



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.

The screenshot shows the 'Main' tab selected in a navigation bar with other tabs like 'Description', 'Assigned Application Pages', 'Per Posting Questions', 'Posting Tools', 'Forms', and 'Advertise'. Below the navigation bar, there is a 'Title' field with the text '2nd Grade Teacher' and a 'Translate' button. A tip below the title field reads: 'Tip: Be as descriptive as possible in less than five words.' There is also a checkbox labeled 'Override the sort order of this listing.' which is currently unchecked.

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.”

The screenshot shows the 'Display Info' section. It has a title 'Display Info' and a subtitle 'Define how and when this posting appears on your website.' Below this, there is a question 'Does this posting appear to applicants?' with four radio button options: 'Open', 'Closed', 'Based on Schedule', and 'Depends on Internal/External'. The 'Depends on Internal/External' option is selected. Below this question, there are two sections: 'Internal Applicants' and 'External Applicants'. Each section has three radio button options: 'Open', 'Closed', and 'Based on Schedule'. In both sections, the 'Open' option is selected and highlighted with a green box.

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

The screenshot shows the 'Applicant Tracking Status' section. It has a title 'Applicant Tracking Status' and a subtitle 'Is this posting active for applicant tracking administrative users?'. Below this, there are three radio button options: 'Active', 'Inactive', and 'Based on Schedule'. The 'Active' option is selected.

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.

The screenshot shows the 'Description' tab selected in a navigation bar with other tabs like 'Main', 'Assigned Application Pages', 'Per Posting Questions', 'Posting Tools', 'Forms', and 'Advertise'. Below the navigation bar, there is a text editor. It includes a toolbar with various icons for text formatting (bold, italic, underline, bulleted list, numbered list, link, unlink, source) and a 'Font' dropdown menu. There is also a 'Size' dropdown menu and a 'Source' button. The text editor area is currently empty.

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		<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.

Main	Description	Assigned Application Pages	Per Posting Questions	Posting Tools	Forms	Advertise
Enter questions for this posting below						
<div> <div>0 Items</div> <div> <div>Save Changes</div> <div></div> <div></div> <div></div> <div>Preview Page</div> </div> </div>						
Sort Order	Required	Field Type	Options			
<div> <div> <div></div> <div>Order</div> </div> <div> <div></div> <div></div> </div> </div>			<div> <div>Options For:</div> <div>Textareas are for sentence+ responses. More...</div> </div>			
<div> <div>Prompt:</div> <div>What strategies have you used to encourage your students?</div> </div>						
*	<input type="checkbox"/>	Textarea	<div> <div>Field Type</div> <div>Lines High: 3</div> </div> <div> <div>Result Grid</div> <div>Character Limit: Unlimited</div> </div> <div> <div>Report Options</div> <div></div> </div>			

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	

