section lists 'Instructional - High School' with a sub-item 'JobIDs: 18635 & 18840 - ENGLISH (9.0 years exp.) -'. The 'Pools' section is empty. On the right side of the table, there is a list of candidate names and their view dates: tarrc Viewed On 10/16, reinka Viewed On 9/19, campbeta Viewed On 9/17, jonasj Viewed On 9/17, alzamt Viewed On 9/13, jimenb Viewed On 9/13, rosenk1 Viewed On 9/13, trejoi Viewed On 9/12, karpep Viewed On 9/12, maxwelpa Viewed On 8/29, jonasj Emailed On 8/29, veitil Viewed On 2/22. Below the table, there is a section for 'External Applications' with a date of 7/30/2024. It also has sections for 'Active Jobs (2)', 'Inactive Jobs (4)', and 'Pools (0)'. The 'Active Jobs' section lists 'Instructional - High School' with a sub-item 'JobIDs: 18635 & 18840 - ENGLISH (9.0 years exp.) -'. The 'Inactive Jobs' section lists 'Instructional - High School' with a sub-item 'JobIDs: 18635 & 18840 - ENGLISH (9.0 years exp.) -'. The 'Pools' section is empty. On the right side of the table, there is a list of candidate names and their view dates: reinka Viewed On 7, tarrc Viewed On 4.

8 Click "Online Application" to view their official application.

The screenshot shows a web application for reviewing candidate applications. The header displays 'Recruiting & Hiring' and 'District School Board Of Collier County'. Below this is a navigation menu with options: 'Quick Look', 'Online Application' (highlighted with an orange circle), 'Application Materials' (13), 'References' (4), 'Communication Log' (20), and 'Interviews' (0). Below the navigation menu is a section for 'Forms' with a button 'Fill Out a New Form'. The main content area shows a large purple icon of a location pin labeled 'Contact', a purple icon of a notepad labeled 'Notes', and a purple icon of a checkmark labeled 'Employment Desired'. There are also buttons for 'Previous App' and 'Next App'.

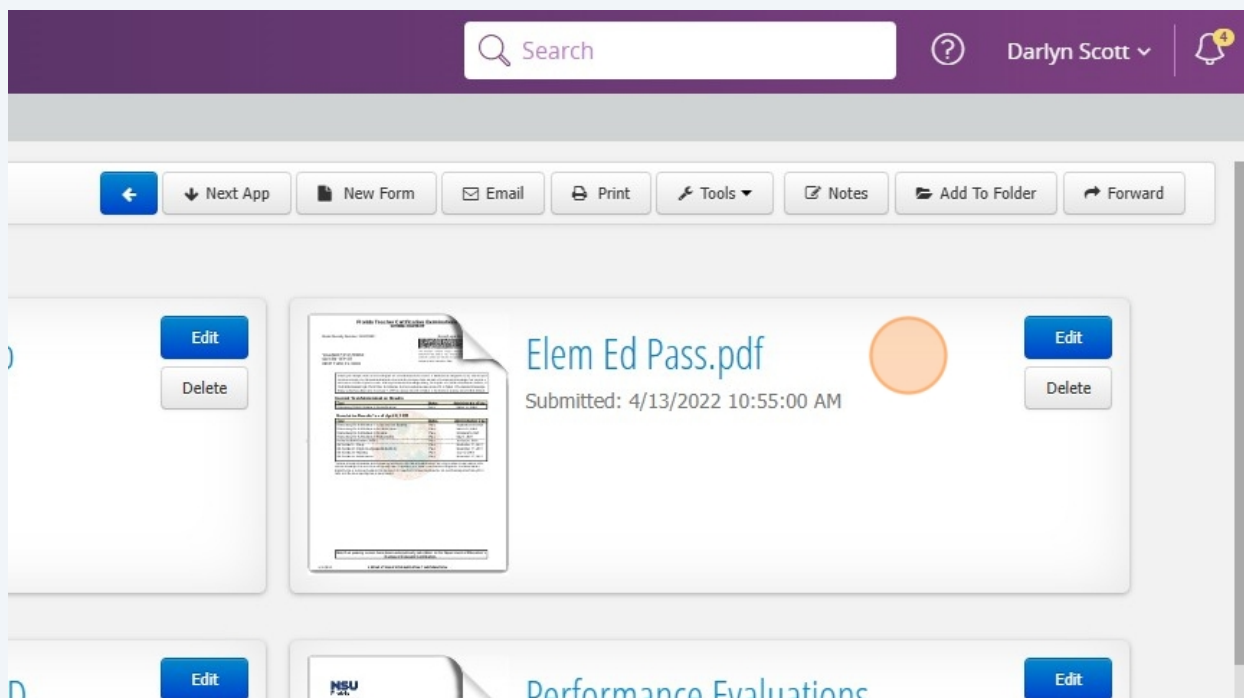
9

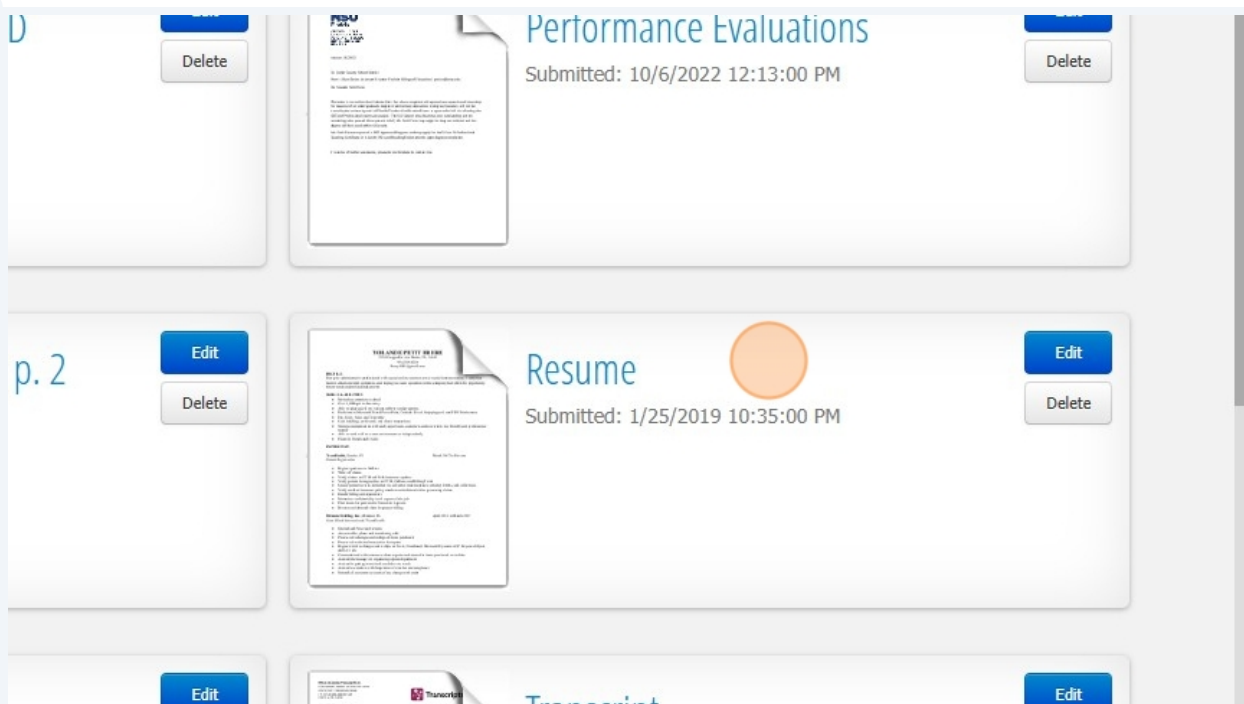
Click "Application Materials" to view any resumes, cover letters, transcripts or certifications.



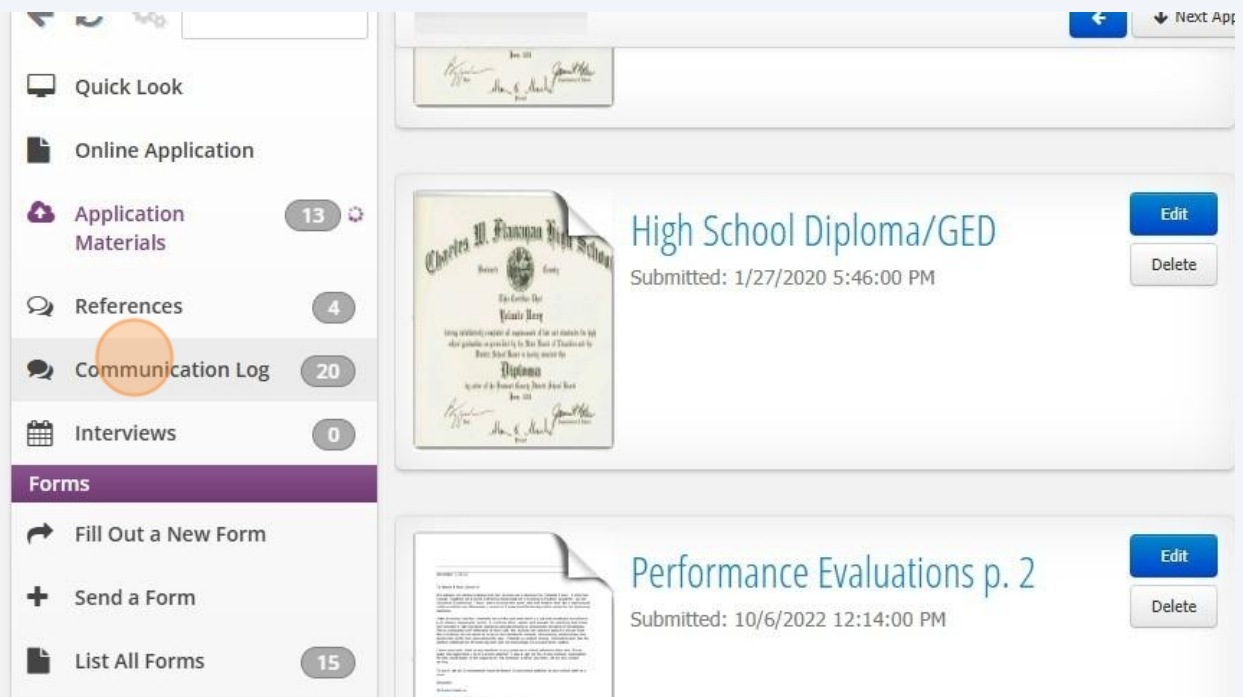
10

Application materials...

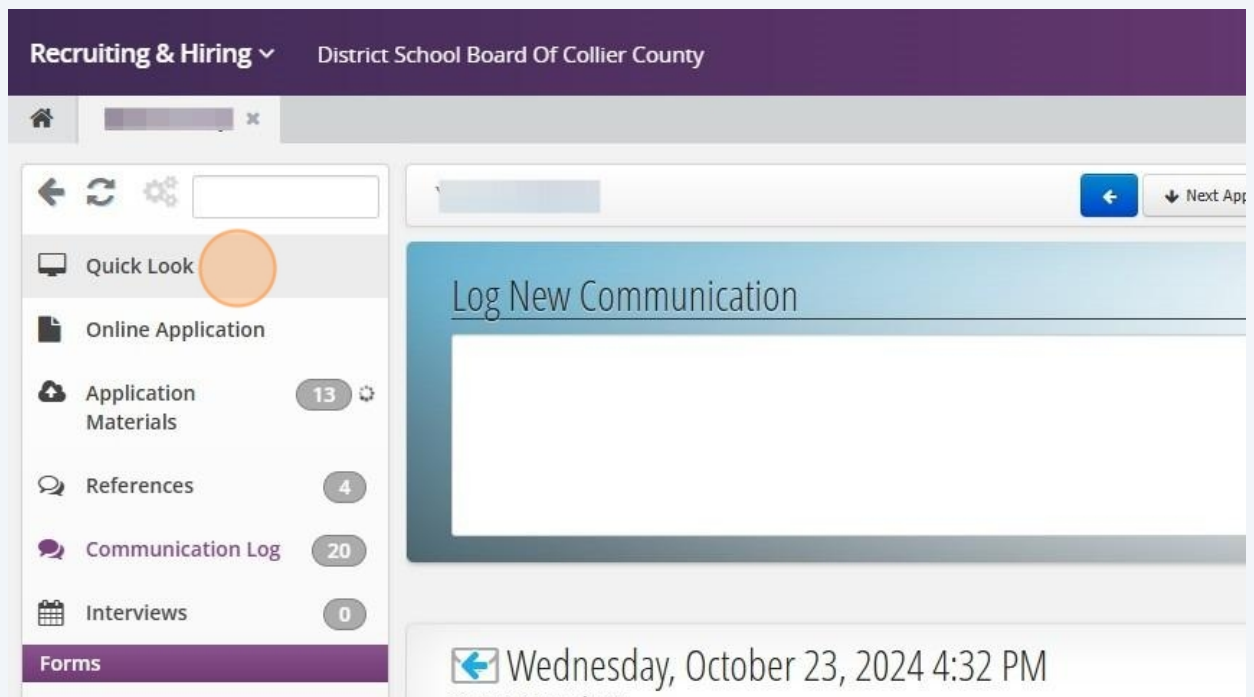




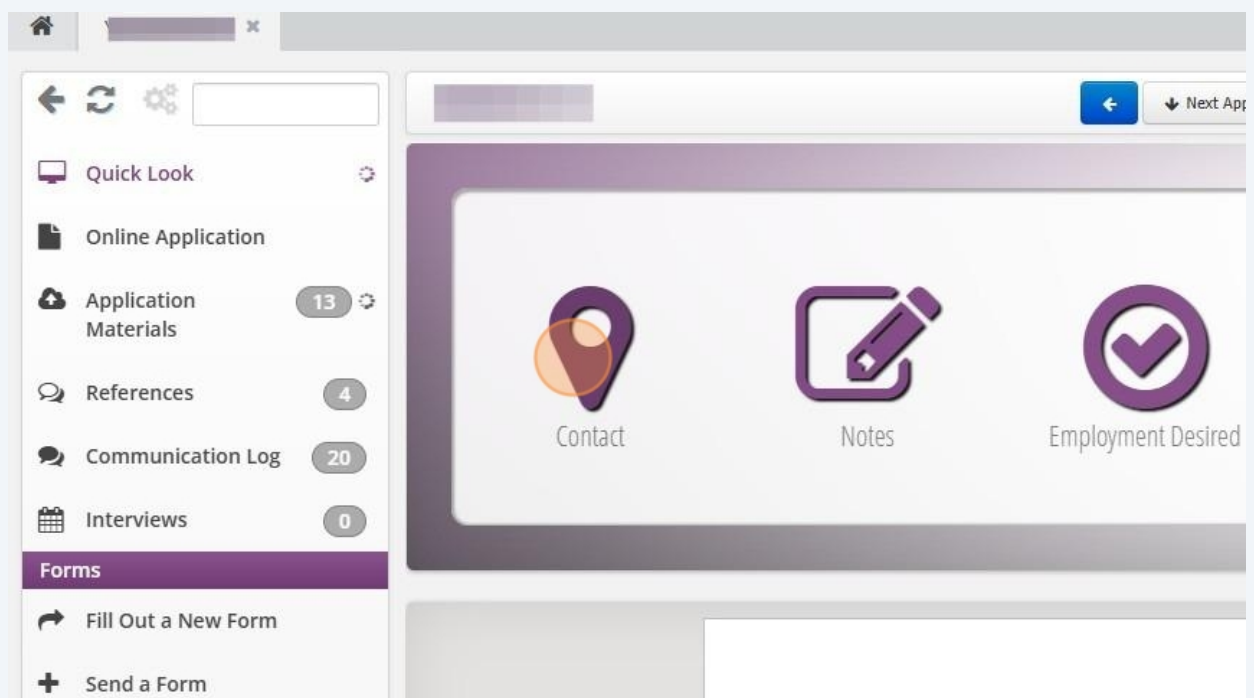
11 Click on "Communication Log" to view emails sent to the applicants.



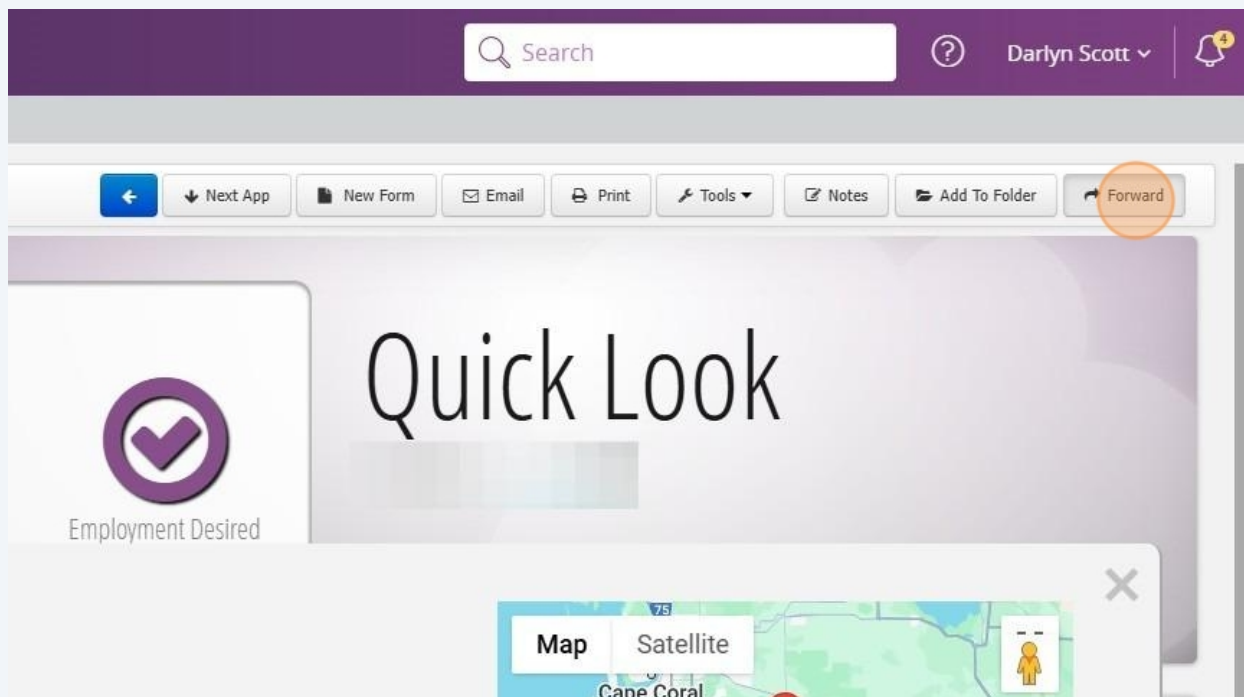
- 12 Click "Quick Look" to return to the Applicant's Homepage.



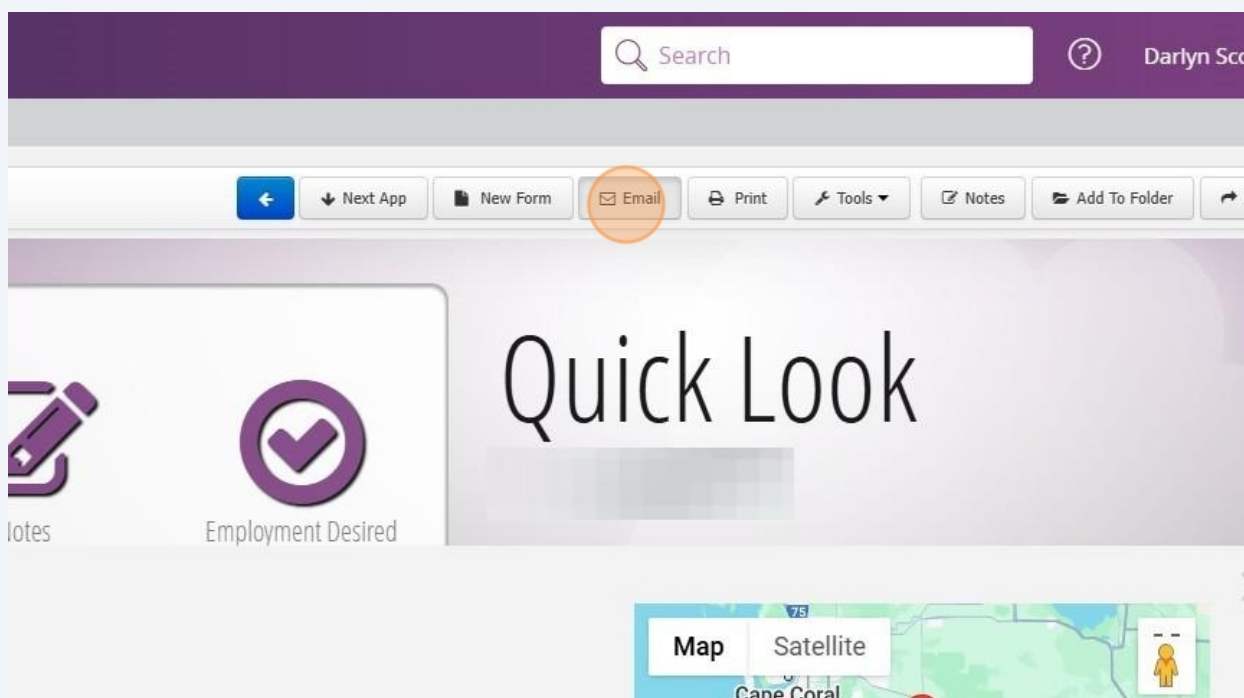
- 13 Click on the "Contact" icon to view applicant contact information.



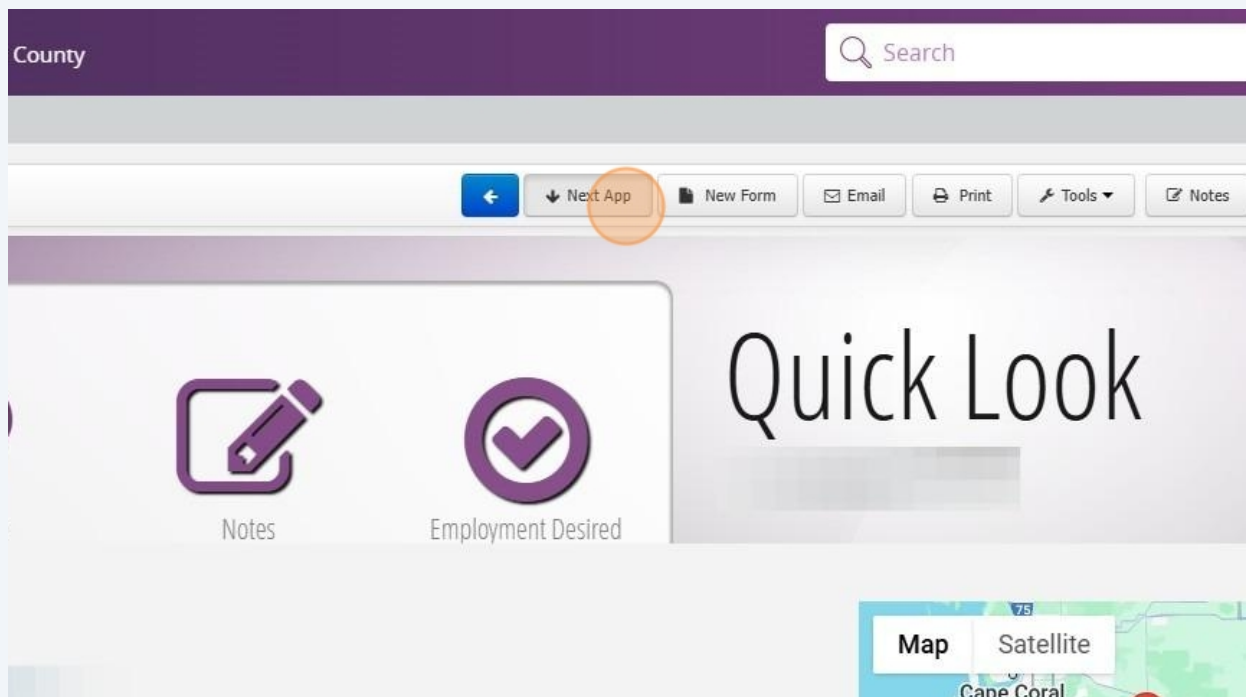
- 14 To forward an application to another user, click on the forward button.



- 15 To email an applicant, click here:



- 16 To see the next applicant within the series, click on "Next App"



- 17 To print applicant materials, click here.

