School Spring

V2 Employer Guide

March 22, 2007

Part I – Version II (V2) Overview

1) Log onto www.schoolspring.com using your username and password.

2) The Main Console has three icons that signify the major task areas used by employers:

Job Postings - this is the section where employers manage current job postings and create new job postings.

Candidate Pool - here employers can search the candidate pool and invite candidates to apply for a particular job.

System Management - there are three major functions included in System management.

a) Employer Account - where employers keep their basic information current, district contact, salaries, benefits, etc.

b) User Accounts - where users for the system and various locations are created and managed.

c) Job Locations - here the employer locations (schools, programs, etc.) are created and managed.

3) Employers should click on **System Management** and then **Employer Account** to check, correct and add any missing information.

Note: Benefit and salary information for all schools within the district should be entered here to ensure that it is available in that employer's drop-down menus.

4) Select the **Job Locations** icon from the menu on the left. Click on the icon New Job Location to create a new job location for each school or office (i.e. District Office) within your district.

5) Select the **User Accounts** ▣ User Accounts icon from the menu on the left. From here, users can be added, edited or deleted (i.e. made inactive). Access permissions are also managed here and an alias can be created as well. Note: Aliases are used to display general contact information on a job posting (e.g. Human Resources) rather than displaying contact information for an individual.
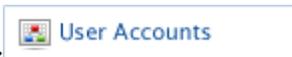
6) Select the **Job Postings** icon. Click on the text link **New Job Posting** to create a new job posting. For more detailed information about posting a job, the differences between Job Owner, Job Contact etc. please refer to that section of the User Guide.

7) To see a list of all job postings and/or to start reviewing applicants for a particular job, click on the text link **Job Postings** next to "You are here:" or the **Job Postings** icon.

8) Click on a job posting to view the applicants for that job. When you click on the "Select an action" drop-down menu, you can choose one of the following actions:
   a) Change the Status of an Application
   b) Assign the Applicant to an Evaluation Round
   c) Assign the Applicant to an Interview Round
   d) Print Applications
   e) Add a Comment to a Job or Application

   *New in Version II, you can now change the status of multiple applicants all at once – this feature can be a real time saver!

Part II – Learn to Navigate V2

The SchoolSpring system recently underwent a major overhaul with some of the biggest changes being made to the menus and user interface, i.e. how you navigate through the system. Let's go over the new screen layout and menu structure.

1) Go to **www.schoolspring.com** and login to your employer account with your username and password.

2) Click on the Job Posting icon.

3) Click on the title of one of the job postings; they are **text links**.
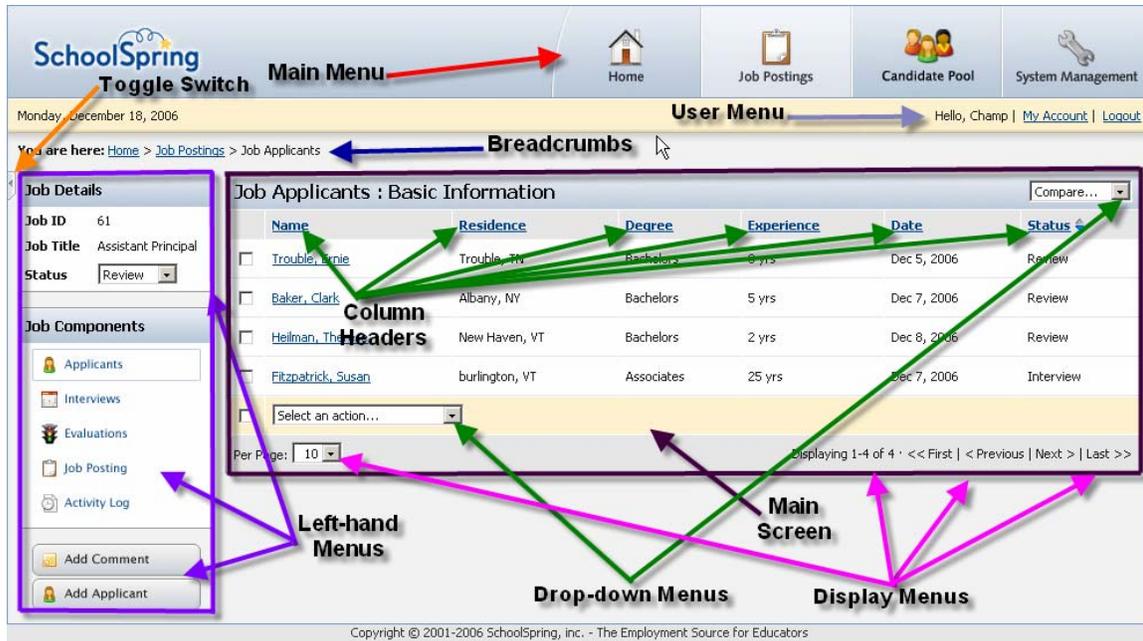
a) The **Main Menu** is located at the top right of the screen and consists of four icons representing the main areas of the system: Home, Job Postings, Candidate Pool and System Management.

b) The **User Menu** has the date and links to the right of My Account and the Logout page.

c) **Breadcrumbs** are listed directly below the date and offer a roadmap of where you are in the system. If you ever feel lost, you can look at the breadcrumbs and see exactly where you are.

d) The **Left-hand Menus** are any menus down the left side of the screen. These menus change depending upon where you are in the system.

e) The **Toggle Switch** is a little arrow on a tab to the left and below "You are here." It is a nice "little" feature that allows you to make the menus disappear and reappear. Click on it once to make the menus disappear (so you can see more of the main screen) and then click on it again to make the menus reappear.

f) The **Main Screen** is the middle of your screen where Job Postings, Job Applicants, Candidate Search results etc… are displayed.

g) The **Column Headers** and **Drop-down Menus** allow you to sort and take action on the information on your screen.

h) The **Display Menus** located at the bottom of the screen allow you to manipulate what is displayed on the screen; they also allow you to move through the information page-by-page.

Part III - System Management

To get to the System Management Tools, click on the icon or the **System Management** text link from the main console.

User Account

To get to the User Account Tools, click on the icon or the **User Accounts** text link. This is where you can add, edit, and delete users or change their access permissions.

User List

*New in Version II, you can sort the list of users by Type, Location or Status by clicking on the drop down menu "View only" and then selecting the specific type, location or status.

a) **Type**
   Any Type – this is the default view and all users are displayed.
   System Admin
   System User
   Location Admin
   Location User
   Guest
   Alias

b) **Location**
   All active locations that are setup in the SchoolSpring system via "System Management - Job Locations" will be listed, as well as the default view, "Any location."

c) **Status**
   Any status – this is the default view and all users are displayed.
   Active – all active users are displayed.
   Inactive – all inactive users are displayed.

Add a User

To add a user, click on the icon on the left-hand side of the User Accounts screen.

Note: When you create a New User, the system automatically sends an email to that user with their username and password.

There are six types of users/access permissions that can be assigned:

1) **System Admin** – **(Formerly District Admin in Version I.)**
   This group of users has complete control over all aspects of the SchoolSpring hiring system for your district. They can create, edit and delete users,

locations, job postings, evaluation and interview rounds as well as manually enter job applications. The System Admin can create job postings for the district and any location/school within the district.

Note: At least one user must be assigned the role of System Admin for a district. **Some examples for System Admin are Superintendent, HR Director, or the Superintendent's Administrative Assistant.**

2) **System User** – **(Formerly District User in Version I.)**
System Users can view all aspects of the job postings in the entire district, but can only make changes to job postings to which they have been assigned as the Job Owner or the Job Contact. **An example for a System User might be the Special Ed Director.**

3) **Location Admin** – **(Formerly School Admin in Version I.)**
A location is typically a school. Location Admins are similar to System Admins but they only have control of the location(s) to which they are assigned. They can be assigned to multiple locations. Location Admins can post jobs, edit jobs and view all applicants for all jobs at their location(s). They can edit the location profile(s) to which they are assigned, the user profiles for the users assigned to their location(s) and all job postings, job applications, and evaluation/interview schedules within their location(s). They can also do candidate searches and invite prospective candidates to apply to their jobs. **Examples of Location Admins are a Principal or the Principal's Administrative Assistant.**

4) **Location User** – **(Formerly School User in Version I.)**
Location Users can only view the job postings for the location(s) to which they are assigned. They can be assigned to multiple locations. **An example of a Location User is a Department Head.**
Note: Location Users cannot edit or change any job postings unless they have been designated as the Job Owner or Job Contact for that job posting.

5) **Guest** – **(Same as Version I.)**
This role is for users whom you want to only view jobs, review applicants and interview schedules for a specific job posting. This allows you to assign **a staff, board, or community member** to evaluation selection committees and provide access to the information necessary to evaluate candidates for explicitly specified positions.

Note: These users cannot access any other information on the site.

6) **Alias** – **(New in Version II.)**
Aliases are a new option that are available and can be used as the Job Contact information on a posting (e.g. Human Resources) rather than displaying the contact information of a specific person.

Duplicate User Accounts

Please only create one User Account per user. If their status or role changes, (e.g. from Location User to Guest User) edit their original User Account. Do Not Create a second account for them as this can create potential system problems.

Edit a User

To edit a user, click on the text link for that user or the Action icon on the far right of the User Management screen.

Note: You must have the appropriate access permissions to edit a user's information.

Question: **Why won't the system allow me to change a User's First or Last Name?**

Answer: The reason you can not change a user's first or last name is in order to maintain system integrity. If employers were allowed to change a user's first or last name, they could conceivably change the account from one person to a completely different person. This would of course make the activity log completely useless since you wouldn't know who really performed an action.

When you try to update a Users' Name, you should receive a message explaining this. The system then alerts SchoolSpring Administrators of your request so that we can assist with typo corrections or last name changes; Administrators make the necessary updates on the backend.

Add an Alias

New in Version II, to add an alias, click on the icon from the User Accounts screen.

Note: An alias must have either an email address or a phone number; this is the only contact info that is required to create an alias.

Edit an Alias

To edit an alias, click on the text link for that alias e.g. **Human Resources** or the Action icon on the far right of the User Accounts screen.

Note: You must have the appropriate access permissions to edit an alias' information.

Deactivate a User or Alias

*New in Version II, to deactivate a user or alias:
1. Click on the Action icon on the far right of the User Accounts screen
2. The system will note: "The user has been successfully deactivated."

You must have the appropriate access permissions to deactivate a user or an alias. Note: The system does not delete users; it simply makes them "Inactive."

Reactivate a User or Alias

*New in Version II, to reactivate a user:
1. Select "Status is..." from the "View only..." drop-down menu.
2. Select "Inactive" from the "Select a status" drop-down menu. All inactive users will be displayed.
3. To edit the user you wish to reactivate, click on the Action icon on the far right of the user management screen.
4. Change their "Status" to "Active."
5. Page down to "Save Changes."

User vs. Alias

A user is an individual. An alias is a naming convention used so that you don't have to enter an individual as a contact for a job posting. It can be a department, a group or a committee, etc. (E.g. Human Resources)

Employer Account

To access the Employer Account, click on the icon **Employer Account** from the System Management screen. Here is the basic information for your Employer Account. Make sure to keep this up-to-date.

Salary and Benefits

a) Benefits:
You can choose to add employee benefit information so that it displays on your employer profile page. Additional information about benefits at your organization can be added in the "Additional Benefits Information" box, e.g. college tuition credits, professional development, signing bonus. This is an opportunity for each employer to "sell" their district to candidates.

Note: Check the box to have this information displayed for all job locations or you can specify different benefits for each location.

b) Salary:
If desired, provide your teacher salary information below for display on your employer profile page. Check the box below to have this information displayed for all job locations, otherwise you may specify different benefits for each location.

Note: Check the box to have this information displayed for all job locations or you can specify different salary for each location.

Job Locations

To access the Job Locations screen, click on the icon **Job Locations** from the System Management screen.

Job Location List

Here are all the locations available in your account.

*New in Version II, you can sort the list of job locations by: Type or Status by clicking on the drop down menu "View only" and then selecting the specific type or status.

a) Type
Any Type – this is the default view.
District Office
Preschool
Elementary School
Junior High School
High School
Other Location – this can be used to enter location names that are specific to your district.

b) Status
Any status – this is the system's default view.
Active – all active job postings are displayed.
Inactive – all inactive job postings are displayed.

Add a Job Location

To add a job location click on the icon on the left-hand side under the System Management Menu. Job Locations are individual schools, district offices, or other physical/program locations where jobs are available.

Note: After adding the new location, you can assign any current users/aliases access privileges for that location by either creating a new user/alias or editing an existing user/alias.

How to Make Your Job Locations Stand-Out:
1. Location Photo – To upload a photo of your school that will display on your location profile page:
   a) Click the "Browse" button to locate your picture file. Note: If the photo is not 320 pixels wide x 240 pixels high (which is the common digital photo size) the image will automatically be resized.
   b) Once you've located/highlighted the file, click "Open."

2. Location Description – Use this area to describe your school, your program, or anything else you'd like to generate interest in your job openings. Note: This text area has a limit of 5000 characters.
3. Don't forget to click, "Save & Finish" or "Save & Add More" at the bottom of the New Job Location form.

Edit a Job Location

1. Click on the title for the job location or the Action icon on the far right of the Job Location screen.
2. Edit the information and click on "Save Changes."

Note: You must have the appropriate access permissions to edit a job location.

Deactivate a Job Location

*New in Version II, to deactivate a job location:
1. Click on the Action icon ❌ on the far right of the job locations screen.
2. The system will note: "The job location has been successfully deactivated."

You must have the appropriate access permissions to deactivate a location. Note: The system does not delete locations; it simply makes them "Inactive."

Reactivate a Job Location

*New in Version II, to reactivate a job location:
1. Select "Status is…" from the "View only..." drop-down menu.
2. Select "Inactive" from the "Select a status" drop-down menu. All inactive job locations will be displayed.
3. To edit the job location you wish to reactivate, click on the Action icon 📝 on the far right of the Job Locations List.
4. Change their "Status" to "Active."
5. Page down to "Save Changes."

Salary and Benefits

You can the check boxes in the benefits and salary sections of the Employer Account so that all job locations use the salary and benefits defined in the Employer Account.

To define salary and benefits independently for each job location, simply uncheck one or both boxes in the Employer Account.

Part IV - Job Postings

This is where you review applicants, post a new job, and manage existing jobs.

Review Application(s)

To access the Job Postings screen, click on the icon at the top of your screen.

You can sort the list of Job Postings by clicking on the following column headers: **Job ID**, **Job Title**, **Posted** or **Status**.

> **Job ID** is the system-generated number for each job posting.
> **Job Title** is the name you give your job when you create a New Job Posting.
> **Posted** is the date the job was actually posted.
> **Status** is the job's current status with-in the system.

You can also sort the list of job postings by clicking on the drop down menu on the right, "View only" and selecting either "Location is" or "Job Status is."

a) **Location** - the right-hand drop-down menu will display the list of locations that you currently have setup in the SchoolSpring system when you select "Location is."

b) **Job Status** - the right-hand drop-down menu will display this list when "Job Status" is selected.
   [All Active]
   [All Inactive]
   Internal
   Posted
   Review
   Filled
   Canceled

Post a New Job

To post a new job, click on the text link **New Job Posting** on the left-hand of your screen under Job Postings.

Internal vs. Public

*New in Version II, you can now post your job as "Internal" and alert your current employees (via email and/or posting a copy of the job posting on your bulletin board), in order to meet union requirements etc. Note: The system defaults to "Public."

Job Title

This is what will be displayed on the Job Posting List.

Job Categories

Select the appropriate job category by clicking on the correct "show subcategories" text link. A list of all our current categories can be found in Appendix A.

Location

All of the job locations that you've entered into the system are displayed. You can select multiple job locations per job posting.

Internal Job Code

*New in Version II, you can enter a job code or number that you use internally to reference your job posting. This is an optional field.

Degree Preferred

If you do not want anything to show up as far as Degree Preferred, select "N/A" from the drop-down menu.

Experience Preferred

If you do not want anything to show up as far as Experience Preferred, select "N/A" from the drop-down menu.

Additional Requirements

The additional requirements field can be used to explain anything that is common to your hiring process or a particular job posting. Some examples are:
   a) Applicants chosen for interviews will be required to submit a writing sample.
   b) Applicants will be asked to write a short essay as part of the interview.
   c) Applicants should bring a copy of their certification to the interview.

School Year

This field refers to the school year or time period for which this job posting applies. It is used for reporting purposes.

Users and Contacts

The Job Owner and Contact (if the Job Contact is a user and not an alias) have full access to the job and receive all system-generated email notifications regarding the job. The person who actually posts the job also receives the system-generated email notifications.

Job Posting Confirmation Email

A confirmation email is automatically sent to the person who posted the job, the Job Owner, and the Job Contact each time a new job is posted.

Note: See Appendix B for all system-generated letters.

Job Owner

A Job Owner can be any user, regardless of user type, but not an alias. A Job Owner has full access to the job.

Job Owners, Job Contacts, and the primary contact for the employer will receive an email every morning listing the jobs that received new applications during the previous day.

As Applicants apply, the Job Owner has a choice of whether to let everyone on the evaluation team see every applicant or just the Job Owner him/herself. This can be a very useful feature for people on a search committee.

For Job Postings that do not receive many applicants, the Job Owner will probably want the entire evaluation team to see all of the applicants.

For Job Postings where there are a large number of applicants, the HR Department usually screens the applicants and sends only these onto to the evaluation team.

Job Contact

The purpose of a Job Contact is to provide the candidates with a point of contact to request information about the job.

A Job Contact can be a user or an alias. The job contact's information appears at the bottom of the job posting. Districts can make any user in the district the job contact or they can make an alias, e.g. Human Resources the job contact. This feature would be used if the contact does not want to get a lot of emails from the candidates.

Note: If a user is selected (not an alias), that user has full access to the job posting.

Why do we need both a Job Owner and a Job Contact?
You don't – you can list the same person as both the Job Owner and the Job Contact. Or you can have different users for each role. An example for latter is when the person in charge of the job is not the person whose name is desired on the actual job posting.

> Carol Burns, the Superintendent's Assistant is listed as the "Job Owner while Alice Brown the principal's secretary, is the Job Contact." Both Alice and Carol have full access to the job posting and all system-generated emails go to both of them, however any applicant email inquiries only go to Alice, the Principal's secretary whose name/contact information appears in the actual job posting.

Application Options

These options allow you to control the applications that candidates submit.

a) Minimum References - select the minimum number of reference letters that applicants **must include** with an application, or select "None required."

b) Maximum References – select the maximum number (up to five) of reference letters you will allow applicants to include, or select "None allowed."

c) Application questions – this option allows you to ask questions of applicants that will aid in the screening of applicants.

Some examples are:
- What is your educational philosophy?
- What do you believe are the three most important qualities of a (middle, elementary, high school), teacher?
- What additional information would like us to know about you?

d) Additional Question #1
Select Short Essay – approximately 100 word answer allowed.
Long Essay – approximately one page answer allowed.

e) Additional Question #2
Select Short Essay - approximately 100 word answer allowed.
Long Essay – approximately one page answer allowed.

Important Note: These options cannot be added or modified after the job is posted because it would not be fair if some applicants were asked different questions than other applicants.

Manage Job(s)

View a Job Posting

To view all of your Job Postings, in alphabetical order:
1. From the Job List, select "All" from the "Per Page" drop-down menu at the bottom of the page.
2. Click the "Job Title" column header.

To view all of your Job Postings, grouped by school:
1. From the Job List, click on the "Location" column header to sort by location.

Note: You can click on any column header to sort by that column.

Edit a Job Posting

To edit a job posting:
1. Click on the text link or Action icon 📝 on the far right of the Job Postings List.
2. Edit the Job Posting.
3. Click on "Save Changes" at the bottom of the Job Posting form.

Note: You must have the appropriate access permissions to edit the information in a Job Posting.

Locate Old Job Posting

To locate an old Job Posting:
1. Go to Job Postings
2. Click "Inactive" from the drop-down menu.
3. Your Old Job Postings will appear.

Copy a Job Posting

*New in Version II; this new feature allows you to copy an existing job (active or inactive) in your account and create a new job posting from it. This feature can be used to save time if you have a lot of job postings to enter and if they share a lot of duplicate information. You can create one job posting and then make copies of that posting that can then be edited.

To copy a job posting:
1. Locate the job you wish to copy in the Job Posting List.
2. Click on the Action icon to the far right of the Job Postings screen.
3. The "New Job Posting" page appears.

4. Make any additions or changes as necessary. (The Job Location is the most common element that is changed.)
5. Select the appropriate School Year.
6. Click on "Save changes" at the bottom of the New Job Posting form.

Extend a Job Posting

*New in Version II; this new feature allows you to extend your job postings directly from the Job Posting List. The Action icon 🔁 will appear for a job when it is set to close within 7 days of the current date.

To extend a job posting:
1. Click on Action icon 🔁 on the far right of the Job Postings List.
2. Select a date to extend it to (closing date) or change the application deadline, then update the start date. Note: This action will be logged as a job extension in the Activity Log.
3. Click on "Save Changes" at the bottom of the Extend Job Posting form.

Notes: You must have the appropriate access permissions to extend a Job Posting. Extending the job sets the Display Date for the job posting to the current date, which moves the job posting to the top of the job search results and will also include the job in the next daily email alert sent to job seekers whose job preferences match the job posting.

Change a Job Status

To change the status of a job posting, click on the Status drop-down menu to select the appropriate status:

Status	Definition
Internal	Not publicly available; only accessible by searching for the job ID
Posted	This is the default status; Publicly available for applications (**Formerly "Open" in Version I**)
Review	Job applications no longer accepted
Filled	Job has been filled and is no longer active in the system
Canceled	Job has been canceled; no applicants were hired for the position

Question: **Once the job is closed, the job posting itself doesn't finalize like it did in the old version. Is that because we can copy jobs even once they are closed?**

Answer: **New in Version II, we decided to relieve some of the restrictions that the system enforced. There were occasions when employers accidentally closed a job or for some reason needed to re-open one and that required our system administrators manually going into the system to change the status. In Version II you can now change the status of a job however you like at any time.**

Note: Employer's should not re-open old jobs when new jobs come up instead of creating a new job posting. They need to either: 1) "*Post a New Job*" or 2) use the "*Copy a Job Posting*" functionality to create a new job posting from a copy of an old job posting.

Manage Application(s)

To view the list of applicants for a particular job posting, click on the title for that job under the column header, "Job Title." Basic information for the applicants is displayed.

*New in Version II, you can sort the list of applicants by clicking on the following column headers: **Name**, **Residence**, **Degree**, **Experience**, **Date**, or **Status**.

You can also determine how many applicants to show per page; the system defaults to **25** per page. At the bottom of the applicants list there is a drop-down menu "Per Page" in which you can select: "10, **25**, 50, 100 or All."

Send Application (as an email attachment)

*New in Version II, you can now send multiple applications at once and select only the application components you want to send to someone else.

1. When viewing an applicant, click the "Print Application" button below the Application Components menu on the left-hand side of the page. Or, from the Job Applicants List, select "Print Application" from the drop-down menu below the list of applicants.
2. On the proceeding page, check off the applicants you wish to print and the application components you wish to print.
3. Click the "Print Preview" button to generate a single Acrobat PDF file containing all the selected applicant information.
4. When the PDF file is generated, click the disk icon from the Adobe Acrobat toolbar that appears within the PDF window. This will allow you to save the PDF file to your computer so that you can then email it to whomever you wish. Note: You must remember where you saved the PDF file on your hard-drive and you must attach the PDF file to your email as an attachment.

Pre-Screen Applicant(s)

You can sort the list of applicants for any job posting by clicking on the drop-down menu on the top right "Compare" and selecting "Certifications" or "Test Scores." This feature is a great pre-screening tool!

Note: to get back to the view with all of the applicants, select "Basic Information" from the same drop-down menu, where you selected "Test Scores" or "Certifications."

Quick Way to Find Applicant(s)

To locate a candidate you know is in the system:
1. Go to "Candidate Pool."
2. At the bottom of the page, enter their last name and the candidate will appear.

Job Components

There are five job components:

1. **Applicants** - the ![Applicants icon] icon shows you the list of applicants for the job posting you selected.

2. **Interviews** - the ![Interviews icon] icon shows you the list of Interview Rounds that have been created for this job posting.

3. **Evaluations** - the ![Evaluations icon] icon shows you the list of Evaluation Rounds that have been created for this job posting. To create an Evaluation Round, select the text link **New Round**. Evaluation rounds allow users to set up one or more screening groups where users can evaluate the applicants in preparation for the interview(s).

4. **Job Posting** - the ![Job Posting icon] icon shows you the Job Details for that particular job posting.

5. **Activity Log** – this log keeps track of all actions taken from the point the job is posted until it is closed. This important information is stored for future reference.

   The ![Activity Log icon] icon brings you to activity log. You can sort this view by clicking on the "Date/Time" column header or by clicking on the drop-down menu "View Only" and selecting either "User is" or "Applicant is." You can also print the activity log by clicking on the text link, **Print Log**.

Find out what is happening with a Job?

Go to the Activity Log by clicking on the ![Activity Log icon] icon. It keeps track of all actions taken from the point the job is posted until it is closed.

Note: The Activity Log is updated every few seconds, so it is always up-to-date.

Add Comment

Comments are internal notes that can be recorded about one or more applicants.

To add a comment to an application, click on the icon [Add Comment] on the left-hand side of the Job Applicants screen.

When you add a comment it is recorded in the Activity Log. You also have the option of sending a notification of the comment to any other user or evaluators. Comments may be used to record when background checks are completed, offline materials received, or notes from phone conversations with an applicant.

Note: Comments are never made available to applicants.

Review Application(s)

To review an application, click on the name of the applicant from the Job Applicants list. There are 12 Components to an Application:

1)	**Profile**	Profile
2)	**Background**	Background
3)	**Cover Letter**	Cover Letter
4)	**Résumé**	Résumé
5)	**Transcripts**	Transcripts
6)	**Tests**	Tests
7)	**References**	References
8)	**Certifications**	Certifications
9)	**Language Skills**	Language Skills
10)	**Extracurricular**	Extracurricular
11)	**Questions**	Questions
12)	**Documents**	Documents

How to Manually Add an Applicant

For districts that have gone "paperless," this feature can be used to manually enter the information from applications that are hand delivered or received by mail or fax so that you have all of your applications in one place. This feature is most commonly used for support positions (e.g. custodians, crossing guards, food service, etc.)

*New in Version II, to manually add an applicant:

1. Click on the icon [Add Applicant] from the Job Applicants screen.

2. Manually enter the "Applicant Details" from the paper or fax application.
3. Check off the jobs for which this new applicant is to be considered in the "Active Job Postings" section.
4. Select a document to attach to this new applicant. Note: You can do this now or attach one or more documents later from the [Documents] icon in the left-hand menu when reviewing the application.
5. Click on "Save Changes" or "Save and Add More."

Faxed Application(s)

*New in Version II, faxed documents have moved to two different places:

Attaching a document to an existing applicant:
1. Click on one of the jobs that the applicant has applied to.
2. Click on the applicant's name in the list of applicants.
3. Go to "Documents" in the Application Components menu.
4. Here you'll have the option to attach a pending document to this applicant.

Note: Applicants can now have more than one document attached to them.

Attaching a document to a new applicant:
1. From the Job Posting List
2. Click on one of the jobs for which the applicant is to be considered.
3. Click on the [Add Applicant] icon in the lower left-hand of the page.
4. Here you can provide the new applicant's information, and at the bottom of the page you can attach a pending fax document.

To preview a document:
1. Click the "View Document" link next to the drop-down list of documents and the PDF file will open in a new window.

Note: To submit faxed documents to SchoolSpring, fax them to 815-572-0812.

How to Add Documents

*New in Version II, you can now attach multiple documents to either an online application or an offline application, i.e. an offline application is one that was manually added to the system.

This feature can be used for applicants to submit extra materials such as a writing sample, etc.

This feature can also be used for certain types of job postings: custodial, bus driver, food service in which it is more common to receive an offline application i.e. those received via the U.S. Postal Service, a fax or hand delivery.

Note: To submit faxed documents to SchoolSpring, **fax them to 815-572-0812**.

Locate Faxed Document(s)

To locate a faxed document:
1. Go to the applicant you want to see.
2. In the left-hand margin at the bottom, Click on documents.
3. Go to the drop-down menu at the top of the page.
4. Click the documents you want to see.

Change an Application Status

To change the status of an application:
1. Check the box next to the appropriate applicant's name from the Job Applicant List.
2. Select "Change Application Status" from the drop-down menu.
3. A second drop-down menu will appear to "Select a status"

Note: You can change the status of multiple applicants. You can select all of the applicants by checking the box next to the drop-down menu "Select an action." These are called "Mass Actions."

Status	Definition
Review	Applicant is currently being considered for the job
Interview	Applicant has been chosen to interview for the job and can now be assigned to an interview round
Offer Made	A job offer has been extended to the applicant
Hired	Applicant has been hired for the job
Offer Refused	Applicant was offered the job but refused/declined the offer
Declined	The employer is not interested in this candidate so they decline their application (used to be "rejected" in V1)

The other status options that users will see in the applicant list are:

Status	Definition
New	Application has been submitted but not yet viewed by anyone at the employer
Interview	Applicant has been chosen to interview for the job and can now be assigned to an interview round
Not Hired	Applicant was not outright declined but simply didn't get the job because another applicant was more qualified. Note: this is the status that applications become if they're still in "review" or "interview" when another application is changed to "Hired"
Canceled	Application was canceled because the job was canceled
Withdrawn	Applicants can change their status to withdrawn from their account; if an applicant calls the employer to withdraw their application, the employer can also go in and update their application status to "withdrawn"; the explanation given will appear in the activity log

Change Applicant Status to Withdrawn

New in Version II, employers can change an applicant's status to "withdrawn." This is useful if the applicant calls or emails the employer to withdraw instead of logging in and withdrawing their own application online.

Note: See Appendix B for all system-generated letters.

Select an Action

When you click on the "Select an action" drop-down menu on the left-hand side of the Job Applicants list for a particular job posting, you can choose one of the following actions:
- Change application status
- Assign to evaluation round
- Assign to interview round
- Print application
- Add a comment

Mass Actions

Question: **How do I do a "Mass Action"?**

Answer: From the Job Applicant List:
1. Check the boxes next to the appropriate applicants.
2. Click on the "Select an Action" drop-down menu on the left-hand side.
3. Choose one of the following actions:
   - Change application status
   - Assign to evaluation round
   - Assign to interview round
   - Print application
   - Add a comment

Difference Between Declined and Not Hired

The "Declined" and "Not Hired" statuses are different.

"Declined" means that the employer doesn't want the applicant or the applicant isn't qualified. Employers can change an application status to "Declined" at any time.

"Not Hired" means that the applicant may not have been a bad applicant, just not good enough to get the job. Employers can NEVER change an application status to "Not Hired" - when an employer changes the job status to "Filled" and selects the applicant who was "hired", the system changes the application status of all applications that are in "new", "review", or "interview" to "not hired."

Add Applicant(s) to an Interview or Evaluation Round

To assign an applicant to an Evaluation Round,
1. Check the box next to the appropriate applicant's name from the Job Applicants list. You can assign multiple applicants at a time. You can also select all of the applicants on the page by checking the box next to the drop-down menu "Select an action."
2. Select "Assign to Interview Schedule" or "Assign to Evaluation Round" from the "Select an action" drop-down menu.

3. A second drop-down menu will appear to "Select a round." All previously created evaluation rounds will appear or you can select [New Round] to create/name a new Interview or Evaluation Round.

Add Employer User(s) to an Evaluation Round

To assign a User to an Evaluation Round:

1. Click on the ![Evaluations] icon in the Job Components menu on the left.
2. Click on the text link for the Evaluation Round you want to assign a User to. If there are no evaluation rounds for the job, click on the text link **New Round**, name the round, choose the type of round it is and click "Continue."
3. Check the boxes next to the names of the applicants you want to included in the round.
4. Check the boxes next to the names of the users you want to be on the evaluation or interview team.
5. If this is an evaluation round, select the criteria for evaluators to consider when assessing applicants for this evaluation round and click "Continue."
6. If you select evaluation criteria you will be prompted to select weighting for each criterion. Adjust the weightings as appropriate or leave them at the default setting and click "Save Changes."

Note: Once an Evaluation Round has been created, you can also add new users to the round by Editing the Evaluation Round.

Add Employer User(s) to an Interview Round

To assign a User to an Interview Round:

1. Click on the ![Interviews] icon in the left-hand menu.
2. Click on the text link for the Interview Round you want to assign a User to. If there are no Interview Rounds in existence, click on the text link **New Round**, name the round, choose the type of round it is and click "Continue."
3. Check the box next to the appropriate applicant(s) name(s). You can assign multiple applicants at a time. Note: A Job Applicant's status must be changed to "Interview" to be listed here.
4. Check the box next to the appropriate evaluator(s) name(s). You can assign multiple users at a time.
5. Click "Save Changes."

Note: Once an Interview Round has been created, you can also add new users to the round by Editing the Interview Round.

Print Application(s)

Only System Admins, Location Admins, Job Owners and Job Contacts have the ability to print applications.

To print an application, check the box next to the appropriate applicant's name from the Job Applicants list. You can check multiple applicants at one time. You can also select all of the applicants by checking the box next to the drop-down menu "Select an action."

Note: You will get a system message if you don't select an applicant.

Select "Print application" from the "Select an action" drop-down menu. You can print a single applicant or multiple applicants. You can also choose the sections of the application(s) that you want to be printed. Printing is logged, "Application printed" in the activity log. Note: the activity log does not specify which sections were actually printed.

Note: To print offline applications a user will need to view the faxed PDF for an applicant and then print it.

Print Faxed Application(s)

In Version 1 you were able to print applications that were faxed into the system. This was especially common with positions such as custodian or food service worker. ***New in Version II**, faxes are considered "Documents".
1. Go to "Documents" in the Application Components menu.
2. Print the document (the faxed application that was added manually).

Add Comments to Application(s)

To add a comment:
1. Check the box next to the appropriate applicant's name. You can add comments to multiple applications at one time. You can select all of the applicants at once by checking the box next to the drop-down menu "Select an action."
2. Select "Add comment" from the "Select an action" drop-down menu or click on the

    icon in the left-hand menu.

When you add a comment it is recorded in the Activity Log. You also have the option of sending a notification of the comment to any other user or evaluators in any evaluation round. Comments may be used to record when background checks are completed, offline materials received, or to record notes from phone conversations with an applicant. **Comments are never made available to applicants; they are for internal purposes only.**

Part V – Evaluations and Interviews

*New in Version II is the ability to create multiple Rounds of Evaluations or Interviews. Not everyone will need or use multiple Evaluation or Interview Rounds, but they can be a very useful tool for those districts dealing with large volumes of applicants.

When creating a **New Round** in Version II, you are now presented with a choice of three round types:

o   Evaluation only
o   Interview Schedule
o   Interview Schedule with Evaluations

Evaluation rounds are primarily used as an initial selection round that allow you to set up a team of users to evaluate some or all components of the applications selected to the round. This round can be used to identify the top prospects for a second evaluation round or an interview round.

Interview rounds allow you to set up an interview schedule for the applicants selected to the round. In order to add applicants to an interview round, the applicant's status must be "Interview."

Interview Schedule with Evaluations rounds are used if you plan to evaluate all applications and interview all applicants selected to the round.

The ability to create a second Evaluation Round or Interview Round can be a very useful feature. For example, let's say you have a job posting that receives a large number of applicants. You could setup an initial evaluation round, base it on a few key criteria, like credentials, test scores and have one person pre-screen all the applicants.

You could then setup a second Evaluation Round for a larger group of users or committee to determine which applicants you would like to interview. The same concept holds true for Interview Rounds. You could have a first round of Interviews to narrow the field and a second round that is much more selective, that let's say the Department Head, Search Committee Head, Principal, or Superintendent might participate in.

Evaluations

Create a New Evaluation Round

*New in Version II, you can create an Evaluation Round without selecting applicants, evaluators or criteria. Simply create an Evaluation Round and then add the evaluation team (users) before any applications are submitted. Or you can start adding applicants to a round before you even know who the evaluators will be.

There are two ways to create an Evaluation Round.

The first way to create a New Evaluation Round is:

1. From the Job Applicant's List, select the icon from the left-hand menu.
2. Select the text link **New Round**.
3. Give your Round a name: First Round, Second Round, etc. The system defaults to "First Evaluation Round" but Rounds can be named anything.
4. Choose the Round type:
   o Evaluation only
   o Interview only
   o Interview with Evaluations
5. Click "Continue."
6. Continue with Step 7 below.

The second way to create a New Evaluation Round is:
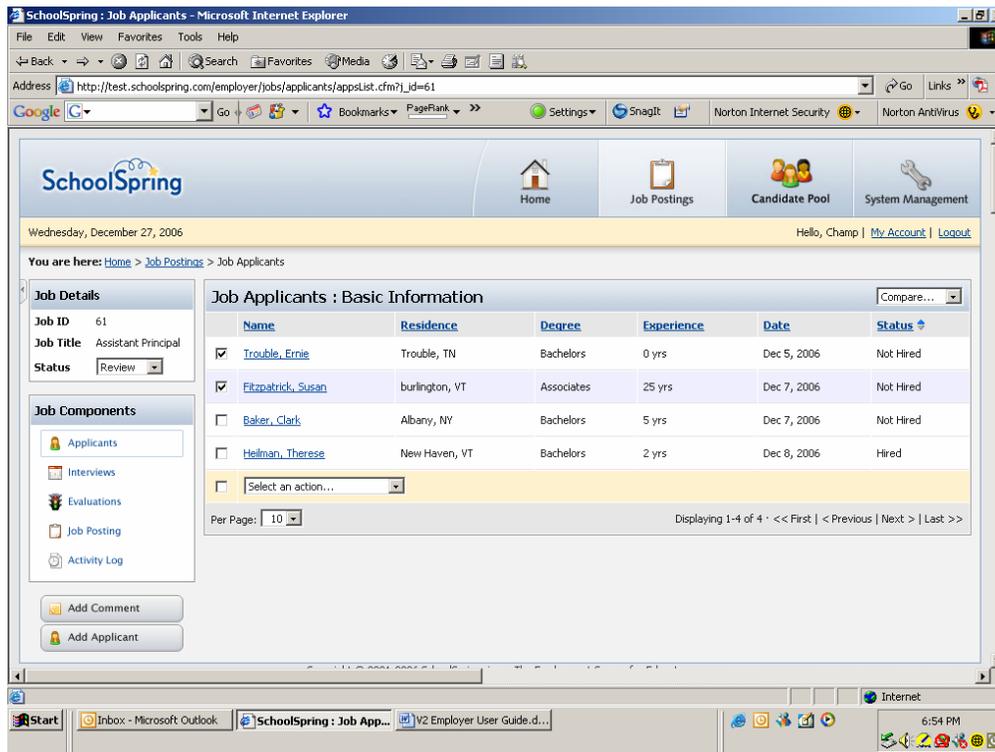
1. Check the box next to the appropriate applicant(s). Note: You can select all of the applicants at once by checking the box next to the drop-down menu "Select an action." (This is considered a "Mass Action.)

2. Choose "Assign to evaluation round" or "Assign to interview round" from the "Select an action" drop-down menu at the bottom left of the main screen.

3. Select [New Round] from the second drop-down menu that appears.

4. Give your Round a name: First Round, Second Round, etc. The system defaults to "First Evaluation Round" but Rounds can be named anything.

5. Choose the Round type:
   o Evaluation only
   o Interview only
   o Interview with Evaluations

6. Click "Continue."

7. Check the Applicants you wish to include in your Round.

8. Check the Evaluators (Users) that you wish to include in your Round.

9. Select the Application Components that you want used as the evaluation criteria when assessing applicants for this Evaluation Round.

☐ **Background**   ☐ **Transcripts**   ☐ **References**

☐ **Cover Letter**   ☐ **Experience**   ☐ **Certifications**

☐ **Education**   ☐ **Test Scores**   ☐ **Language Skills**

10. Click the "Continue" button.

11. Assign weights to each criterion on a scale of 1 to 10. If a criterion is more important than others, increase its weight to 6 or more. If a criterion is less important, decrease its weight to 4 or less. For more information on how the rating system works, refer to "The Rating Scale."

12. Click on "Save Changes."

Note: Evaluation bars will appear in each Application Component that was selected as a criterion for the evaluation round. Evaluators can evaluate each component separately or then can enter their evaluations all at once using the Evaluation Sheet.

Add User(s) to an Evaluation Round

To assign a User to an Evaluation Round:

1. From the Job Applicants List, click on the ![Evaluations] icon in the left-hand menu.
2. Click on the text link for the Evaluation Round you wish to assign a new User and click on "Edit Round." Note: If there are no Evaluation Rounds in existence, click on the text link **New Round**, name the round, choose the type of Round it is and click "Continue."
3. Check the box next to the appropriate applicant(s) name(s). Note: You can assign multiple applicants at a time.
4. Check the box next to the appropriate users/evaluator(s) name(s). Note: You can assign multiple users at a time. Note: Users must have the appropriate rights in order to be listed.
5. Select the Evaluation Criteria for evaluators to consider when assessing applicants for this evaluation round. Note: This is optional.
6. Click "Continue."
7. Select the appropriate weighting for the Evaluation Criteria. Note: This is optional.
8. Click on "Save Changes." Note: **You must proceed all the way to the "Save Changes" screen for any/all of your changes to take affect.**

How to Evaluate an Applicant

Only users who are assigned to an Evaluation Round have access to submit an evaluation for the applicant(s) in that evaluation round. To submit an evaluation:

1. Click on an applicant's name from the Job Applicants List.

2. Click on the ![Evaluations] icon from the bottom of the Application Component menu on the left-hand side.

3. The Evaluation Sheet will appear with the criteria that were selected for evaluation.
4. Click on the corresponding Application Components from the left-hand menu (e.g. Resume, Cover Letter, etc) to view them.
5. "Evaluation" and "Comments" fields will appear at the top of the screen.
6. To view the entire Evaluation Sheet, click on the **Evaluations** icon from the bottom of the list of Application Components.
7. Click on "Save Changes" to complete your evaluation.

Print a Blank Evaluation Sheet

1. From the Job Applicants List, click on the **Evaluations** icon.
2. Click on the text link, **Print Sheet** to print a copy of the evaluation sheet. A printable version of the evaluation sheet will open in a new window.

Evaluation Team Summary

1. From the Job Applicants List, click on the **Evaluations** icon in the left-hand menu.
2. If there more than one Evaluation Round is listed, click on the Evaluation Round you are working on.
3. Click on the text link, **Team Summary** to view the evaluation team's summary.
4. The Team Summary can be sorted by "Applicant" and/or "Evaluator."

*New in Version II, the Job Owner and Job Contact can view the team summary, as well as System and Location Admins. Note: Team Leaders no longer exist in Version II as they did in Version I.

Email Notification When Entering New Users

Question: **I entered new users and assigned them to an evaluation round. Will they receive an e-mail informing them that they are registered in the system? The reason I ask is that in Version 1 prompted me with the question "Send e-mail?"**

Answer: **Yes, in Version II, new users are automatically sent an email notification by the system when they are created in "User Management." Note: See Appendix B for all system-generated letters.**

Edit an Evaluation Round

*New in Version II. To edit an Evaluation Round:

1. From the Job Applicants List, click on the **Evaluations** icon from the left-hand menu.
2. Click on the text link for the Evaluation Round you wish to edit, for example **First Round**.
3. Click on the text link, **Edit Round**.
4. From this screen, you can edit the Round Name or Round Type and click, "Continue."

5. From this screen, you can edit the list of Applicants, the list of Evaluators (Users) or the Evaluation Criteria and click, "Continue."
6. From this screen, you can edit the Criteria Weighting for this Evaluation Round.
7. **Note: You must proceed through all of the screens and click, "Save Changes" to save your edits.**

Note: If you edit an evaluation and change a criterion to "Not Rating," the system will automatically delete any comments previously entered for that criterion.

How to Modify an Evaluation

To modify evaluations after they have been submitted:

1. Click on the Applicant's name from the Job Applicants List.
2. Click on "Evaluations" in the "Application Components" menu.
3. Make your changes to the Evaluation Sheet.
4. Click the "Save Changes" button at the bottom of the page.

The Rating Scale

The rating scale remains the same as it was in Version I:

Unacceptable: 0
Acceptable: 1
Very Good: 2
Excellent: 3

*New in Version II, we now allow you to assign weighting to each criterion on a 1 to 10 scale. So if experience is more important to you than a cover letter, you'd increase the weighting of experience to 6 or more and either leave cover letter at 5 or decrease it to 4 or less, depending upon how much more or less important the criteria are in relation to one another.

To calculate the score, we multiple the 0-3 score by the weighting...

Experience (weighting: 7, score: very good (2)) - total possible score: 21 (7x3) - score as rated: 14 (7x2)

Cover Letter (weighting: 4, score: very good (3)) - total possible score: 12 (4x3) - score as rated: 12 (4x3)

The Overall Score is then calculated by adding up the points scored for all criteria and dividing that by the total possible points for all criteria and multiplying by 100:

26/39*100 = 66.7

Troubleshooting Evaluations

Confusion can arise when people have more than one login; they need to use the log in that is associated with the job posting whose applicants they are trying to evaluate.

For example, let's say you are an employer and you have a user account/login that you use at school, but you are also on the School Board and have a user account through

the School Board in order to participate in the Superintendent Search. You will need to log in using your School Board account to evaluate Superintendent Candidates.

This can be confusing since users may have accounts through multiple employers as well as one (or more) job seeker accounts. Each user account has its own username/password that the SchoolSpring system automatically sends when a new user is setup in User Accounts. Each account could be under the same email address or different addresses (some a work email, others a personal email). To retrieve usernames and passwords, use the "Trouble Logging In?" link on the SchoolSpring home page.

Note: Guest users will not see any applicants for a job until they are added to an Evaluation or Interview Round and they will only be able to see the applicants who are on the same round to which they are assigned.

A Step-by-Step Guide to Evaluating Applicants

1. From the Job Postings List, click on the Job Posting for which you are evaluating applicants.
2. Check the box next to the applicant(s) you wish to evaluate. Note: The applicant's status must be "Review."
3. From the "Select an action…" drop-down menu, choose, "Assign to Evaluation Round."
4. If the Evaluation Round already exists, choose it and proceed to Step 12.

5. If the Evaluation Round does not exist, click on [New Round] to create it.
6. Name the Round and choose the type of Round you wish to create.
7. Select the Applicant(s) and Evaluator(s) you wish to add to this Evaluation Round.
8. Choose the Application Components you would like to evaluate, e.g. Cover Letter, Resume, etc.
9. Click "Continue."
10. Select the Weighting Criteria you would like to use for this Evaluation Round.
11. **Note: You must proceed through all of the screens and click, "Save Changes" to save your edits.**

12. Once your Evaluation Round has been created and you've added the applicant(s) you wish to evaluate, click on the Applicant's name (it's a **text link**) you wish to evaluate.
13. The Application Components selected to be evaluated are listed in the left-hand menu; Click on a component, e.g. Cover Letter, Resume, etc.
14. A drop-down menu will appear at the top of your screen, with ratings and a comment space.
15. Complete the evaluation for that Application Component. Repeat Steps 13-15 until you have evaluated all of the Application Components for this Applicant.

Note: The finished evaluation will be sent to the Job Owner.
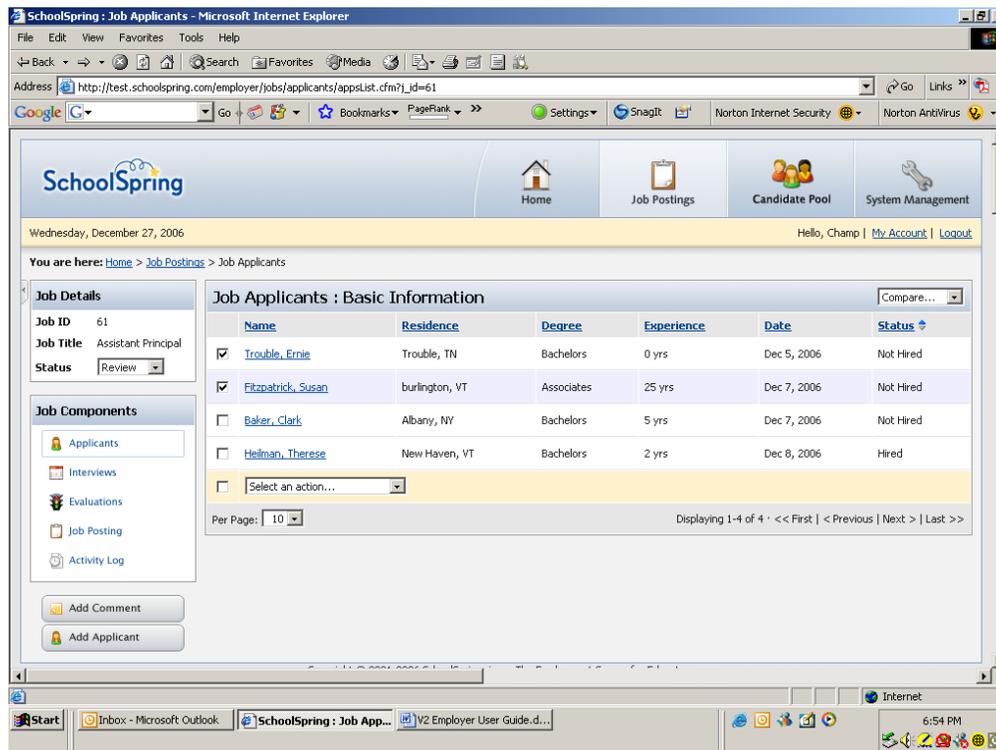
Interviews

Create an Interview Team

Think of an Interview Round as setting up an Interview Team. There are two ways to create an Interview Round in Version II,

The first way to create a New Interview Team/Round is:

1. From the Job Applicants List, click on the [Interviews] icon from the left-hand menu.
2. Select the text link **New Round**.
3. Give your Round a name: First Round, Second Round, etc. The system defaults to "First Interview Round" but Rounds can be named anything.
4. Choose either a round type of "Interview Schedule" or "Interview Schedule with Evaluations."
5. Click "Continue."
6. Continue with Step 7 below.

The second way to create a New Interview Team/Round is:

1. Check the box next to the appropriate applicant(s). Note: You can select all of the applicants at once by checking the box next to the drop-down menu "Select an action." (This is considered a "Mass Action.)

2. Choose "Assign to interview round" from the "Select an action" drop-down menu directly below the list of applicants.

3. Select [New Round] from the second drop-down menu that appears.

4. Give your Round a name: First Round, Second Round, etc. If you have not created any rounds for the current job the system defaults to "First Round" but Rounds can be named anything.

5. Choose either a round type of "Interview Schedule" or "Interview Schedule with Evaluations" and click "Continue."

6. Check the Applicants that you wish to include in your Interview Round. Note: Only applicants with a status of "Interview" will appear.

7. Check the Users you wish to be part of the Interview Team. Note: To create or edit users, go to User Accounts in System Management.

8. Click on "Save Changes."

Add Applicant(s) to an Interview Round

The easiest way to assign an applicant to an interview round is to use the "mass action" on the Job Applicant List.

1. Check the box next to the applicant(s) you wish to assign to an interview round.
2. Select "Assign to Interview Round…" from the drop-down menu at the bottom of the Job Applicant List.
3. Select either an existing interview round or "[New Round]" from the drop-down menu that appears next to it

Note: You must change an applicant's status to "Interview" to be able to assign an applicant to an Interview Round. The system will prompt you to change the applicant status to "Interview" if any of the selected applicants are not already in "Interview" status.

Add User(s) to an Interview Team/Round

Remember, in Version II, Rounds are like teams. To assign a User to an Interview Round:

1. From the Job Applicant List, click on the **Interviews** icon in the left-hand menu.
2. Click on the text link for the Interview Round you wish to assign a User. If there are no Interview Rounds in existence, click on the text link **New Round**, name the round, choose the type of round it is and click "Continue."
3. Check the box next to the appropriate applicant(s) name(s). You can assign multiple applicants at a time. Note: A Job Applicant's status must be changed to "Interview" to be listed.
4. Check the box next to the appropriate user/evaluator(s) name(s). You can assign multiple users at a time.
5. Click "Save Changes."

Note: Once an Interview Round has been created, you can also add new users to the round by Editing the Interview Round.

Edit an Interview Team/Round

*New in Version II. To edit an Interview Round:

1. From the Job Applicants List, click on the **Interviews** icon from the left-hand menu.
2. Click on the text link for the Interview Round you wish to edit, for example **First Round.**
3. From this screen you can select: **Add Time Slot**, **Edit Round**, **Notify Applicants**, **Notify Users** or **Print Schedule**.
4. Click on the text link, **Edit Round**.

5. From this screen, you can edit the Round Name or Round Type and click "Continue."
6. From this screen, you can edit the list of Applicants and the Interview Team.
7. Note: **You must click, "Save Changes" to save your edits.**

Create an Interview Schedule

To create an Interview Schedule:

1. From the Job Applicants List, click on the ⬚ Interviews icon.
2. Select the appropriate Interview Round.
3. Click on the text link, **Add Time Slot**.
4. Enter the Date, the Time and the Interview Site. You can either assign a specific applicant to each time slot or let the applicants schedule themselves via the Internet by leaving the Applicant name field unassigned.

Note: The system will automatically create the next interview slot in the same time increment. You can also manually change it to whatever increment you prefer.

Notify Applicant(s)

1. From the Job Applicant List, click on the ⬚ Interviews icon.
2. Select the appropriate Interview Round.
3. Click on the text link, **Notify Applicants**.
4. Select the applicants you wish to contact. Applicants currently assigned to an interview time will receive a reminder email. Applicants not yet assigned will receive a request to select an interview time.
5. Note: You can enter a brief note to include with the email notification to the selected applicants.
6. Click "Send email."

Note: See Appendix B for all system-generated letters.

Notify Interview Team

*New in Version II,

1. From the Job Applicants List, click on the ⬚ Interviews icon.
2. Select the appropriate Interview Round.
3. Click on the text link, **Notify Users**.
4. Select the school users to whom you wish to email the interview schedule. You can select individual users or you can select an entire round to notify the Interview Team, i.e. all the users assigned to that round.
5. Note: You can enter a brief note to include with the email notification to the selected users.
6. Click "Send email."

Note: See Appendix B for all system-generated letters.

Print Interview Schedule

1. From the Job Applicants List, click on the ⬚ Interviews icon.

2. Select the appropriate Interview Round.
3. Click on the text link, **Print Schedule**.
4. Note: The system will attempt to open a separate browser window with a printable version of the Interview Schedule; you may need to turn off your pop-up blocker.

Part VI – Candidate Pool

This feature is used to conduct a candidate search and proactively invite qualified candidates to apply to your jobs, or save them for later consideration.

Candidate Search

To conduct a candidate search, click on the icon from the Main Menu .

Basic Search

To conduct a basic search:
1. Select a job from the drop-down menu
2. Click "Find Candidates" and the system will search for matching candidates.

Advanced Search

To conduct an advanced search:
1. Provide as much or as little information as you'd like.
2. If a field does not apply, leave it blank and this will broaden your search.
3. Click "Find Candidates" and the system will search for matching candidates.

*New in Version II, the "Last Name" field is not a required field. It is, however a very useful way to search for specific candidates in the system.

To locate a candidate you know is in the system:
1. Go to "Candidate Pool."
2. At the bottom of the page, enter their last name and the candidate will appear.

Candidate Search Results

The Candidate Search Results page lists the basic information for all candidates that matched your search criteria.

Note: If the candidate made their account "public," their name will be listed as a text link **last name, first name;** if a candidate kept their account "private," a text link with the word **Anonymous** will be listed in place of their name.

*New in Version II, you can sort the list of candidates by clicking on the following column headers: **Name**, **Residence**, **Degree** or **Experience**.

You can also determine how many applicants to show per page; the system defaults to **25** per page. At the bottom of the applicants list there is a drop-down menu "Per Page" in which you can select: "10, **25**, 50, 100 or All."

Small colored balls●●● may appear to the left of each listed candidate. If you mouse over them descriptive text appears.

Purple●= means **you** saved this candidate.
Blue● = means that someone in your district/location invited this candidate to apply to a job posting.
Green●= means that this candidate applied to a job posting in your district; they could be a current or past applicant.

You can start a new search by clicking on the left-hand icon .

Or view Saved Candidates by clicking on the left-hand icon .

Candidate Components

There are ten Candidate Components:

1)	**Profile**	Profile
2)	**History**	History
3)	**Background**	Background
4)	**Résumé**	Résumé
5)	**Transcripts**	Transcripts
6)	**Tests**	Tests
7)	**References**	References
8)	**Certifications**	Certifications
9)	**Language Skills**	Language Skills
10)	**Extracurricular**	Extracurricular

View Complete Application History

The history component shows an applicant's complete history with any job postings (past or present) within your district.

1. Conduct a Basic or Advanced Candidate Search.
2. Click on the text link for **the candidate.**
3. Click on the [History] icon.

The candidate's complete history with any job postings within your district (past or present) will appear or if they have no history, the message, "**No applications or job invitations found"** will appear.

Save Candidate(s)

To save a candidate, click on the text link for **the candidate** and page down to the bottom of their profile. Click on the left-hand icon [Save Candidate].

Note: This feature may be useful if you like the candidate and might consider them for another job in your district.

Invite Candidate(s)

To invite a candidate to apply to your job posting, click on the text link for **the candidate** and page down to the bottom of their profile.

Click on the left-hand icon [Invite Candidate]. Then select the appropriate job posting from the drop-down menu. Note: you may include an optional message that will be sent with the email invitation.

Note: See Appendix B for all system-generated letters.

Appendix A – Job Categories

Teacher:

Pre-School	Math: Algebra
Elementary (K-6)	Math: Calculus
Accounting	Math: General
Art	Math: Geometry
Arts: Dance	Math: Trigonometry
Arts: Drama	Montessori
Bilingual Education	Music Education
Business Education	Music: Chorus
Computer Science	Music: Instrumental
Consulting Teacher	Physical Education
Consumer & Home Economics	Political Science
Driver Education	Public Speaking
Economics	Reading
English & Language Arts	Reading Specialist
English Language Learners /ESL	Religion
Health	Science: Astronomy
Keyboarding	Science: Biology
Language: American Sign	Science: Chemistry
Language: Arabic	Science: Earth & Space
Language: Chinese	Science: General
Language: French	Science: Geology
Language: German	Science: Physics
Language: Greek	Social Studies: Current Issues
Language: Hebrew	Social Studies: General
Language: Italian	Social Studies: Geography
Language: Japanese	Social Studies: Government
Language: Korean	Social Studies: Military
Language: Latin	Social Studies: US History
Language: Polish	Social Studies: World History
Language: Portuguese	Technology Education
Language: Russian	Title I
Language: Spanish	Video Production
Marketing Education	

Administration:

Assistant Principal/Dean/Head	Principal/Dean/Head of School
Assistant/Deputy Superintendent	Public Affairs
Athletic/Activities Director	Safety/Security
Business/Finance	Special Education Director
Curriculum	Superintendent
Director/Coordinator/Manager	Technology
Facilities	Transportation
Food Services	Vocational/Career Education
Human Resources	

Athletics & Activities:

After School Programs	Theater Production
Athletic/Activities Director	Trainer
Coaching	

Career Education:

Agriculture	Industrial Electrician
Automotive Body Repair	Industrial Mechanics
Automotive Mechanics	Journalism
Aviation Technology	Landscaping
Building Maintenance	Law Enforcement
Carpentry	Machine Trades
Commercial Arts	Major Appliance Repair
Cosmetology	Masonry
Culinary Arts	Metalworking
Dance	Millwork & Cabinet Making
Drafting	Music
Dental Technology	Plumbing & Heating
Electronics	Residential Wiring
Emergency Medical	Small Implement Mechanics
Firefighter Training	Stone Trades
Forestry	Technical Theatre Design
Graphics Arts	Theater
Heavy Equipment Operation	Truck Operation & Repair
Horticulture	Welding & Cutting
Hospitality & Tourism	Woodworking

Instructional Support:

Individual Aide	Speech/Language Assistant
Paraprofessional / IA	Substitute
Permanent Substitute	Tutor

Special Education:

Adaptive Physical Education	Life Skills
Autism	Mentally Disabled
Behavior Specialist / EBD	Multiple Disabilities
Consulting Teacher	Occupational Therapy
Early Essential Education	Physical Therapy
Emotionally Disabled	Reading Specialist
General Special Education	Special Education Assistant
Gifted & Talented	Speech/Language Assistant
Hearing Impaired	Speech/Language Pathologist
Learning Disabled	Visually Impaired

Student Services:

Audiologist	Social Worker
Guidance Counselor	Speech/Language Assistant
Librarian/Media Specialist	Speech/Language Pathologist
Psychologist	Translator
School Nurse	

Support Staff:

Accounting/Bookkeeping
Administrative Assistant
Computer Support
Custodian
Food Service
Maintenance

Network Services
Receptionist
Safety/Security
Secretary
Supervisory Aide
Transportation

Appendix B – Letters

SchoolSpring generates all the required correspondence to process and hire candidates. Records are permanently stored and can be retrieved by appropriate personnel in the district/location at any time.

Presently, the letters are system controlled. However, we are working on an update to V2 so that Districts/Locations may send their own personalized letters. Text for the system correspondence is below.

Note: The format of letters is subject to change to accommodate system changes.

Candidate Letters

Confirming Application

Thank you for submitting an application for the following position:
Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

Lake High School uses SchoolSpring to manage job applications. Your basic contact information has been added to this system so that we can easily track and manage your job application. If you wish to complete your application online, please select one of the following options:

If you are already a member of SchoolSpring, go here:
http://schoolspring.com/account/link.cfm?c=44796&e=10015

If you are not a member of SchoolSpring, go here:
http://schoolspring.com/signupMember.cfm?c=44796&e=10015

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Confirming Application Review

Thank you for submitting an application for the following position:
Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

Your application status has been changed to REVIEW. This simply means that your application is still being considered for this position.

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Notification of Selection for Interview

Thank you for submitting an application for the following position:
Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

We are pleased to inform you that you've been selected to interview for this position. You will receive further updates about selecting an interview time.

You may also check for available interview times at any time by visiting the "Interviews" page in My Account: http://schoolspring.com/account/interviews

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Reminder to Schedule Interview

This is an update regarding the interview schedule for the following position:
Employer: Lake High School
Job ID: 49
Job Title: High School Principal

Please visit the Interviews page of My Account to select an interview appointment:
http://schoolspring.com/account/interviews

Here are some special instructions for the interview. Don't be late and maintain good posture.

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Notification of Interview Scheduled

This is an update regarding the interview schedule for the following position:
Employer: Lake High School
Job ID: 49
Job Title: High School Principal

Your interview appointment:
Wednesday, Jan 3, 2007 3:00 PM
Main office

Here are some special instructions for the interview. Don't be late and maintain good posture.

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Confirming Job Refusal

Thank you for submitting an application for the following position:
Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

This email serves as confirmation that you have turned down our offer of employment for this position.

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Notice of Job Cancellation

Thank you for submitting an application for the following position:
Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

Unfortunately this opening was canceled and each applicant has been notified that their application for this job opening has also been canceled.

Sincerely,
Human Resources
Lake High School
hr@bakermail.org

Letter of Regret

Thank you for submitting an application for the following position:
Employer: Central School
Job ID: 61
Job Title: Assistant Principal

I am sorry to inform you that you were not chosen for the position. We appreciate the time you took to apply and consider our district. Please keep your portfolio current so you can apply for future employment opportunities in our district.

Sincerely,
Human Resources
Central School
hr@bakermail.org

Invitation to Apply

Central School in Lake, Vermont would like you to consider applying for the following job opening:
Job ID: 38
Job Title: Susan's Job
This job posting will close on Jan 20, 2007

To view this job posting, go here:
http://schoolspring.com/job?38

(If the above web link is not clickable, copy the entire address and paste it in your browser's address bar.)

Custom message from Central School:

Hello,

You have great experience and we'd like to see more.

Thanks

_____

NOTE: This email is not an offer for the position linked to above.

You received this email because you are a member of SchoolSpring.com and your current candidate status is: ACTIVE. If you do not wish to receive job notifications, please update your status here:

http://schoolspring.com/account/agent.cfm

Employer Letters

User Account Created

A user account has been created for you so that you can log in to SchoolSpring and review job openings and applications. Please note that this temporary password is case-sensitive.

Username: ann
Password: CXXZEN

To log in, go here:
http://schoolspring.com/employer

Let me know if you have any questions.

Champ Monster
123-123-1234

Job Posting Confirmation

Please review your new job posting to ensure that it contains accurate information. If you need to make changes, go here: http://#cgi.server_name#/employer/jobs/job.cfm?j_id=#NewJob.id#

Job ID: #NewJob.id#
Title: #Form.job_title#
Posted: #DateFormat(Now(), 'm/d/yyyy')# #TimeFormat(Now(), 'h:mm tt')#
Posted By: #GetCurrentUser.first_name# #GetCurrentUser.last_name#

Full Posting: http://#cgi.server_name#/job?#NewJob.id#

Please review the posting to make sure it is accurate. The link above will display your posting as it will be seen by potential candidates. If you need to make changes, go here:
http://#cgi.server_name#/employer/jobs/job.cfm?j_id=#NewJob.id#

Notice to Call Candidates

Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

The following applicants do not have email addresses on file and must be called:
Applicant: Matt Damon
Phone: 123-123-4MATT
Interview: Not yet assigned

To review the applicants for this position, log in here:
http://schoolspring.com/employer/jobs/applicants/appsList.cfm?j_id=41

Assigned to an Interview Team

You've been assigned to the interview team for the following job opening:
Job: Guidance Counselor
Round: Interviews

To review the applicants for this position, log in here:
http://schoolspring.com/employer/jobs?41

Let me know if you have any questions.

Champ Monster
123-123-1234

Job Interview Schedule

This is an update regarding the interview schedule for the following position:
Employer: Lake High School
Job ID: 49
Job Title: High School Principal

Comments: Let's remember to be really tough on the applicants when we interview them

Current interview schedule:
Wednesday, Jan 3, 2007 1:00 PM
Location: Main office
Applicant: Clark Baker

Wednesday, Jan 3, 2007 2:00 PM
Location: Main office
Applicant: None Assigned

Wednesday, Jan 3, 2007 3:00 PM
Location: Main office
Applicant: Ernie Trouble

Tuesday, Dec 26, 2006 1:00 PM
Location: Main office
Applicant: None Assigned

Tuesday, Dec 26, 2006 2:00 PM
Location: Main office
Applicant: None Assigned

To review the applicants for this position, log in here:
http://schoolspring.com/employer/jobs/applicants/appsList.cfm?j_id=49

Employer Changes Application Status to Withdrawn

Thank you for submitting an application for the following position:

Employer: #getJob.DisplayEmployer#
Job ID: #getJob.job_id#
Job Title: #getJob.job_title#

This email serves as confirmation that your application has been withdrawn from consideration for this position.

Sincerely,

#GetJobContact.first_name#</cfif>#GetJobContact.last_name#

#getJob.DisplayEmployer#<cfif len(GetJobContact.phone)> #GetJobContact.phone#</cfif><cfif len(GetJobContact.email)> #GetJobContact.email# <cfmailparam name="reply-to" value="#GetJobContact.email#"></cfif>

Interview Notes

Interview notes have been logged for the following job and interview:
Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

Interview Round: Interviews
Applicant: Matt Damon
Interview Time: Dec 26, 2006 2:00 AM

Custom Interview Notes: Great!

Assigned to an Evaluation Team

You've been assigned to the evaluation team for the following job opening:
Job: Guidance Counselor
Round: Gallup 62+

To review the applicants for this position, log in here:
http://schoolspring.com/employer/jobs?41

Let me know if you have any questions.

Champ Monster
123-123-1234

User Comment Added

A comment has been submitted regarding the following job:
Job ID: 41
Job Title: Guidance Counselor
Submitted by: Champ Monster

Comment: I think that we really need to fill this job as soon as possible and find a good candidate.

To review this job, go here: http://schoolspring.com/employer/jobs?41

Candidate Declined Offer

The status of the following application(s) has been changed from OFFER REFUSED to DECLINED:

Applicants:
    Clark Baker
    Matt Damon

Employer: Lake High School
Job ID: 41
Job Title: Guidance Counselor

Applicants were notified via email except the following, who will need to be notified via phone:
Matt Damon (123-123-4MATT)

Explanation: xxxx

Notice of Job Cancellation

The status of the following job opening has been changed from POSTED to CANCELED:
Lake High School
Job ID #41 - Guidance Counselor

Applicants were notified via email except the following, who will need to be notified via phone:
George Clooney (123-123-1234)
Matt Damon (123-123-4MATT)
Sam Jones (8888888888)

Explanation: xxxx

Job Posting Extension

The following job posting has been extended until Jan 30, 2007:
Job ID: 48
Job Title: Director of Personnel

Extended by: Champ Monster
Explanation: xxxx

To review this job, go here: **http://schoolspring.com/employer/jobs?48**

Job Posting Closed – One Week Notice

The following job postings will close in ONE WEEK:
14: Single Job Posting Title
To extend jobs, go here: **http://www.SchoolSpring.com/employer/jobs**

When job postings close, their status is automatically changed to REVIEW. You will still be able to access these jobs after they close, but they will not be available to job seekers. If you'd like to extend any of these job postings, click on the link above to log in, then click the Extend Job action item in the Action column on the right side of the page. This icon will only appear next to jobs that are closing soon and eligible to be extended.

Why do we automatically close job postings?
Many education employment sites have no system in place to remove older job postings and, as a result, have many out-dated jobs listed. By helping you stay current with your job postings, we can offer our visitors (and your potential employees) more accurate and reliable job information. This makes our service much better and attracts even more candidates to review your job postings! Thanks for your help!

Job Posting Closed – Three Day Notice

The following job postings will close in THREE DAYS:
70: Tutors/Teachers Wanted Immediately!!
To extend jobs, go here: **http://schoolspring.com/employer/jobs**

When job postings close their status is automatically changed to REVIEW. You will still be able to access these jobs after they close, but they will not be available to job seekers. If you'd like to extend any of these job postings, click on the link above to log in, then click the Extend Job action item in the Action column on the right side of the page. This icon will only appear next to jobs that are closing soon and eligible to be extended.

Why do we automatically close job postings?
Many education employment sites have no system in place to remove older job postings and, as a result, have many out-dated jobs listed. By helping you stay current with your job postings, we can offer our visitors (and your potential employees) more accurate and reliable job information. This makes our service much better and attracts even more candidates to review your job postings! Thanks for your help!

Job Posting Closed – Today

The following job postings have been closed and their status changed to "REVIEW":
61: Assistant Principal

Job postings are closed automatically to ensure that only current jobs appear in our search results. You can easily re-open these jobs by changing the job status to "Posted" from the Job Postings page in your employer console.

NEXT STEPS...
Please review and contact all applicants as appropriate. When you have filled the position, please be sure to update the job status appropriately. If you wish to re-open the job posting so that applications can once again be accepted, please log in and change the job status to "Posted."

Log in here: **http://www.SchoolSpring.com**