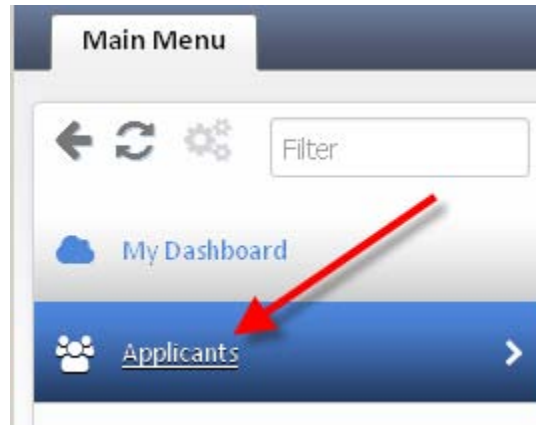


## AppliTrack for Positions Shared by Two Schools

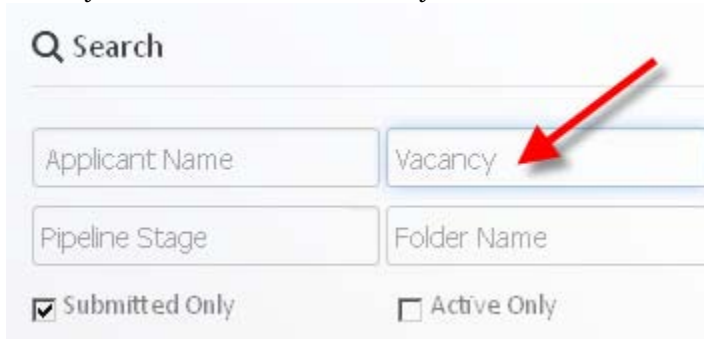
When hiring a specialist to be shared between two schools, one school should enter the requisition in AppliTrack and chose their own school as the location. In the title of the requisition list both schools. In the "Other position information or requirements" field, please give us the split. For Example: ".6 Fulton, .4 Lyn Knoll."

To allow both sites to review applications, the school that entered the requisition can create a Folder for the position and share it with the other school.

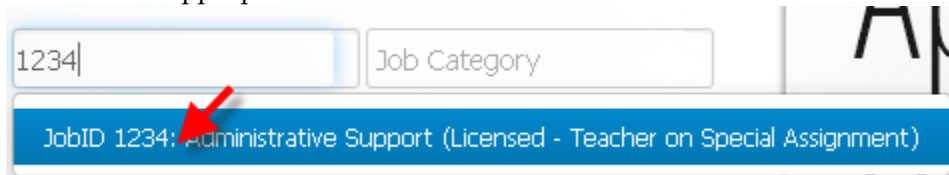
From the Main Menu tab, select Applicants:



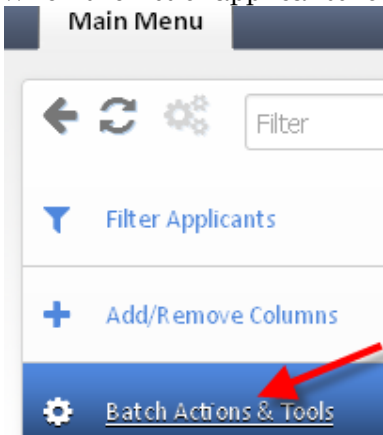
Enter your Job ID in the Vacancy field:

A screenshot of the search filters in AppliTrack. The filters include "Applicant Name", "Vacancy", "Pipeline Stage", and "Folder Name". A red arrow points to the "Vacancy" field. There are also checkboxes for "Submitted Only" (checked) and "Active Only" (unchecked).

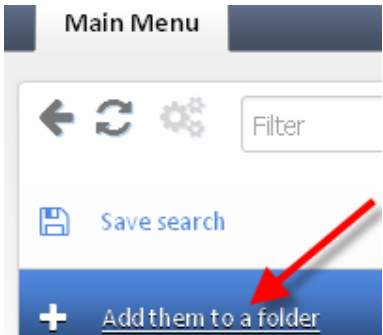
Click on the appropriate blue result:

A screenshot of the search results in AppliTrack. The search input field contains "1234" and the "Job Category" field is empty. The first result is highlighted in blue and reads "JobID 1234: Administrative Support (Licensed - Teacher on Special Assignment)". A red arrow points to this result.

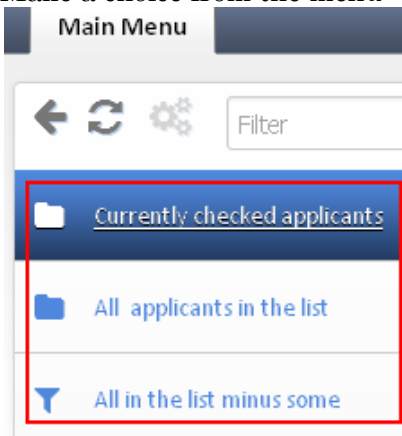
When the list of applicants for that job appears, click Batch Actions & Tools:




Click Add them to a Folder:



Make a choice from the menu:



Click Create a New Folder:




### Include applicant(s) in which folders?

Add applicant(s) to folder.

---

[Create A New Folder](#) Save and Close

Type a name for the folder and select the school that did NOT make the requisition. Site users are normally for the secretary, Principal users are for the principal.



### Create a folder

**Folder Name**   
Name this folder based on what it will contain.

---

**For JobID**   
Optional: Link a JobID to this folder. Linking a JobID to a folder displays the folder in the JobID Menu and displays posting details in "My Folders."

---

**View Access**  
Select the users that should be able to view items in this folder.  
If you wish to notify the user when an applicant has been

Just Me  
 Selected Users ->

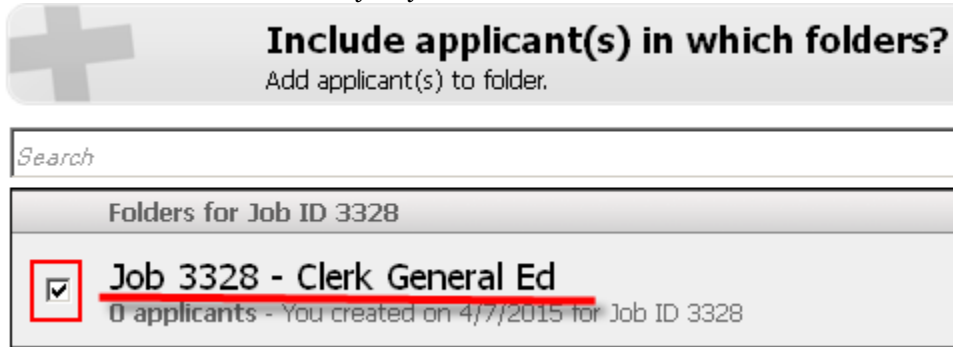
<input type="checkbox"/>	Site Lyn Kholl	User	Email?	<input type="checkbox"/>
<input type="checkbox"/>	Site Maintenance	User	Email?	<input type="checkbox"/>
<input type="checkbox"/>	Site Meadowood	User	Email?	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Site Montview	User	Email?	<input type="checkbox"/>

Click Save and Close:

**Folder Status**  Active  Inactive

Save and Close

Select and check the folder you just created:



**Include applicant(s) in which folders?**  
Add applicant(s) to folder.

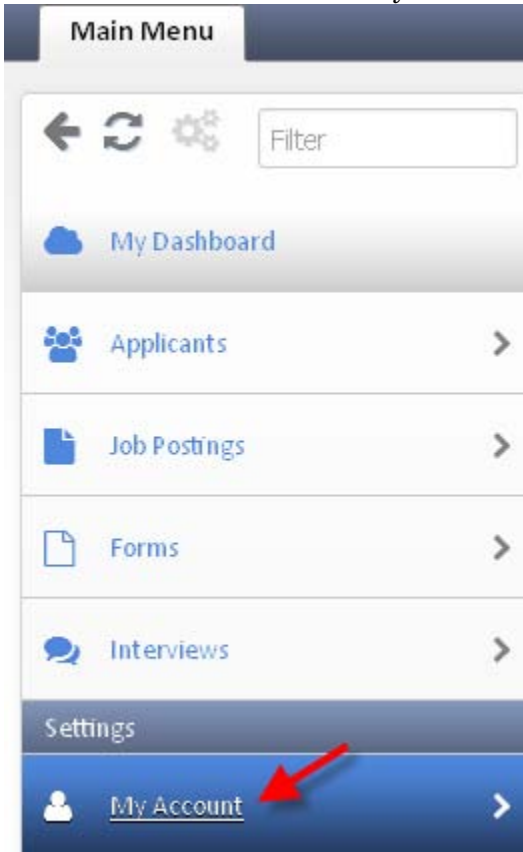
Search

Folders for Job ID 3328

**Job 3328 - Clerk General Ed**  
0 applicants - You created on 4/7/2015 for Job ID 3328

Both sites can now find applicants in the folder.

From the Main Menu select My Account



Main Menu

← ↻ ⚙ Filter

My Dashboard

Applicants >

Job Postings >

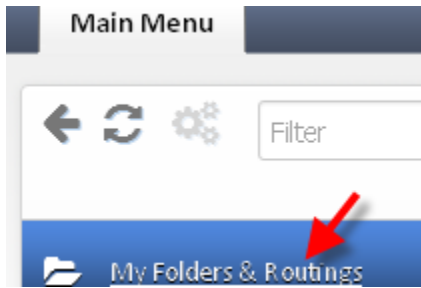
Forms >

Interviews >

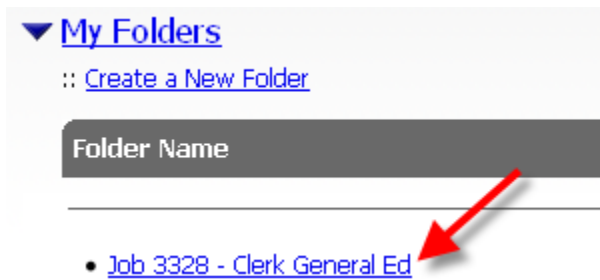
Settings

My Account >

Click My Folders & Routings:



Click the folder in question:



The resulting list will show the applicants who have applied for that Job ID.

