Applicant tracking helps you submit a requisition within a few easy steps! Go to the **Main Menu** > **Job Postings** > **Create New Requisition** and select a blank form, template, or requisition. Take note, only the "Main" and "Approval Process" tabs are required when submitting a requisition. Additional tabs may only be available during an approval process and to those with permissions.

MAIN (REQUIRED)

Enter the basic requisition details within the Main tab. Choose a title, position type, and location.
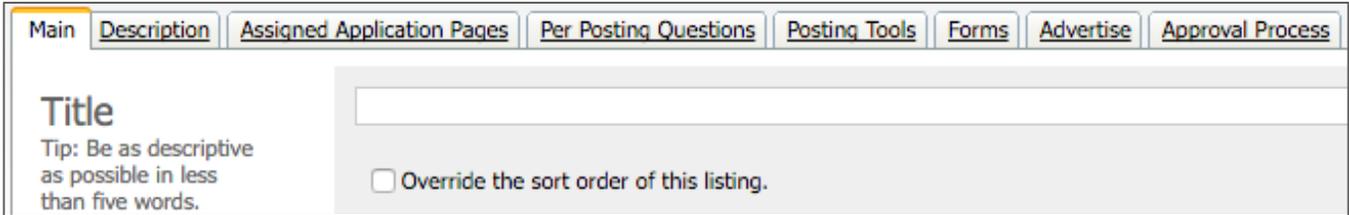
Complete the requisition information per your district's requirements. (Configurations may vary.)

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."
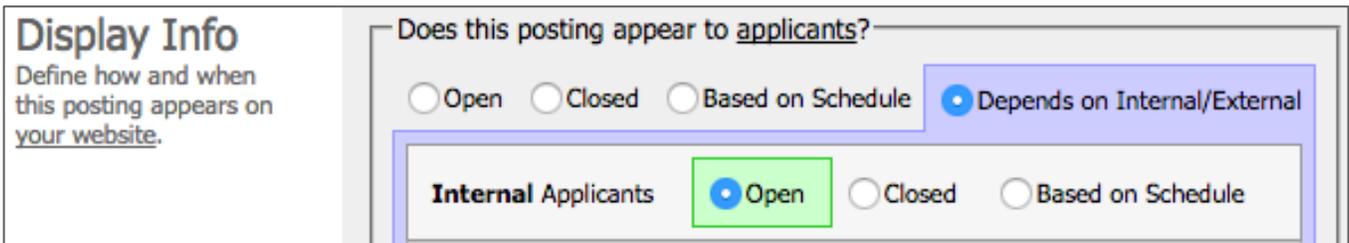
Next, select when an Admin can view applicants for the vacancy and choose an optional pipeline.

DESCRIPTION (WHEN ACCESSIBLE)

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 (WHEN ACCESSIBLE)

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 this list.

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PER POSTING QUESTION (WHEN ACCESSIBLE)

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.

POSTING TOOLS (WHEN ACCESSIBLE)

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 (WHEN ACCESSIBLE)

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

ADVERTISE (WHEN ACCESSIBLE)

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.

APPROVAL PROCESS (WHEN ACCESSIBLE)

Choose your approvers, click **Save**, and then **Submit**. (Some approvers may already be defined.)