



Applicant Tracking

An Admin can set up his/her system preferences within Frontline’s applicant tracking feature. These preferences include locations, categories/positions, user access/permissions, and more!

LOCATIONS

Locations help with user permissions and visibility and allow applicants to apply for the right jobs in the right places. Access this information within the system’s “Edit Locations” page. You can record location details and pre-define location-specific approvals for those who use requisitions. See [Managing Locations](#).

Locations			
21 Items, Sorted by Location			
Location Code	Location	Edit Location	Description
<input type="checkbox"/> 1234	Ben Pope High School	<input type="button" value="Edit"/>	9 - 12th Grade

CATEGORIES/POSITIONS

Admins organize the district’s job postings within categories and positions. Categories host groups of related positions and postings. Positions further define a job type within a category and apply pages to job postings to which they are assigned. Access the “Edit Position List” to create/edit categories and positions.

Edit Position List	
145 Items	
Position	Pool Enabled?
<input type="checkbox"/> Administration	<input type="button" value="Edit"/> <input type="button" value="Assign Pages to Applicants"/>

CATEGORY SETTINGS

Category settings affect the positions and job postings associated within a category. You can adjust the category name, opt to auto-send a [reference survey](#), and set up a [pre-defined approval process](#). Simply access the “Edit Position List” page and select **Edit** beside a category. A pop-up box will appear where you can choose your preferences. See [Editing an Applicant Category](#).

PROVIDING ACCESS AND PERMISSIONS

The system generally quantifies permissions within specific groups that Admins use to provide users with specific access and visibility. Determine each user’s options within their [“System Permissions” tab](#) and assign permissions related to profile access and permitted profile actions.

Main	Group Membership	Application Permissions	Form Permissions	System Permissions	Routings
<p>INewton is a Standard user and may be granted the additional permission to the following functions in Frontline Applicant Tracking.</p>					

SETTING UP APPLICATION PAGES

Admins assign pages (known as “application pages”) to categories, positions, and job postings for the applicant to complete. Access “[Manage Application Pages](#)” and check the boxes in the columns of various categories to assign these pages. (You can also use the “[Edit Position List](#)” to assign pages as well.)

Manage Internal Application Pages			
53 Items		Save Changes	Move Page Location
<input type="checkbox"/> Page Name	Default	Administration	Administration : Associate Principal
<input type="checkbox"/> Certified Pages			
<input type="checkbox"/> (27) Statement [Certified] - view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> (28) Statement [Classified] - view	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To create a page prior to assigning it, select **Add a New Page**, determine the page properties, and then check the boxes within the proper columns.

The system adds a new page at the end of the listing, but you can change the page order at any time. Simply check the box beside the page, click **Move Page Location**, and enter the new position number. This determines the order of the pages within the application and defines which pages the applicant sees first.

ENABLING REQUISITIONS AND CREATING PIPELINES

Enable requisitions to gather and approve your posting information. Once complete, you can create and assign pipelines to your postings and use these pipelines to move your applicants through the hiring process. See [Enabling Requisitions](#) or see [Creating Pipelines](#).

EDITING PREFERENCES

The Applicant Tracking feature hosts a variety of system configurations within the “[Edit Preferences](#)” page. You can customize a number of these preferences, based on your need.

CREATING JOBS WITH OPEN/ACTIVE STATUSES

You can focus on creating a job posting once you create/upload users, add locations, set up positions/groups, create and assign pages, and determine your permissions. Access the “[Job Postings](#)” page, choose your form, and complete the tabs.

LINKING YOUR SITE

This final section pertains to your webmaster or IT department. You can enter the code required to link applicant tracking to your existing site. Reference the [Linking Your Site](#) article for more details.

