



As an Admin, applicant tracking helps you post and manage jobs in a few easy steps! Go to the **Main Menu > Job Postings > Create New Posting** and select a blank form, template, or posting.

MAIN

Enter the basic posting details within the Main tab. Choose a title, position type, and location.

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

Title
Tip: Be as descriptive as possible in less than five words.

2nd Grade Teacher Translate

Override the sort order of this listing.

Use the “Display Info” section to determine when the job appears online. You are recommended to select either “Based on Schedule” or “Depends on Internal/External.”

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

Does this posting appear to applicants?

Open Closed Based on Schedule Depends on Internal/External

Internal Applicants Open Closed Based on Schedule

External Applicants Open Closed Based on Schedule

Select when an Admin can view applicants for the vacancy and choose an optional pipeline.

Applicant Tracking Status

Is this posting active for applicant tracking administrative users?

Active Inactive Based on Schedule

DESCRIPTION

Use this text editor to add a job description to your vacancy. You can enter a manual entry or upload a saved and formatted job description.

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

Attach a File

Font Size A- A+ Ω

B I U | [List Icons] | [Table Icon] | Source

ASSIGNED APPLICATION PAGES

This tab lists the pages which internal and external applicants must complete when applying for a job. Applicant tracking automatically assigns certain pages to the application based on the job posting’s category but you can also add pages from the list.

Page Title	On External Application?	On Internal Application?
Video Welcome - view	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience - view	Selected for "Elementary School Teaching"	<input type="checkbox"/>

PER POSTING QUESTION

Applicant tracking allows you to ask applicants questions which are specific to this posting only. Enter your question in the prompt section, choose a Field Type from the dropdown, select whether to require a response, and determine how the applicant’s response appears.

Sort Order	Required	Field Type	Options
0 Items	<input type="checkbox"/>	Textarea	Options For: Textareas are for sentence+ responses. More... Field Type: Lines High: <input type="text" value="3"/> Result Grid Report Options: Character Limit: <input type="text" value="Unlimited"/>

Enter questions for this posting below

Prompt: What strategies have you used to encourage your students?

Buttons: Save Changes, Refresh, Print, Preview Page

POSTING TOOLS

This tab involves any actions related to viewing the applicants who applied to this posting. You can view a sorted list or pools of applicants. You can also create, edit, and/or view folders, routings, and interview series.

FORMS

Applicant tracking lists all forms associated to this posting. The layout includes a “To,” “From,” “Created,” and “Status” column. View the form details or start/send a form.

ADVERTISE

Create a job posting advertisement. All postings are advertised on K12JobSpot.com. You can also select additional websites or social networks and email the posting, if necessary.

Advertise this job posting using any of the options below:

[Post to K12JobSpot.com](#) 

