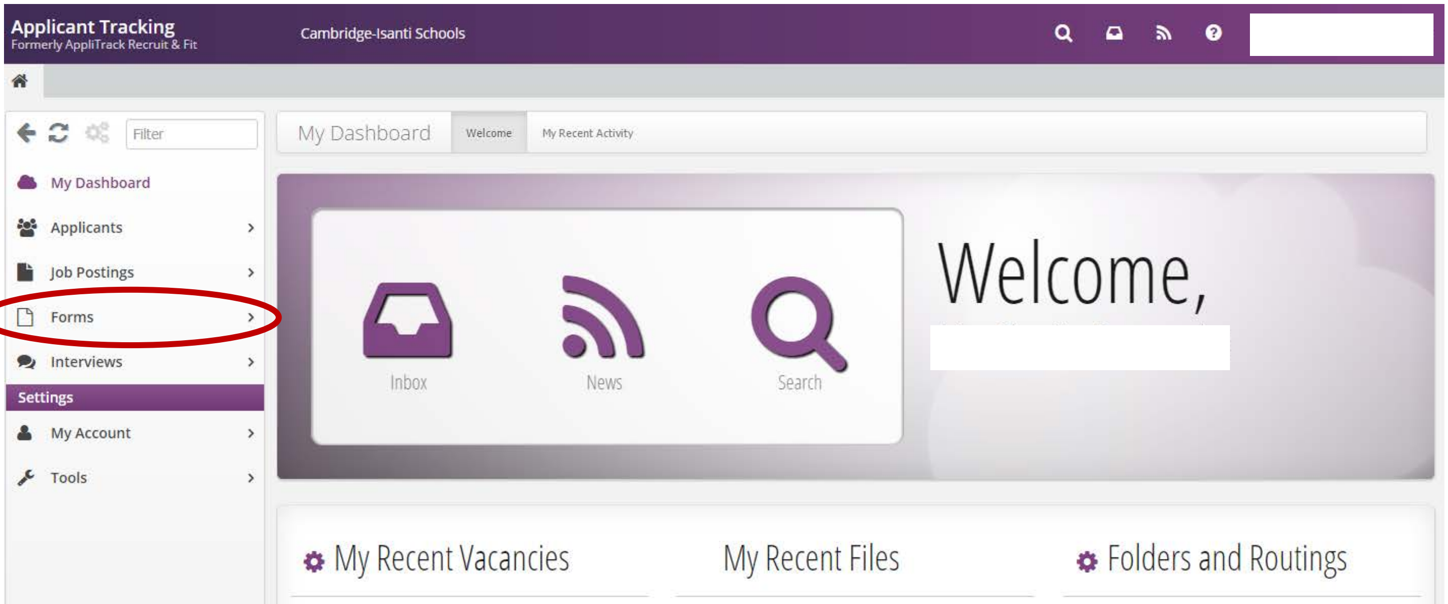
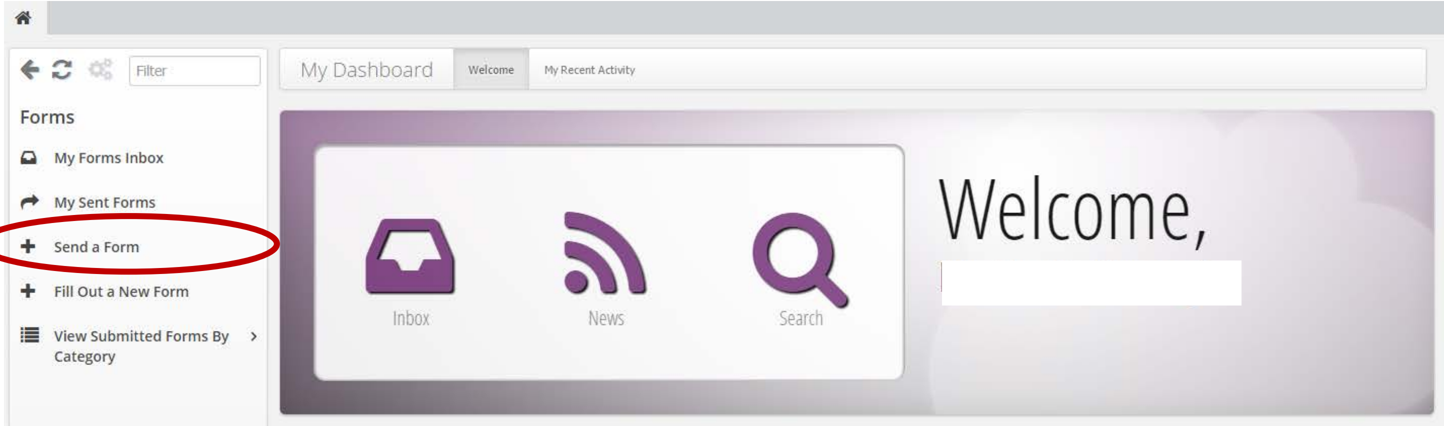
# How to Send a New Hire Form through Frontline Applicant Tracking

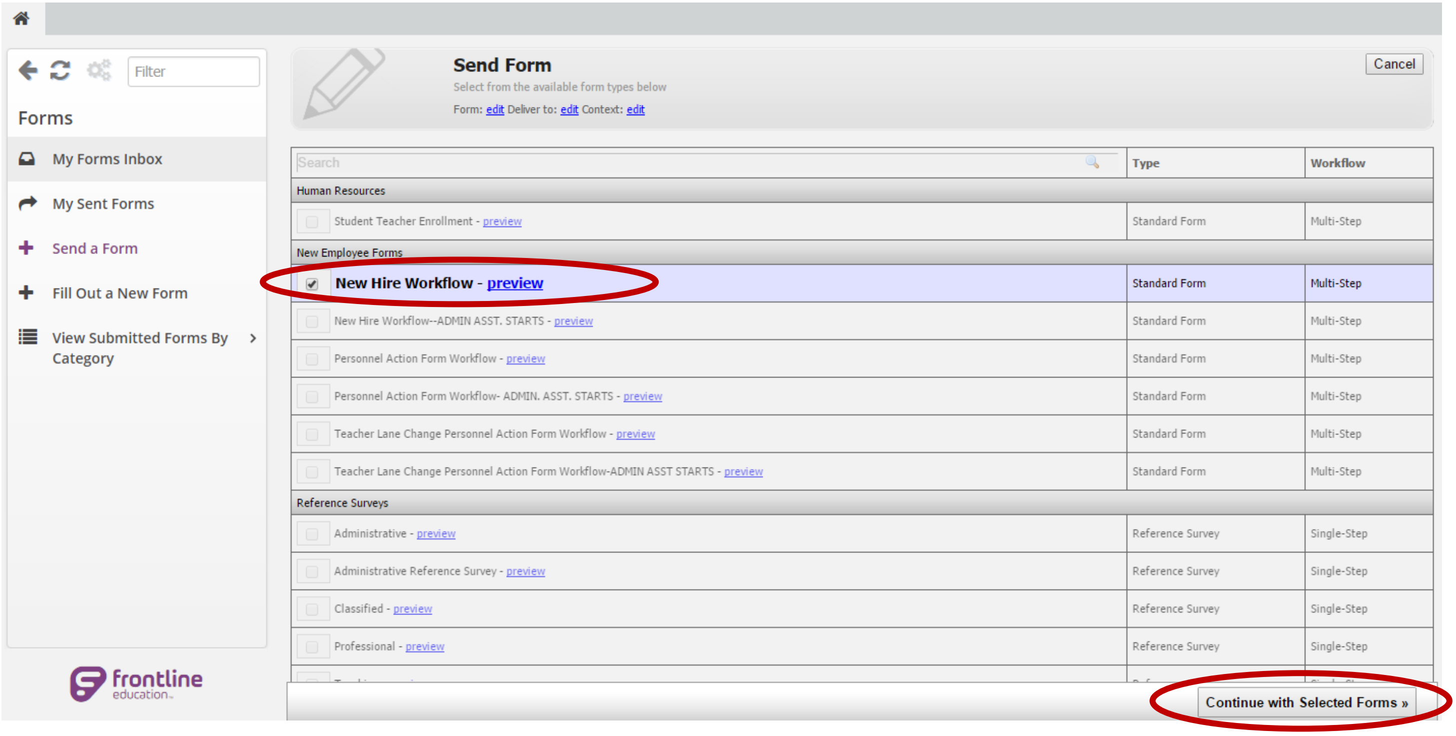
1. Log into Frontline's Applicant Tracking website (previously Applitrack). Click on "Forms" in the menu.



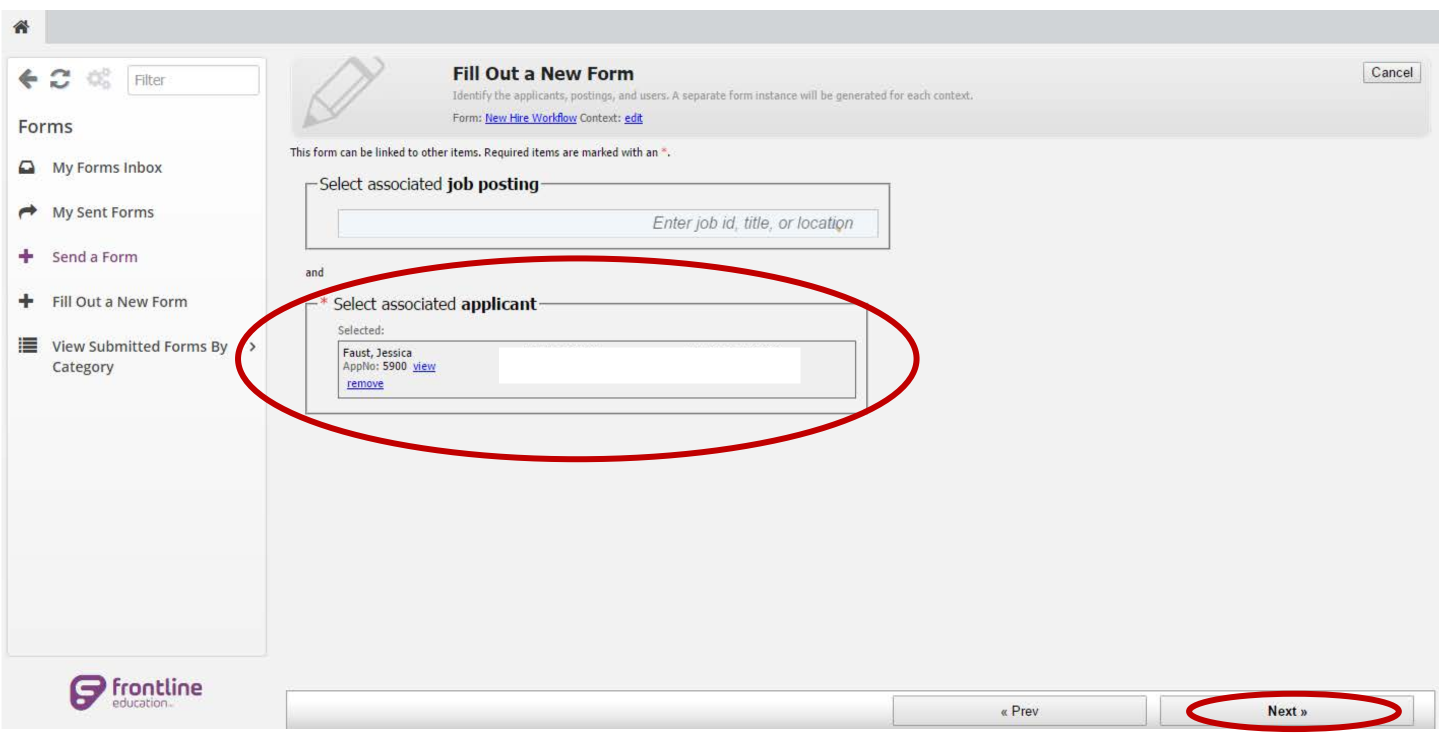

2. Scroll down and click on "Send a Form."



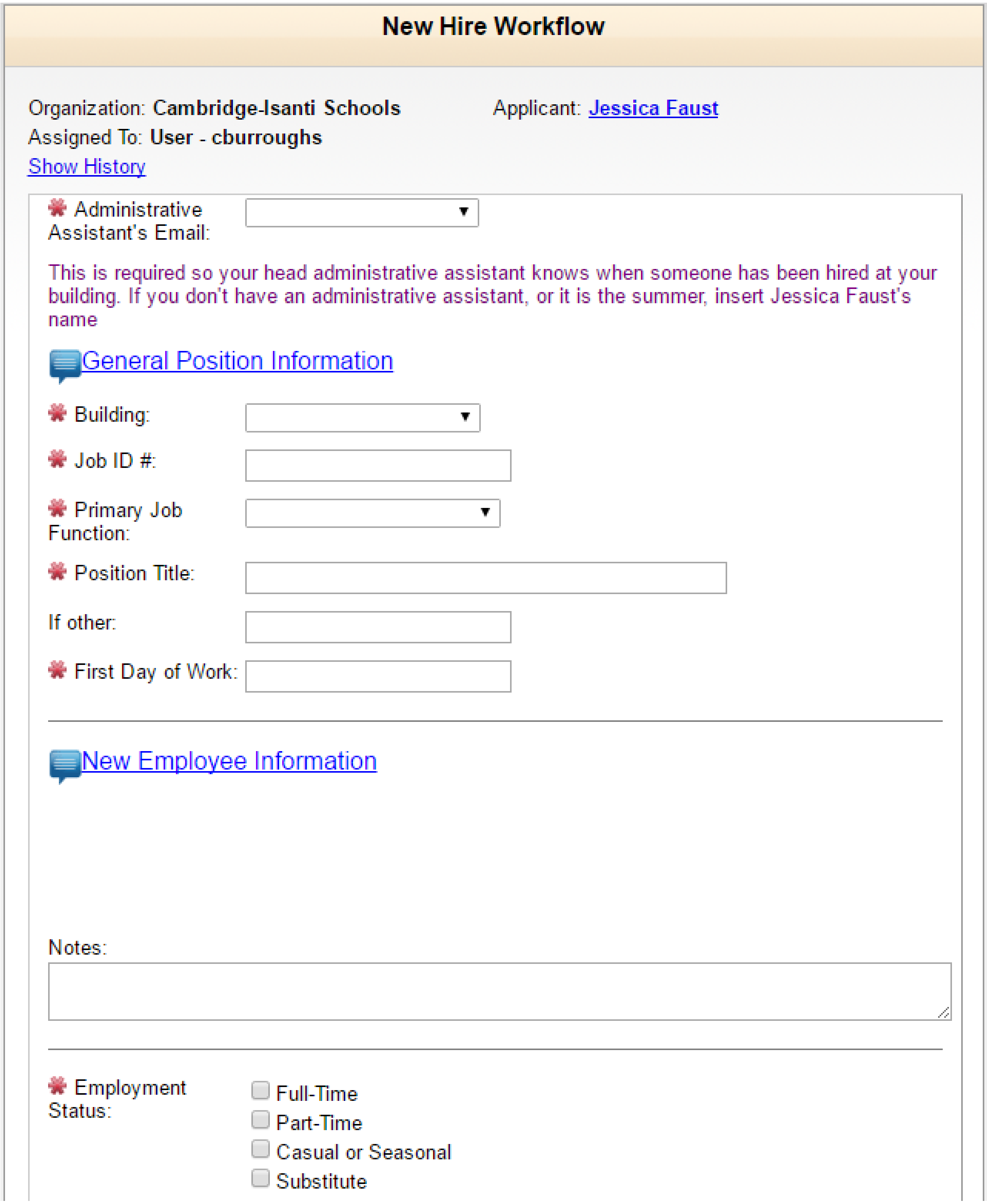
3. Put a check mark in the box next to “New Hire Workflow,” located under the “New Employee Forms” heading. Then click on the “Continue with Selected Forms” button in the lower right corner.




4. Type the new hire’s name in the “Select associated applicant” text box. A list of people with similar names will appear, click on the correct applicant to attach their profile to the form you’re sending. Click the “Next” button in the lower right corner and your form will open in a new window.



5. Enter as much information as you can. Anything with a red asterisk next to it is a required field; you won't be able to submit the form until every required field has been filled. Please note, the new hire's contact information will auto-populate in the "New Employee Information" section with the information they provided in their application.



**New Hire Workflow**

Organization: **Cambridge-Isanti Schools**

Applicant: Jessica Faust

Assigned To: **User - cburroughs**

Show History

* Administrative Assistant's Email:

This is required so your head administrative assistant knows when someone has been hired at your building. If you don't have an administrative assistant, or it is the summer, insert Jessica Faust's name

General Position Information

* Building:

* Job ID #:

* Primary Job Function:

* Position Title:

If other:

* First Day of Work:

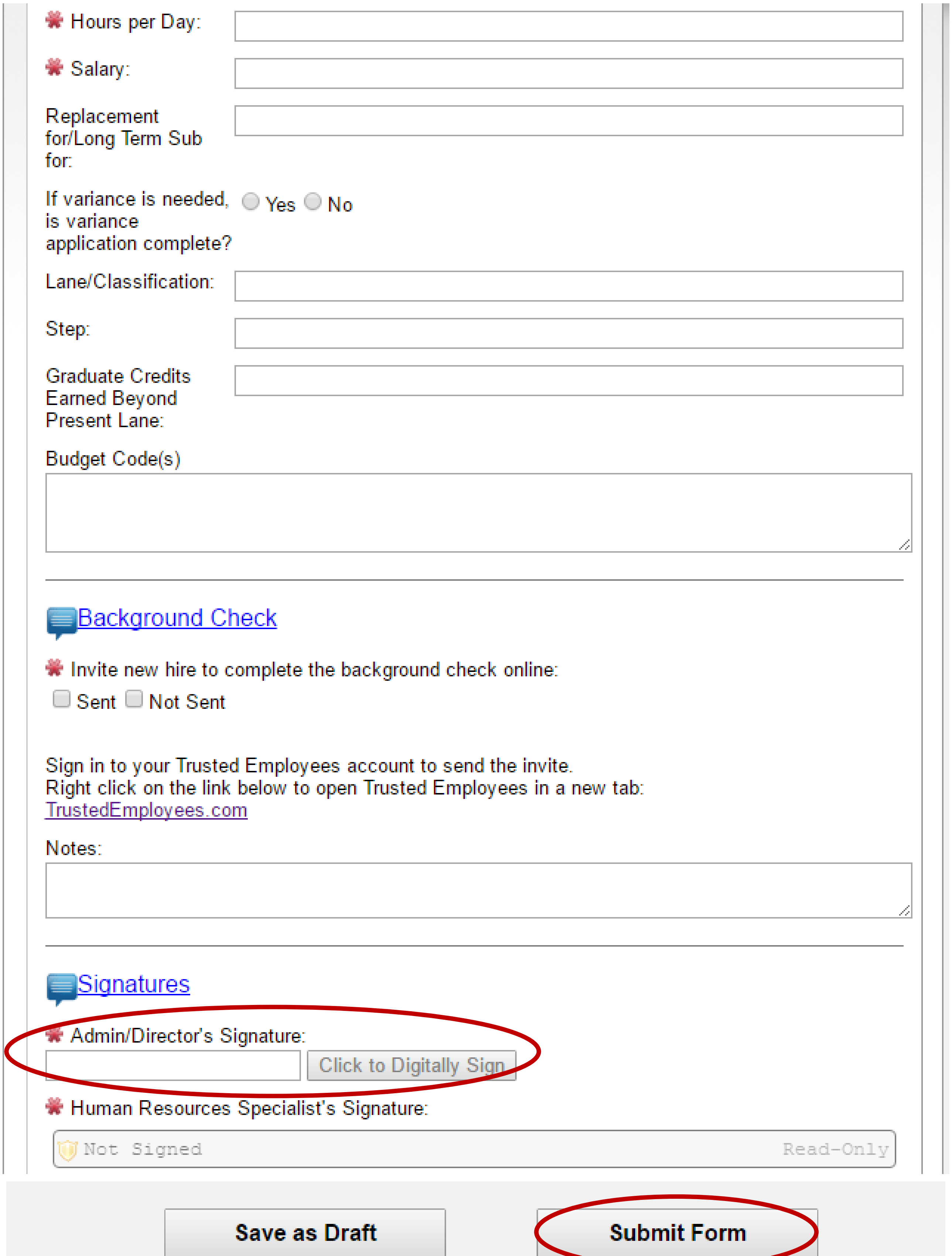
New Employee Information

Notes:

* Employment Status:

- Full-Time
- Part-Time
- Casual or Seasonal
- Substitute

6. When you've completed the form, click in the "Admin/Director's Signature" box at the bottom of the form and type your name. Click the "Click to Digitally Sign" button and then hit "Submit." Your form will now route to your administrative assistant, and then up to the Education Services Center for processing.



Hours per Day:

Salary:

Replacement for/Long Term Sub for:

If variance is needed, is variance application complete? Yes No

Lane/Classification:

Step:

Graduate Credits Earned Beyond Present Lane:

Budget Code(s)

Background Check

Invite new hire to complete the background check online:

Sent Not Sent

Sign in to your Trusted Employees account to send the invite.
Right click on the link below to open Trusted Employees in a new tab:
TrustedEmployees.com

Notes:

Signatures

Admin/Director's Signature:

Click to Digitally Sign

Human Resources Specialist's Signature:

Not Signed Read-Only

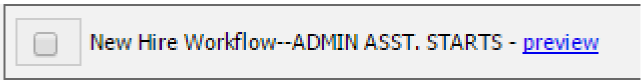
Save as Draft

Submit Form

**Helpful Tips:**

1. You can select "Save as Draft" at the bottom of the form at any point during this process if you want to come back to it at a later date. To find your in-process forms, click on "Forms" on your homepage and then click "My Forms Inbox." Simply click on the "Edit" button next to the form you wish to continue and it will open in a new window.

2. Your administrative assistant can also start these forms. The process is the same, however they would select the form titled "New Hire Workflow—Admin. Asst. Starts" and then enter your name in the "Administrator's Email" field so the form will route to you for your signature.




3. View all of your sent forms in one place by clicking into "Forms" and then "My Sent Forms." You will know a form has completed routing and has been saved in the person's digital employee file at the ESC when a date appears in the "Date Completed" column.

   Click on "Print" under the "Print Form" column to view the form at any time. Note that you *cannot* edit a form once it's been sent, however.

| | Print Form | Form Title | Person | Date Completed |
|---|---|---|---|---|
| Edit | Print | New Hire Workflow--ADMIN ASST. STARTS | Jessica Faust | 11/17/2016 |