Searching for Candidates in Applitrack

1) Log in at https://admin4.applitrack.com/aurorak12/

2) Click on Applicants under the Main Menu
Click on Vacancies by Category

3) Always refresh with the Refresh Applicant Totals link (not your browser's refresh button).
Then, click on the category that contains the position in question. EX: Licensed - Elementary Teacher, Grades K-3
The JobID indicates the specific posting Second Grade Teacher at Altura Elementary. There are 23 applicants who applied specifically to that posting.

View Pool shows applicants who have asked to be considered for any positions in the Licensed - Elementary Teacher, Grade K-3/Second Grade pool.

For that reason, you will want to start with those who specifically applied to your JobID.
4) Click on the JobID #, then click View all applicants

Internal transfer requests will carry the word, Internal, under the Open link.
You must consider transfer requests first. If you are not going to interview an internal candidate, please notify HR.

**WATCH FOR CONTACT HR**
If you find a application with a folder icon and the words **Contact HR**, please call the appropriate HR office before considering the candidate.
On a list of licensed applications, click on the **Tchr Insight** link to bring the highest TeacherInsight Scores to the top of the list.

- **IMPORTANT** - This gives you access to TeacherInsight scores. Please remember that these scores are strictly confidential. They are never to be shared with the candidate or with other APS staff members. Thanks.

Filtering: When viewing a long list of applications you can filter to reduce to the most qualified. Click on Filter Applicants under Main Menu.
5) Click the Open link on the candidate you are considering.

6) Click Online Application to view and/or print fields entered by the candidate. Click on Application Materials to view documents uploaded by the candidate.

You can print the Online Applications and any of the uploaded documents if needed.

Notes are only available to the HR Offices.
7) If you have a candidate selected for hire, use the Forward button in the upper right hand corner.

Select the appropriate HR office.

**In the Optional Message be sure to indicate your desire to hire this candidate, the job number and position title.**

Any questions should be directed to the appropriate HR office.