

Summer Academy 2017
Fast Track – Hodge Podge

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Viewing the Applicant Profile

The applicants screen shows all applicants who have created a Fast Track profile. You can view the applicant's profile to see how it appears to the applicant. You can see the applicant's email address, username and application status. To access an applicant's profile screen:

Menu Path: Web/HR/Employee Administration/Fast Track/Application Processing/Applicants

- Enter the name of the applicant
- Click the "View Applicant Profile" button or expand the triangle icon next to the applicant's name, and in the Applicant information tab, select the "View Applicant Profile" link.

The screenshot shows the Skyward HR system interface. At the top, it says "EMERALD SCHOOL DISTRICT - Master J" and "Adam Minn". The navigation menu includes "Home", "Employee", "Employee Administration", "Payroll", "Time Off", "Substitute Tracking", "Insurance Tracking", "TrueTime", "Advanced Features", "Federal/State Reporting", and "Cu Re". The "Applicants" section is active, showing a list of applicants. The row for "LEE, SANDRA" is selected, and the "View Applicant Profile" button is highlighted in red. Below the list, there are buttons for "Expand All", "Collapse All", "Modify Details (displaying 3 of 3)", and "View Printable Details". The "Applicant Information" tab is selected, and the "View Applicant Profile" link is highlighted in red. The applicant information is displayed as follows:

Name	Email Address	Username
LEE, SANDRA	SandraLee@bakinggoods.com	Sandra

This will provide you access to view the applicant's profile, exactly as they see it. Please see below for details:

The screenshot shows the "Applicant Profile" page for Sandra Lee. The page is divided into several sections:

- Profile Data for SANDRA LEE:** A table showing the status and last updated date for various profile sections.

Profile Section	Status	Last Updated
View Email Address and Username/Password	Completed	07/06/2017
View Name and Contact Information	Completed	07/06/2017
View Conditions of Employment	Completed	07/06/2017
View Education History	Completed	07/06/2017
View Certifications/Licenses	Completed	07/06/2017
View Employment History	Completed	07/06/2017
View Background Check	Completed	07/06/2017
View Skills Questionnaire	Completed	07/06/2017
View General Questions	Completed	07/06/2017
View References	Completed	07/06/2017
View Attachments	Optional	
View Comments	Optional	
- Your Account:** A section with a "1 New Messages" notification and buttons for "View Messages" and "Close".
- Your Applications:** A section showing the number of applications in different stages: Open (1), Processing (0), Interviewing (0), and Closed (0).
- Open Applications:** A table showing the details of the open application.

Position	Assignment	Location	New Msg	Status	Deadline	Positk
View Certificated	Base		1	100-Resume submitted to H/	Until Filled	1604

Separate Reference Questionnaires

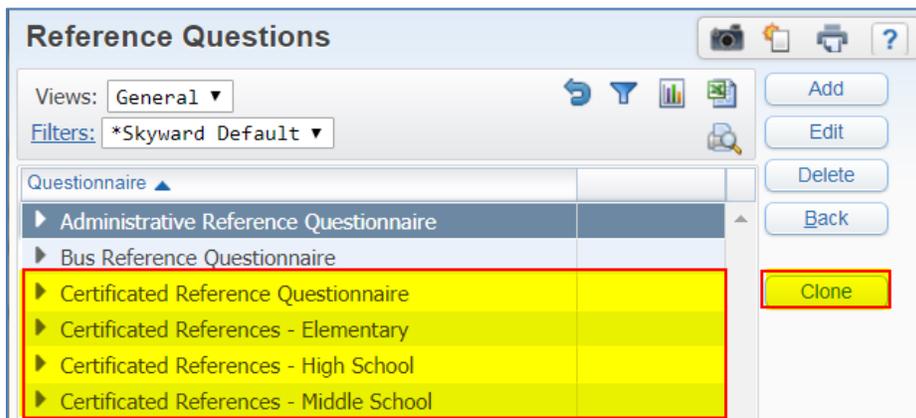
For external reference requests, a reference request email is sent for each application. If the positions are all using the same reference questionnaire, multiple emails are sent, but the reference only needs to complete one questionnaire. If you would like the reference to answer different questions based on the position, you will need to add additional reference questions based on the position.

Menu Path: Web/HR/Employee Administration/Fast Track/Position Processing/Position Setup/Reference Questionnaire

For example, if an applicant were to apply to multiple teaching positions and you attached the same reference questions to all open teaching positions, the applicant's references will receive multiple reference emails (one for each position applied to), but they would only need to fill out one reference, and their answers would be saved for all positions you applied for.



If you would like to receive a reference response for each specified position, you would need to add reference questions specific to that position. Please see below for an example:



Tip: You could use the Clone button to copy an existing questionnaire which allows you to save time by editing the questions specific to that position.

Reference Emails Set to Expire - Never

External references and their questionnaire responses remain connected to an application until it reaches its expiration date. Neither the applicant nor Human Resources can edit or remove the reference once it is complete. Make sure that you do not set the expiration date to "never," because it may pose an issue for an applicant who does not want to retain old references, or the applicant will not have any slots left to add additional current references.

Menu Path: *Web/HR/Employee Administration /Fast Track /Position Processing / Setup/Configuration/Position Setup*

- Click on Reference Setup Tab and Click Edit
- Enter "After Creation" references, Expire: Date (recommendation is 1 year).

The screenshot shows the 'Position Setup Options' interface. On the left is a navigation menu with items: Status Code Prompt, Gallup Setup, Ventures Setup, Reference Setup (highlighted), Exclude EMS Plans, Exclude SN Plans, Open Position Brws, and Misc. Options. The main content area is titled 'Reference Setup' and includes a checkbox for 'Enable External References'. Below that is a 'Configuration' section with two radio buttons: 'Send Reference Request Emails Immediately.' (selected) and 'Send Reference Request Emails On Status Code:'. There are two input fields: 'Maximum References Per Questionnaire:' and 'After Creation, References Expire:'. The 'After Creation, References Expire:' field is highlighted with a red rectangular box.

For Example: Jane Smith applied to a teaching position in May 2014, and again in 2016. The district requires the applicant to list 2 references, the position allows you to enter a maximum of 4 references. The reference setup is set to expire after 1 year.

Job listing in May 2014 - These 2 references would have expired in May 2015.
References Listed:

- ✓ Brian Jones 05/14/2015
- ✓ Sally May 05/16/2015

When she applied to another teaching position in May 2016, she will need to enter 2 new references (even if they are the same people she used, when she applied back in May).

Job listing in May 2016 - These 2 references will expire in May 2017.
References listed:

- ✓ Luke Bass 05/20/2016
- ✓ Will White 05/30/2016

If the applicant applies to another position after the second set of references expire in May 2017, the applicant would be able to provide 2 different references because the expired references will no longer show in the applicant's profile or count as a required references for that open position. If the district allows more than 2 references, the employee would be able to add additional references up to the maximum number.

The newly added references would receive a reference email to complete, whereas the completed references would not.

Note: The completed references remain attached to any closed applications for historical purposes.

Applicant - Last Name Change

Example: You have an employee who created a profile, applied for positions, and later marries - changing their last name. There are a few options:

1. The employee can change the last name in their Fast Track profile. This would keep all the previously stored documents (ex: resume, cover letter, references) attached to the employee profile.
2. HR can change the applicant's last name - as long as the application is in open status.
3. The employee can start a completely different profile with a different last name/email address.

Below are instructions on how HR is able to change the applicant's last name.

Menu path: Web/HR/Employee administration/Fast Track/Open Applications

- Enter the employee name
- Select edit Application information
- Click the Edit button on Contact Information
- Update information, click Save and Close

The screenshot displays the Skyward HR system interface. On the left, the 'Open Applications' table is visible with the following data:

Last Name	First Name	App Sits	Empl History #1 Title	Empl History Company
MITCHEL		010	Meter reader	Accu-read

The 'Application Dashboard' on the right shows details for Job Listing 140402003:

- Position: CLASSIFIED
- Assignment: SUBSTITUTE - BUS DRIVER
- Location: DISTRICT
- Department: [Empty]
- Empl. Type: Part Time
- Status: Open
- Deadline: Until Filled
- Appl. Status: 010-Applicant Initiated an Application

The 'Contact Information' section is highlighted with a red box and shows the status 'Completed'.

Note: If the applicant changes their last name, any previous jobs that they have applied to, store the historical last name that the applicant applied under. Any positions that the applicant applies to in the future will store the new last name.

Tip: Some districts choose to have the maiden name in parentheses as a way to keep a reference of a change in the applicant's last name. See image below:

Last Name ▲	First Name	App Sts	Empl History #1 Title	Empl History #1 Company	Empl History #1 Start Date
▶ SMITH (JONES)	MICHELLE	010	Meter reader	Accu-read services	01/27/2014

Fast Track Data Mining - Volunteers

You could set a position in your district for Volunteers. Once you determine the criteria for that position, you can run a data mining report on it. Below is sample report template that contains fields that you could use to find any applicants wanting to volunteer.

Field	Ranges	Headings	Length	Sort
Edit Last Name	" to 'ZZZZZZZZZZZZZZZZZZZZ...'	Applicant Last Name	15	1
Edit First Name	" to 'ZZZZZZZZZZZZZZZZZZZZ'	Applicant First Name	10	
Edit Middle Name	" to 'ZZZZZZZZZZZZZZZZZZZZ'	Applicant Middle Name	11	
Edit Email	" to 'ZZZZZZZZZZZZZZZZZZZZ...'	Applicant Email Address	60	
Edit Date of Birth	" to '12/31/9999'	Date of Birth	10	
Edit Primary Phone	" to 'ZZZZZZZZZZZZZZZZZZZZ'	Applicant Primary Number	15	
Edit Position	"VOLUNTEER' to 'VOLUNTEER'	Position Position	30	

Tip: You could also include Fast Track Positions for Student Workers.

Attachment Lists

In the July 15, 2017 release, the 10 attachment limit for Fast Track attachment lists has been removed, which allows districts to set as many attachment types as they would like on a job listing.

Sort	Attachment Label	Required
Edit Delete 1	Cover Letter - Teacher	
Edit Delete 2	Resume - Teacher	
Edit Delete 3	Certificate	
Edit Delete 4	Letter of Reference - Teacher	
Edit Delete 5	Letter of Reference 2 - Teacher	
Edit Delete 6	Letter of Reference 3 - Teacher	
Edit Delete 7	Highly Qualified Documentation	
Edit Delete 8	Transcript	
Edit Delete 9	Other - Teacher	