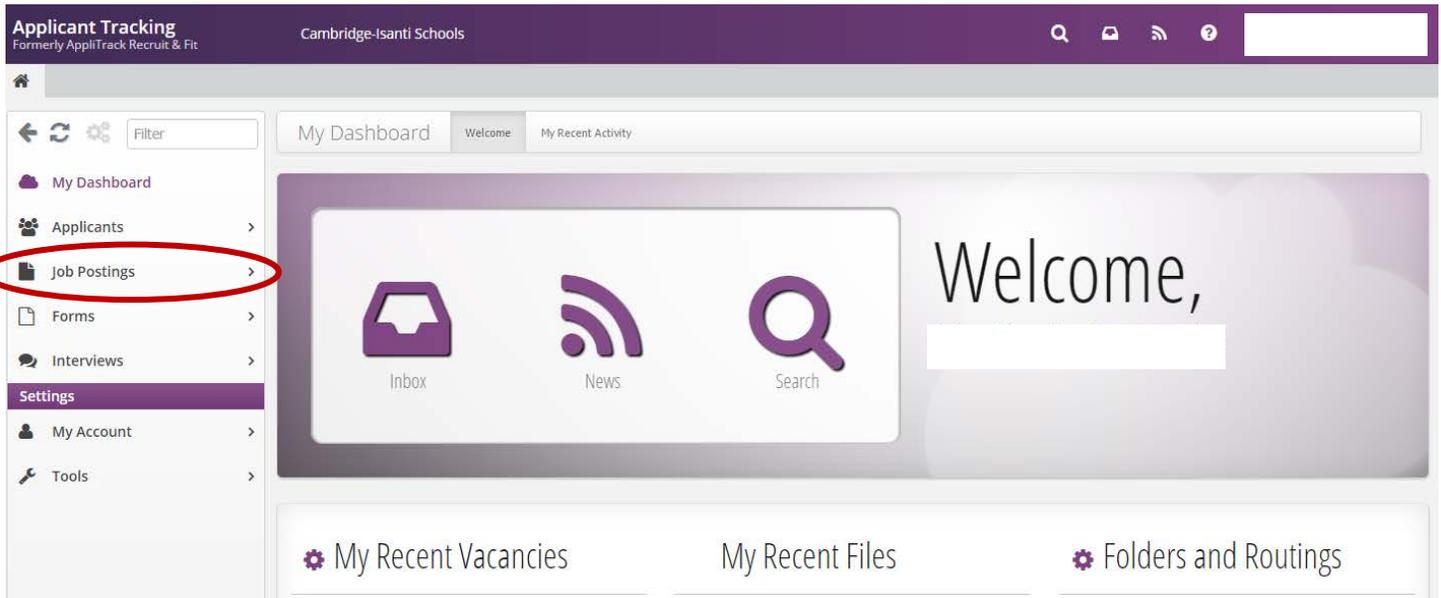
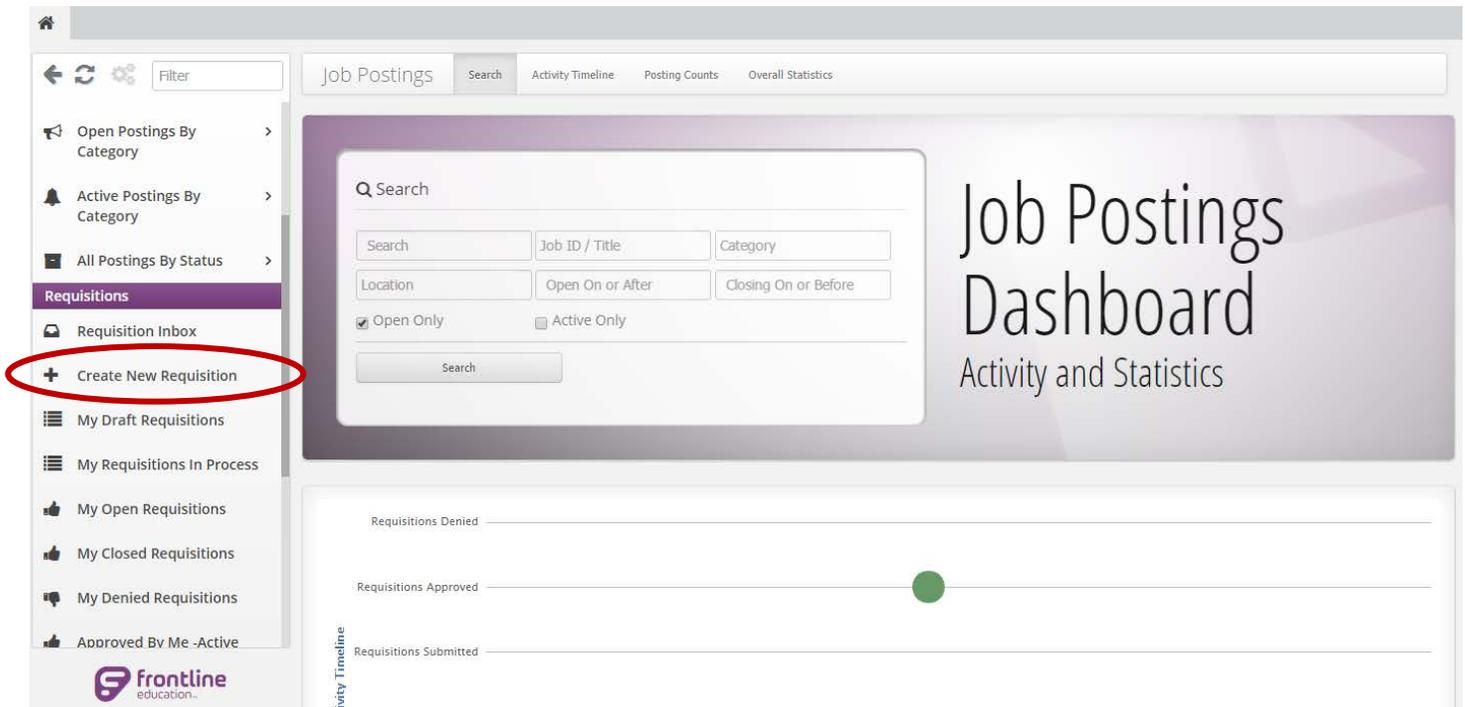


How to Post a Job Requisition through Frontline Applicant Tracking

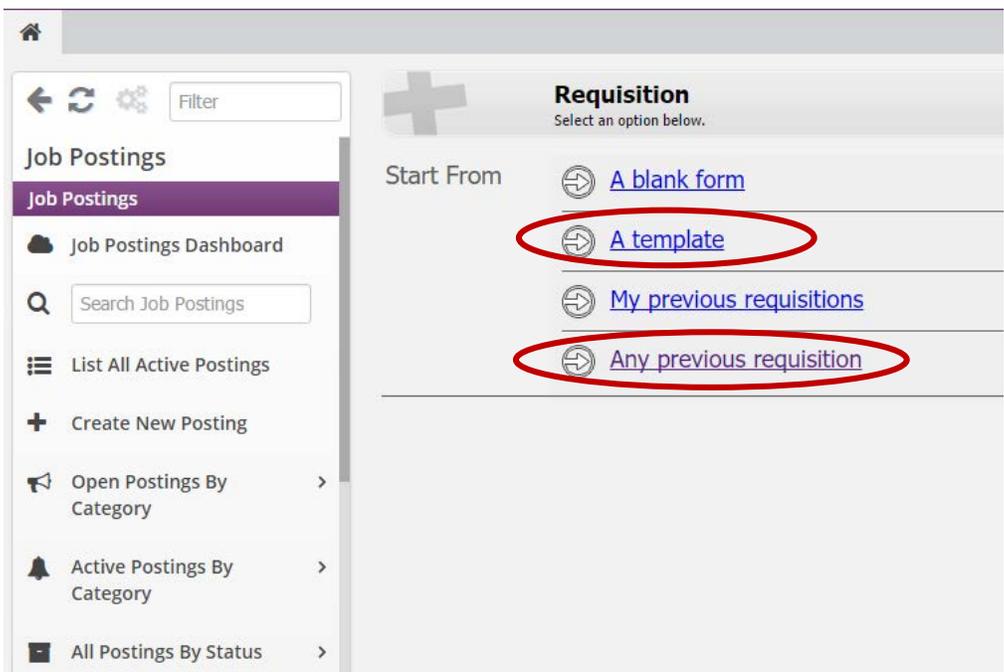
1. Log into Frontline's Applicant Tracking website (previously Applitrack). Click on "Job Postings" in the menu.



2. Scroll down and click on "Create New Requisition."



- Choose how you'd like to start your requisition. Selecting "A template" will give you a very basic template where you have to type most of the information for the job in yourself. "Any previous requisition" lets you search through all previous job postings and use one as a template for your new requisition.



- Choosing "Any previous requisition" brings you to a list of all previous postings, by category. Simply click on the magnifying glass icon in the upper right corner to sort.

The screenshot shows the 'Any Previous Requisition' list view. The title is 'Any Previous Requisition - Choose the title to copy' with a filter set to 'Last 12 Months'. The table has columns for ID, Category, Requisition Name, Req Creator, DateCreated, and Note. The magnifying glass icon in the top right toolbar is circled in red.

ID	Category	Requisition Name	Req Creator	DateCreated	Note
Category: Administration					
1745	Administrator (Director, Coordinator, Manager)	Director of Transportation	Julia Lines	2/29/2016	
2320	Administrator (Director, Coordinator, Manager)	Director of Transportation	jfaust	9/26/2016	
1961	Administrator (Director, Coordinator, Manager)	Non-Administrative Special Education Coordinator - Milaca and Isle	acox	4/28/2016	
1960	Administrator (Director, Coordinator, Manager)	Non-Administrative Special Education Coordinator - Princeton	acox	4/28/2016	
Category: Athletics/Activities					
1808	Coaching	7th Grade Softball Coach	lsmith	2/18/2016	
1811	Coaching	8th Grade Baseball Cambridge Middle School	lsmith	2/18/2016	
2363	Coaching	8th Grade Baseball Coach	lsmith	11/9/2016	
2398	Coaching	8th Grade Girls Basketball Coach	lsmith	12/13/2016	
1947	Coaching	8th Grade Volleyball Coach	mrandall	4/27/2016	Hired Amy Jennissen
2319	Coaching	9th Grade Girl's Basketball Coach	jfaust	9/26/2016	

- To search for a posting with a similar title to the one you want to post, click the drop down menu in the second dialog box in the upper right corner and select “contains.” Then click in the third dialog box and type words related to the job title you want to search for. *Example: “Special Ed.”* Then click “Go” to sort.

Filter Records
Use this form to find records.

Requisition Name

ID	Category	Requisition Name	Req Creator	Date
Administration				
1961	Administrator (Director, Coordinator, Manager)	Non-Administrative Special Education Coordinator - Milaca and Isle	acox	4,
1960	Administrator (Director, Coordinator, Manager)	Non-Administrative Special Education Coordinator - Princeton	acox	4,
Instructional Assistant				
2087	Category Only	Early Childhood Instructional Assistant Special Education	sjones	6,
2290	Category Only	Early Childhood Special Education Instructional Assistant	sjones	9,
2298	Category Only	IA Special Education	MZiebarth	9,
2277	Category Only	Instructional Assistant - Special Education	mrandall	9,

- The search results will now show up. Click on any of the column titles to sort by that column; it can be helpful to sort by date created so you can find the most recent posting. If you don't find what you're looking for, simply click on the icon that shows a magnifying glass with an “X” over it to remove the original sort.

When you find the requisition you'd like to use as a template, click on the title (it looks like a blue hyperlink). Then a new window will open, where you'll start entering the necessary information for your job posting.

Any Previous Requisition - Choose the title to copy Filter:

403 Items, 66 Filtered, Page 1 of 2.

Save Changes

ID	Requisition Name	Req Creator	DateCreated
Categorical Assistant			
2420	Instructional Assistant Special Education	sjones	1/12/2017
2421	Cation Instructional Assistant Instructional Assistant Special Education	sjones	1/12/2017
2423	Cation Instructional Assistant Instructional Assistant Special Education	sosen	1/12/2017
2379	Cation Instructional Assistant Child Specific Special Education Instructional Assistant working with a student diagnosed with behavioral concerns	jlong	12/2/2016
2380	Cation Instructional Assistant Child Specific Special Education Instructional Assistant working with a student diagnosed with behavioral concerns	jlong	12/2/2016
2364	Special Education Instructional Assistant - EBD	tolson	11/9/2016
Category			
2357	Cation Special Education Teacher	MZiebarth	11/7/2016

7. The first tab (Main), is where you'll enter the basic information about the open job. You'll notice that some information has auto-populated, this is the information the original posting contained, so you'll want to edit as necessary.

Requisition
Edit/Create your Requisition below. Submit Requisition

Main | Description | Assigned Application Pages | Per Posting Questions | Posting Tools | Forms | Advertise | Approval Process

Title
Tip: Be as descriptive as possible in less than five words.
Copy Of Instructional Assistant Special Education
 Override the sort order of this listing.

Position Type
Instructional Assistant

Location
Cambridge Primary School
 Is this position in a high-needs school as [defined by NCLB?](#)

Requisition
Date vacancy will occur: 1-12-2017
Budget Code: 01-101-402-000-740-161
Reports To: Rhonda Malecha
Reason for vacancy: Other
If other, explain: Student need
Name of employee currently in this position:
Assignment Type: Full time Part time
Indicate FTE and/or hours per day: 1.0
Assignment Tenure: Permanent Temporary

Job ID 2427 - Preview Save Save & Next -->

8. The "Display Info" section is where you specify what dates the posting should be active online. Choosing "Yes" will leave the posting open indefinitely, choosing "No" won't post it on the website at all, choosing "Based on Schedule" allows you to choose which date the posting goes live and which date it closes, and "Depends on Internal/External" allows different time frames for internal vs. external candidates.

The "Applicant Tracking Status" section should always be checked "Yes." This makes the posting's applicants visible to the hiring manager(s).

Requisition
Edit/Create your Requisition below. Submit Requisition

Main | **Description** | Assigned Application Pages | Per Posting Questions | Posting Tools | Forms | Advertise | Approval Process

Display Info
Define how and when this posting appears on your website.

Does this posting appear to applicants?
 Yes No Based on Schedule Depends on Internal/External

Open from: 01/12/2017 thru 01/20/2017
[Add New Range](#)
Send email(s) when job closes to:

Date Posted: 01/12/2017
Position Start Date: 01/20/2017 For appearance only. Does not need to be mm/dd/yyyy.
Application Deadline: 01/20/2017

Are you accepting online applications for this posting?
 Yes - Accept Online Applications for this posting (default).

Applicant Tracking Status
Is this posting active for applicant tracking administrative users?
 Yes No Based on Schedule

- Click the “Save & Next” button in the lower right corner to continue to the “Description” tab. Again, information will auto-populate from the original posting. Read through and edit as necessary; you can click on the “Job ID#- Preview” button in the lower left to see exactly what your posting will look like on the website.

When you’re satisfied with the information in this tab, click “Save” and then click the last tab, “Approval Process,” to finish up the process.

The screenshot shows a web interface for editing a requisition. At the top, there is a header with a plus sign icon, the title "Requisition", and the instruction "Edit/Create your Requisition below." A "Submit Requisition" button is located in the top right corner. Below the header is a navigation menu with tabs: "Main", "Description", "Assigned Application Pages", "Per Posting Questions", "Posting Tools", "Forms", "Advertise", and "Approval Process". The "Approval Process" tab is selected and circled in red. The main content area contains a rich text editor with a toolbar at the top. The text in the editor is as follows:

Qualifications/Experience:

High School Diploma/GED and passed IA skills test (or 60 college credits) required.
Successful background check required.
Prefer experience working with primary aged students with special needs.
Experience using restitution to manage behavior problems.

Skills Needed:

Patience, flexibility, love for children, confidentiality, team work, self starter, take direction easily, excellent communication skills, behavior management skills, assist in the classroom.
Excellent communication orally and written, problem-solving skills, deal with challenging situations, and a team player.
Be a team player that is self-motivated.
See the attached job description for additional information.

- Exemplifies the following Five Character Traits:
 - Compassion
 - Respect

At the bottom left of the editor, there is a "Job ID 2427 - Preview" button. At the bottom right, there are two buttons: "Save" and "Save & Next -->". The "Save" button is circled in red.

10. Lastly, enter Pam Mix as the first approver, Julia Lines as the second, and Jessica Faust as the final approver in the “Approval Process” tab. Now click “Save” in the lower right corner and you’ll notice the “Submit Requisition” button in the upper right start to glow yellow. Click on the “Submit Requisition” button to send the posting up to the ESC for approval and advertising.

Requisition
Edit/Create your Requisition below.

Submit Requisition

Main | Description | Assigned Application Pages | Per Posting Questions | Posting Tools | Forms | Advertise | **Approval Process**

Assign Approvers
This requisition was submitted by **Mr. Charlie Burroughs**. Assign the approvers in the order that they should review this requisition.

Approver

1.	Pam Mix	CST
2.	Julia Lines	CST
3.		

Assign Final Approver
A Final Approver selection is required. The Final Approver is responsible for the management of the job posting – ensuring technical and visual accuracy of information in the posting for applicants. The Final Approver is typically *not* the highest authority in the organization.

Final Approver
Jessica Faust

E-mail Upon Final Approval

Send all approvers an e-mail when this requisition becomes a Job Posting.

Other E-mails:
(separate with semi-colons, i.e. email1@mail.com; email2@mail.com)

Job ID 2427 - Preview

Save Save & Next →

**At any point in this process, you can click save and safely exit with the intention of coming back at a later date to finish the process. If you do exit, simply click back into “Job Postings” and choose “My Draft Requisitions” from the side menu bar. All the job requisitions you’ve started, but not submitted, will be listed there. Just click on the JobID link to open it.

Job Postings | Search | Activity Timeline | Posting Counts | Overall Statistics

Job Postings Dashboard
Activity and Statistics

My Unsubmitted Requisitions
1 Items Found

JobID	ReqStatus	Next Approver	Final Approver	Category	Position Type	Additional Title	Location	Closing Date	Date Availab
2427	Unsubmitted	None	jfaust	Instructional Assistant		Copy Of Instructional Assistant Spe	Cambridge Primary School	1/20/2017	1/20/2017