

**Using the AppliTrack Forms to make an Online Request for Transfer
by connecting a specific application to a specific job posting.**

1. LOG IN

Start at

https://admin4.applitrack.com/aurorak12/adminsignin.aspx

Each site has two logins;

one for supervisor

and one shared by office staff and other administrative staff.

Contact HR if you need assistance.

AppliTrack Login - Aurora Publ... x +

https://a1-4.applitrack.com/aurorak12/adminsignin.aspx

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FRONTLINE TECHNOLOGIES

AppliTrack Recruiting, Selection & HR File Management

Aurora Public Schools

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Enter Your UserID And Password To Begin:

User ID [Forgot UserID](#)

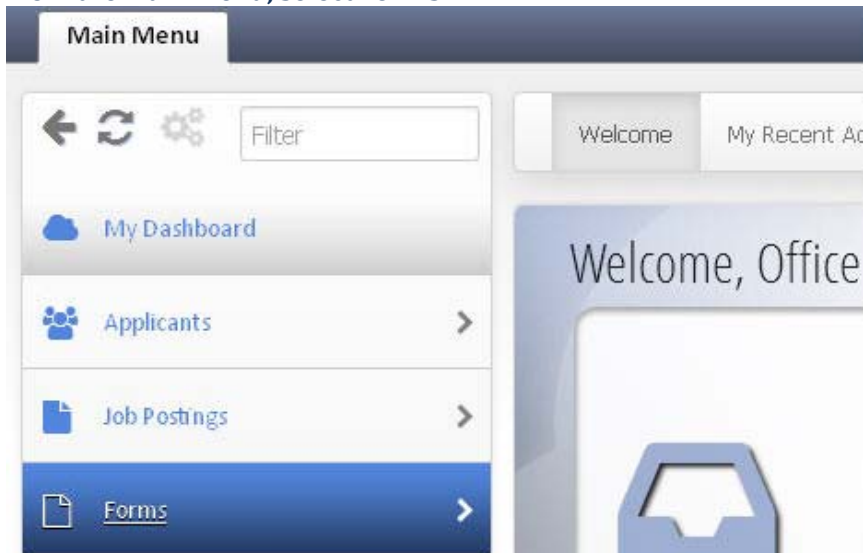
Password [Forgot Password](#)

Remember Me

Click to Sign In

2. SELECT FORMS

From the Main Menu, select Forms



3. SELECT WHICH FORM


From the Main Menu select Send a Form.

Check the appropriate form. Ex: Classified TRANSFER Request

Click Continue with Selected Forms



4. SPECIFY JOB POSTING AND APPLICANT TO TRANSFER



Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance will be generated for each context.

Form: [Classified TRANSFER Request](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

Job ID 3332 - Clerk, Department	Posted: 1/15/15
Classified - Secretarial/Clerical; Clerk, Department	Nutrition Services
Closed	

Enter the job posting (requisition) number (Job ID)

Click on the result in blue.

* Select associated **applicant**

test, test	Not Submitted
AppNo: 1456	

Next >

Type the name of the candidate selected for hire

Click the desired result from the list returned.

Click Next >>

5. The form will pop up in a new window.
You may enter a comment but it is not required.
Select the HR office staff that will handle your request.
Then click Submit Form. HR will process the request and contact you as needed.

Classified TRANSFER Request

Assigned To: **User - WF Carl**

Applicant: **test test**

[Show History](#)

Job ID: 3332 - Clerk, Department at Nutrition ...

[Remove Applicants or Employees](#)

test test

Phone: - Home/Cell Ph: - Daytime Ph: -

E-mail: **test@gmail.com**

Permanent Addr: **This data will populate from**

Present Addr: **the candidates application.**

APPLICATION LINK: [Open Application](#)

Current location (transferring from):

Current Position:

Job ID: **3332**

Posting Position Title: **Clerk, Department**

Full/Part-time: Full time

FTE/Hours/Days: 8 hrs/ 261 days

Posting Location: **Nutrition Services**

Posting Full GL Code from requisition: 21.751.00.3100.0110.506.0000.0000.00.581.00

Replacement for: Robin Weeks Pagliasotti --- Incumbent Transfer

 **CURRENT ASSIGNMENT** (transferring from):

Information entered by employee:

Current Position: **This data will populate from**

Current Location: **the candidates application.**

Current Days:

Current Hours:

Highest Level Educ:

FTE/Hours/Days (from Posting): 8 hrs/ 261 days

Comments:

▶ Step2 Classified Office: Choose next person in workflow

Classified Office - Sandy

Save as Draft

Submit Form