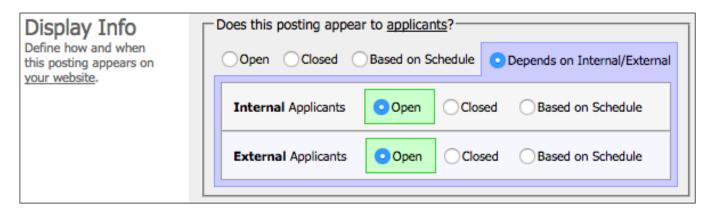As an Admin, applicant tracking helps you post and manage jobs in a few easy steps! Go to the **Main Menu** > **Job Postings** > **Create New Posting** and select a blank form, template, or posting.
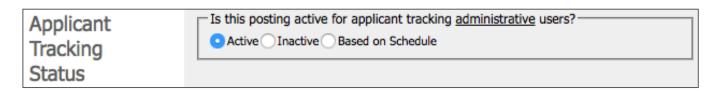
MAIN

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

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."

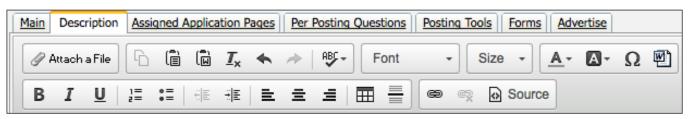Select when an Admin can view applicants for the vacancy and choose an optional pipeline.
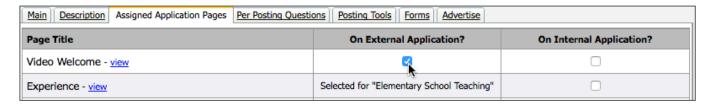

DESCRIPTION

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.
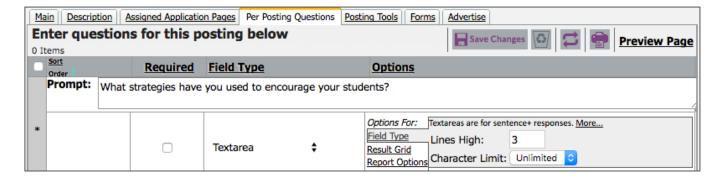
ASSIGNED APPLICATION PAGES

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.

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

Page Title	On External Application?	On Internal Application?
Video Welcome - view	☑	☐
Experience - view	Selected for "Elementary School Teaching"	☐

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.

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

Enter questions for this posting below

💾 Save Changes   ♻   🔁   🖨   **Preview Page**

0 Items

Sort Order ↓		Required	Field Type		Options	
	Prompt:		What strategies have you used to encourage your students?			
*		☐	Textarea	↕	Options For: Textareas are for sentence+ responses. More... Field Type Lines High: 3 Result Grid Report Options Character Limit: Unlimited ↕	

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   K12Jobspot