# AppliTrack
## Applicant Tracking for Educators

## A Step-by-Step Guide to Finding and Working with Applications

Welcome to AppliTrack — a program designed specifically to meet the needs of school districts. As an AppliTrack user, you can access the applicants who applied for positions in your building, as well as pools of applicants from your HR office. Once logged in, you will find that you can quickly search, browse, view and leave notes on applications that match criteria you specify.

This guide is designed to take you screen by screen through the three most common ways to use the system. These include:

- **Browsing**, which is best described as "show me a list of applicants; I'll go through them one at a time."
- **Routing**, which is best described as "email me when applicants apply for a position or position pool."
- **Searching**, which is best described as "show me applicants that meet multiple criteria."

Many features exist within AppliTrack and each one is fully documented within the online help system. AppliTrack also includes free technical support, which can be accessed once inside the help system.

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### Customized For:

**www.AppliTrack.com/**

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## Step 1 — Logging In

1. Open Internet Explorer (or other favorite browser).

2. Go to the website listed above.

3. Enter the **ID** and **Password** received from your HR office.

4. **Click to Sign In.**

Internet Explorer   Netscape Navigator   FireFox   Safari   Adobe Reader

## More Information

Acrobat Reader is required to view PDF documents, including the completed applications. To check that your computer meets the system requirements, click the **Run Browser Tests** button.
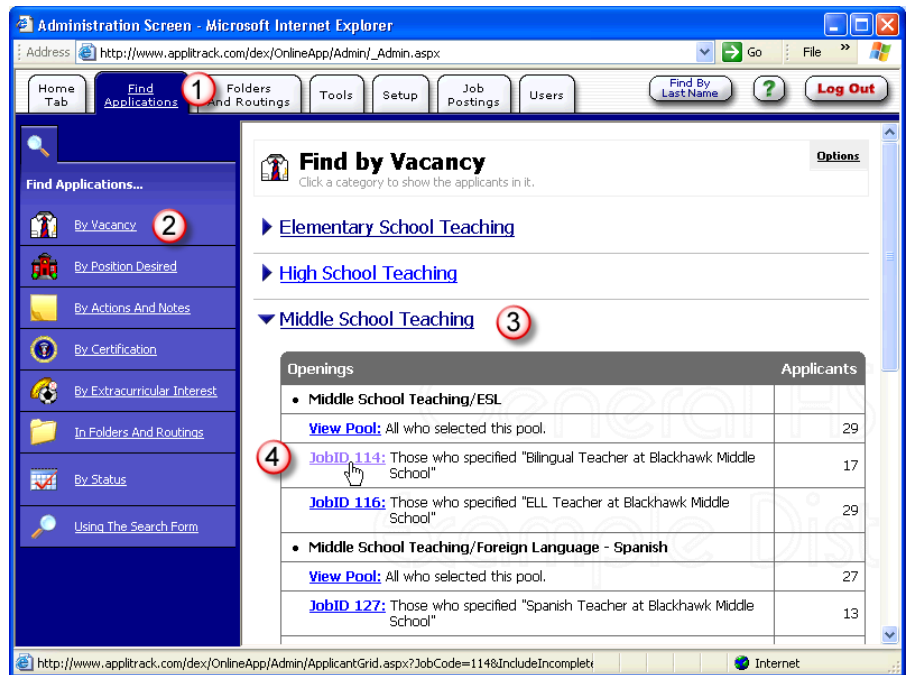
## Step 2 — Browse for Applications by Vacancy

1. Click the **Find Applications** tab.

2. Click the **By Vacancy** link.

3. Click a category.

4. Click a **JobID** or **Pool** name.
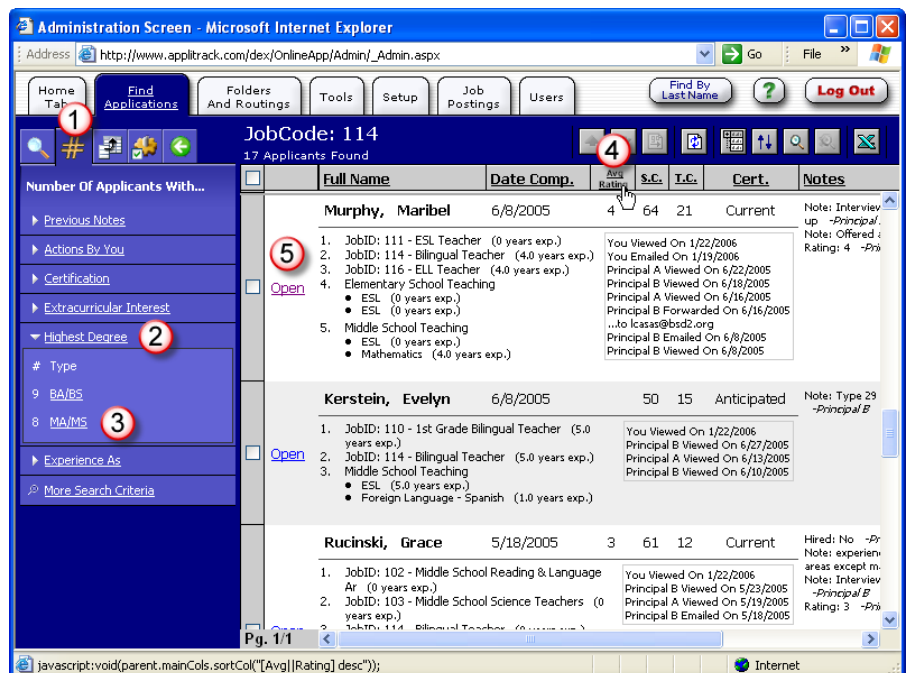
## More Information

When applicants apply, they can indicate interest in vacancies (JobIDs), position pools (like Elementary/Art) or both. Pools can be useful when the volume for a vacancy is low. Applicants in a pool can be sent an email advertising the vacancy, or used as viable candidates, if a late-breaking vacancy occurs.

The other "Browse By" options work in the same manner as "By Vacancy." Try them all!

## Step 3 — Working With a List of Applicants

1. Click **Filter Applicants**.

2. **Click a filter category** to see how many applicants within your current list also match other criteria. In the example below, 9 of the 17 applicants hold a BA/BS and 8 hold a MA/MS.

3. Click a link to filter your list of applicants.

4. Click any column header to **sort the list**. *Note*: The list of applicants, by default, is sorted by date — leaving the most recently submitted application on top. If desired, see Step 5 on Page 6 to include additional columns in your list of applicants for sorting or viewing.

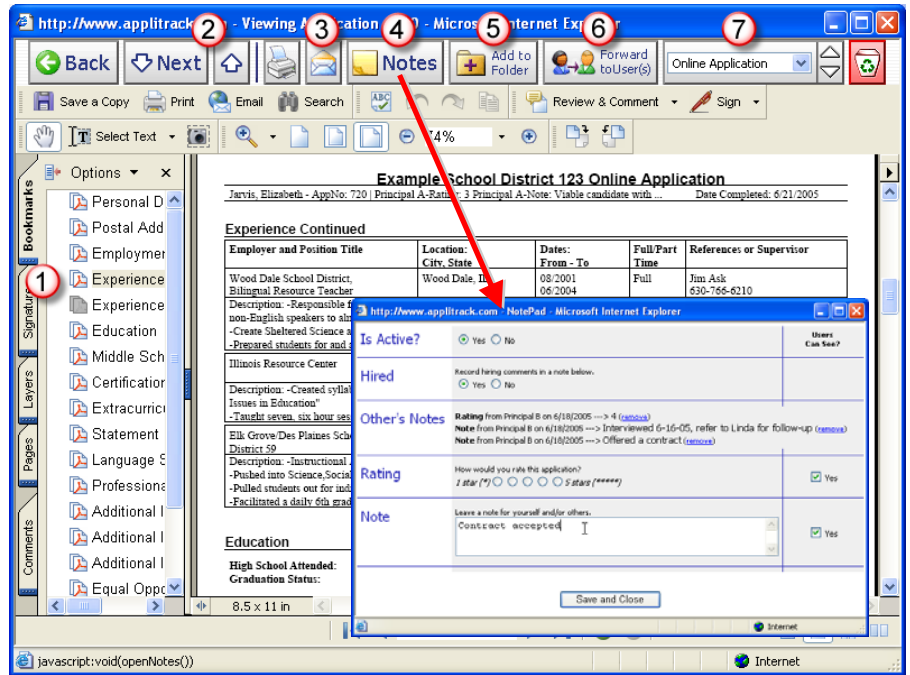5. Click the **Open** link to open an application.

## More Information

Searches can be "stacked" on top of this list by using the **More Search Criteria** filter.
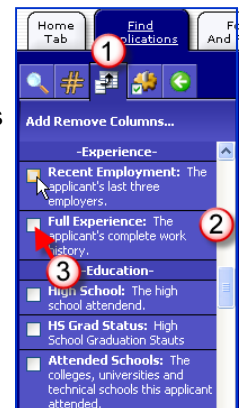
## Step 4 — Working With an Application

1. Click a **bookmark** to quickly zoom to an application section.

2. View the **Next** or **Previous** application in your list of applicants.

3. Start an **email** to the applicant.

4. Leave a **note** on this application. *Note*: Notes are never seen by applicants.

5. Add the applicant to a **folder** for quick reference later. *Note*: Folders are accessed by clicking the Find Applications tab and then In Folders and Routings.

6. **Forward** this application to another user.

7. View another document in this applicant's file. *Note*: If the online application is the only document in this file, this option will disappear.

## Step 5 — Add/Remove Columns

While several fields, such as the applicant's name and completion date are automatically included in the list of applicants, others can also be listed. Fields such as GPA are useful for sorting, while fields such as "Recent Employment" show thumbnails of application sections.
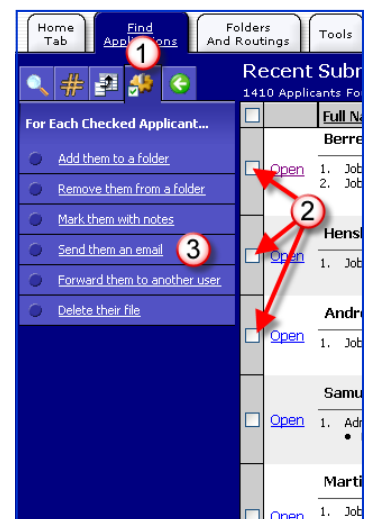
1. Click the **Add/Remove Columns** tab.

2. **Scroll** up or down to view available fields.

3. **Check off the column**(s) you would like to view within your list. *Note*: After the column is displayed you can sort it by clicking the column header.

## Step 6 — Perform Batch Actions

Any action that can be performed to a single applicant can also be performed to many applicants at the same time. For example, you can send an email to entire lists of applicants, or forward a group of applicants to another user with just a few clicks.
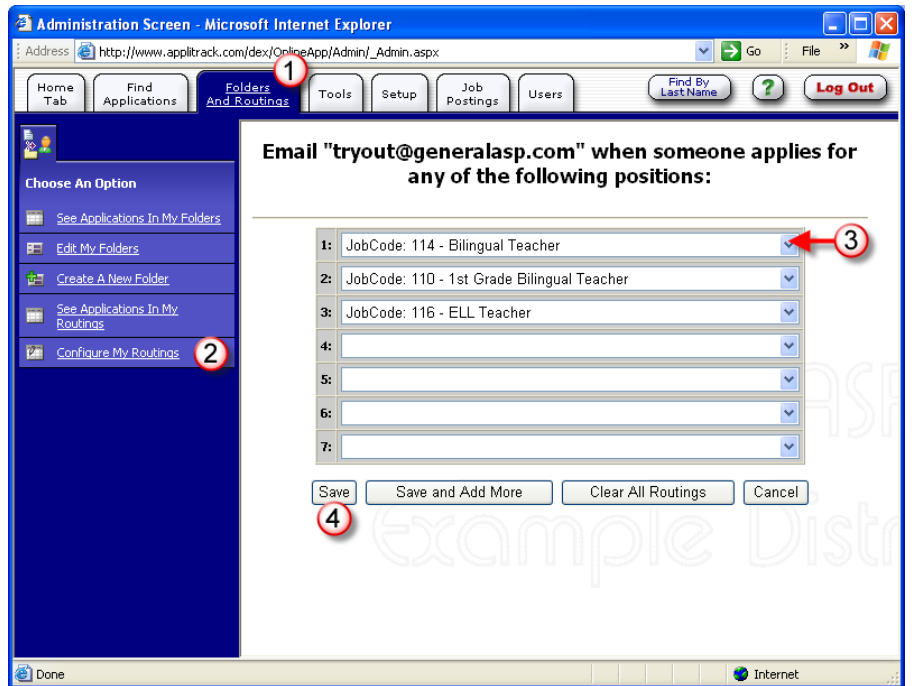
1. Click the **Batch Actions & Tools** tab.

2. **Click the checkbox**(es) next to applicants you would like to work with.

3. **Click an action**. For example, to send an email to multiple applicants, click **Send them an email**.

4. Follow any on-screen instructions.

## Step 7 — Configure Your Routings

Routing are best described as "email me when someone applies for a position."

1. Click the **Folders And Routings** tab.

2. Click **Configure My Routings**.

3. **Select vacancies or positions pools** for which you would like to receive notification emails.

4. Click **Save**. Note: Save and Add More will display six more blank lines. You can configure an unlimited number of routings.

## More Information

Not only do routings send you emails, but they also display the number of applicants for each routing that you have not looked at on your Home Tab. This is useful if you want to make sure you leave no stone unturned.

## Step 8 — Using the Search Form

As opposed to the filters, the search form allows you to enter multiple criteria on the same form. The general rule of thumb is: the more criteria you select, the fewer candidates you'll receive.

1. Click the **Find Applications** tab.

2. Click the **Using The Search Form** link.

3. Flip among the tabs (Status, Vacancy, Extracurricular, etc.) to view different parts of the search form.

4. Decide if you want to find applicants that have "*any"* items you select on their application or "*all"* items you select. Generally, finding applicants with "*any*" items you select will return more applicants.

5. Check off (or type in, if applicable) criteria.

6. Click the **Find Applications** button.