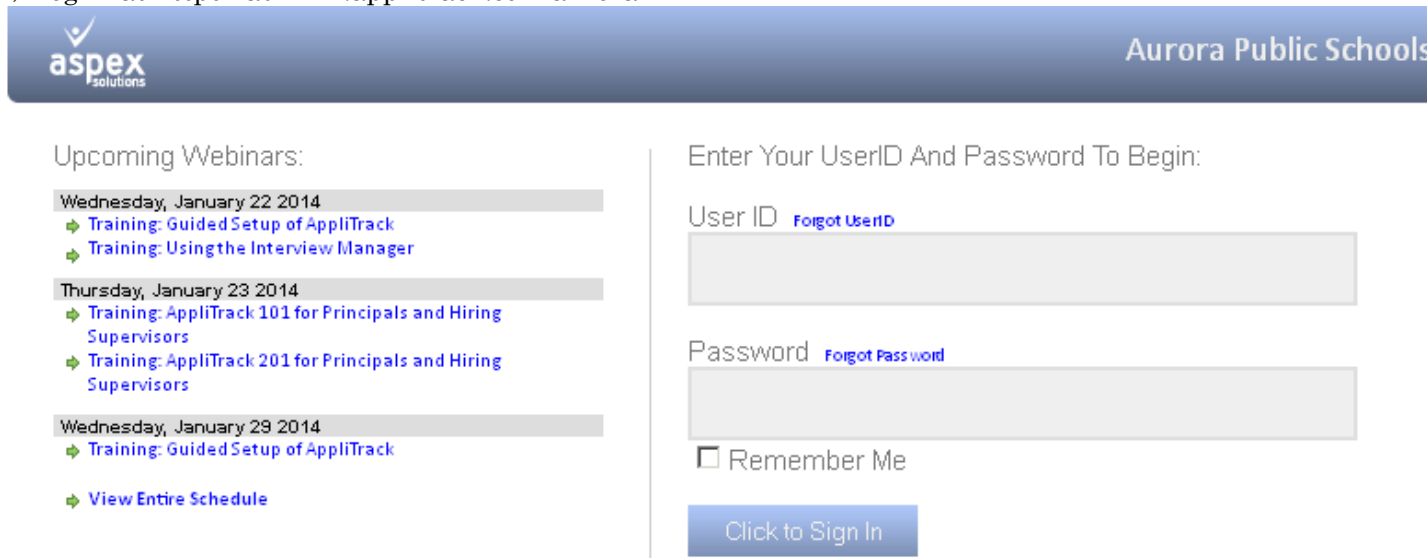


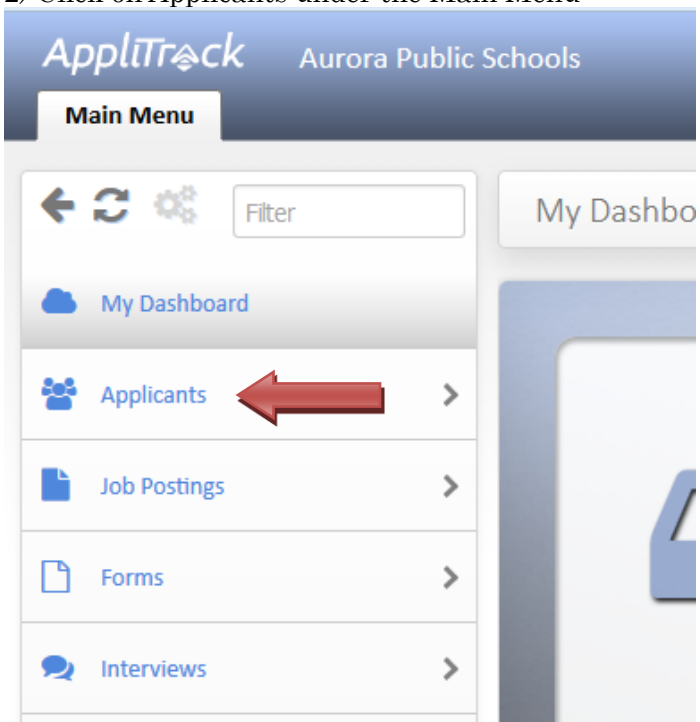
## Searching for Candidates in Applitrack

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



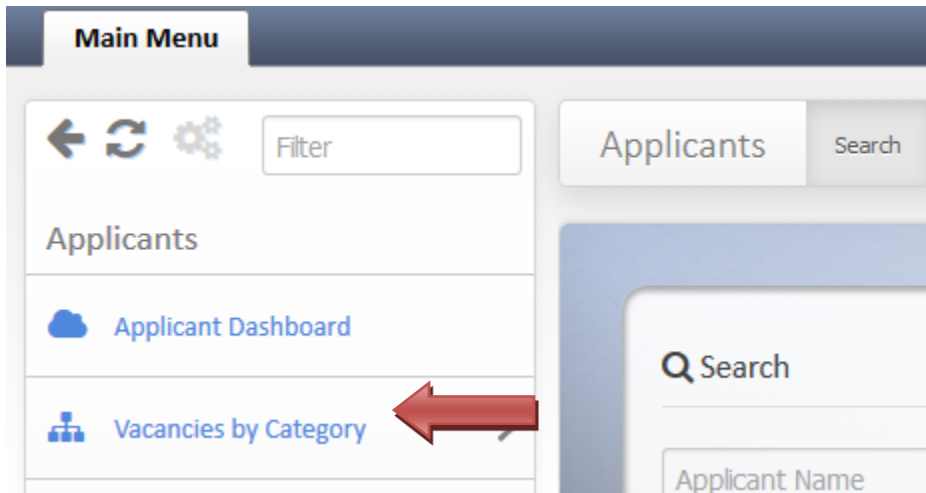
The screenshot shows the login interface for AppliTrack. At the top left is the 'aspex solutions' logo, and at the top right is the text 'Aurora Public Schools'. Below the logo, there is a section titled 'Upcoming Webinars:' with three entries: 'Wednesday, January 22 2014' (with links for 'Training: Guided Setup of AppliTrack' and 'Training: Using the Interview Manager'), 'Thursday, January 23 2014' (with links for 'Training: AppliTrack 101 for Principals and Hiring Supervisors' and 'Training: AppliTrack 201 for Principals and Hiring Supervisors'), and 'Wednesday, January 29 2014' (with link for 'Training: Guided Setup of AppliTrack'). A link 'View Entire Schedule' is also present. To the right, the text 'Enter Your UserID And Password To Begin:' is followed by two input fields: 'User ID' (with a 'Forgot UserID' link) and 'Password' (with a 'Forgot Password' link). Below the password field is a checkbox for 'Remember Me' and a blue button labeled 'Click to Sign In'.

2) Click on Applicants under the Main Menu

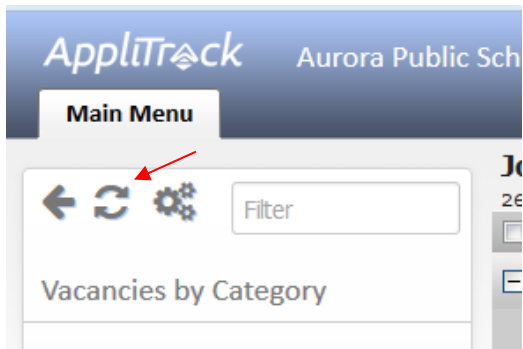


The screenshot shows the main menu of the AppliTrack application. At the top left is the 'AppliTrack' logo and 'Aurora Public Schools' text. Below this is a 'Main Menu' tab. The menu items are: 'My Dashboard' (with a cloud icon), 'Applicants' (with a group of people icon and a red arrow pointing to it), 'Job Postings' (with a document icon), 'Forms' (with a document icon), and 'Interviews' (with a speech bubble icon). Each item has a right-pointing chevron. To the right of the menu is a 'My Dashbo' header for a dashboard area.

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 screenshot shows the AppliTrack interface for Aurora Public Schools. At the top, there is a blue header with the AppliTrack logo and the text 'Aurora Public Schools'. Below the header is a 'Main Menu' button. The main content area is divided into two sections. On the left, there is a 'Vacancies by Category' section with a list of job categories, each with a blue icon of three people and a right-pointing arrow. The categories are: 'Classified - Paraeducators / Classroom Support', 'Classified - Special Education', 'Licensed - Elementary Teacher (Grade K-3)', 'Licensed - Elementary Teacher (Grades 4-6)', and 'Licensed - Teaching Partner'. On the right, there is a search interface for applicants. It includes a search bar with a magnifying glass icon and the text 'Search'. Below the search bar are two input fields: 'Applicant Name' and 'Pipeline Stage'. There is also a checkbox labeled 'Submitted Only' which is checked. At the bottom of the search interface is a 'Search' button.

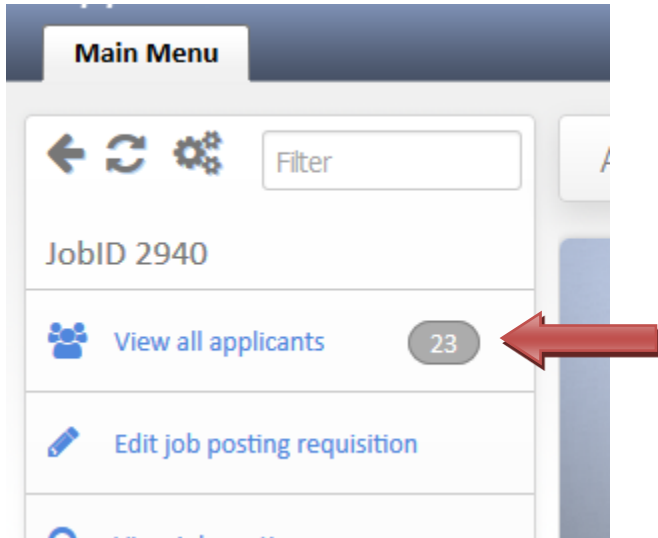
The JobID indicates the specific posting Second Grade Teacher at Altura Elementary. There are 23 applicants who applied specifically to that posting.

The screenshot shows a web interface for job applications. At the top is a 'Main Menu' bar. Below it are navigation icons (back, refresh, settings) and a 'Filter' input field. The main content area is titled 'Licensed - Elementary Teacher (Grade K-3)'. It is divided into three grade-level sections: 'Kindergarten', 'Second Grade', and 'Third Grade'. Each section has a 'View Pool' button. Under the 'Kindergarten' section, there is a job listing for 'Job ID 2575 - Kindergarten Teacher, Long Term Substitute - No Benefits at Altura Elementary School \*CLOSED\*' with 26 applicants. Under the 'Second Grade' section, there is a job listing for 'Job ID 2940 - Second Grade Teacher at Altura Elementary School \*CLOSED\*' with 23 applicants. The 'Third Grade' section is partially visible at the bottom.

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.

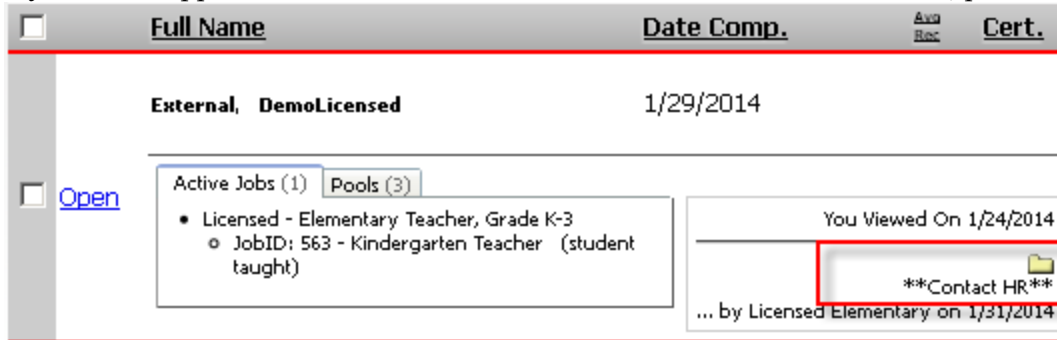
4) Click on the JobID #, then click View all applicants



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.



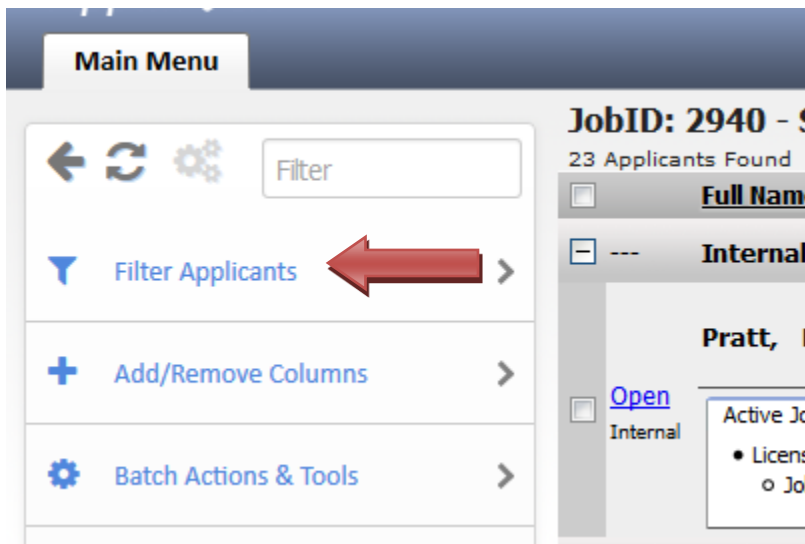
On a list of licensed applications, click on the **Tchr Insight** link to bring the highest TeacherInsight Scores to the top of the list.

- **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.



<input type="checkbox"/>	Full Name	Date Comp.	Avg Rec	Tchr Insight ↑	Tchr TDR
<input type="checkbox"/>	Applicant, Sample	10/22/2013		95	<a href="#">TeacherInsight SRI Index - 1-2011</a>
<hr/>					
<input type="checkbox"/>	<a href="#">Open</a>	Active Jobs (1) Inactive Jobs (0) Pools (0)			
<ul style="list-style-type: none"><li>• Licensed Professional Technical<ul style="list-style-type: none"><li>◦ JobID: 632 - Coordinator, Instructional - P-12 5 (6.0 years exp.)</li></ul></li></ul>					
<hr/>					
	Applicant, Sam	2/12/2014		89	<a href="#">TeacherInsight SRI Index - 1-2011</a>

Filtering: When viewing a long list of applications you can filter to reduce to the most qualified. Click on Filter Applicants under Main Menu



**Main Menu**

← ↻ ⚙ Filter

⏚ **Filter Applicants** ←

+ Add/Remove Columns >

⚙ Batch Actions & Tools >

**JobID: 2940 - 9**  
23 Applicants Found

<input type="checkbox"/>	Full Name
<input type="checkbox"/>	Internal
<input type="checkbox"/>	Pratt, I
<input type="checkbox"/>	<a href="#">Open</a>
<input type="checkbox"/>	Internal
Active Jo	
• Licens	
◦ Jo	

5) Click the Open link on the candidate you are considering.

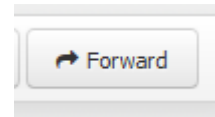
The screenshot shows the 'DemoLicensed External' application interface. At the top, there is a navigation bar with 'Main Menu' and 'DemoLicensed External' tabs, and a search bar. Below the navigation bar is a toolbar with buttons for 'Next App', 'New Form', 'Email', 'Print', 'Tools', 'Notes', 'Add To Folder', and 'Forward'. The 'Notes' button is highlighted with a red box. On the left side, there is a sidebar with a 'Quick Look' section containing links to 'Online Application', 'Application Materials', 'References', 'Communication Log', and 'Interviews'. The main content area displays 'Quick Look DemoLicensed External' with icons for 'Contact', 'Notes', and 'Employment Desired'. Below this, a 'resume' document is visible.

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.

## Requesting Hire in Applitrack



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.**

### Forward applicant

Send application materials to other users via email.

**AppliTrack Users**

Filter:

- Classified Office - Carol
- Classified Office - Gail
- Classified Office - Kim

**Other Emails**

Separate emails using a semicolon.

**Attachments**

No attachments. Secure links to the applicant profile(s) are sent to AppliTrack users.  
 Attach applicant documents as PDF.

**Optional Message**

Please hire this applicant for JobID: 632  
Coordinator, Instructional - Secondary Science .5

Click

Forward To User

Any questions should be directed to the appropriate HR office.