Hiring Administrator FastTrack Posting/Screening Instructions

Index

Here are some of the new features:
- If someone requests you to do a confidential professional reference for them, you'll be able to log in to the system, complete it and submit it online in just minutes.
- You will only be given complete applications to screen - which will provide you with more information on which to base your decisions.
- You'll be able to screen the applications straight from your computer at a time that works best for you and your screeners.
- Hiring Administrator will be able to view all of the results of the screeners on their screening team on their computer screen.

Posting/hiring a Job with FastTrack

1. Send up the signed Posting Authorization Form *(still available on the Employment/Forms and Files page of the website)* which will still be routed for signatures *(the process may eventually be available electronically but the current software does not meet our requirements)*.

2. Once position is posted, HR will email you a DRAFT of the standard screening questions for that type of position for your review (you may customize them for your position if needed, using the job description and posting "nuggets"). You'll let HR know what changes you would like to see.

3. Since we now require at least 2 screeners per job, you'll need to provide HR with a list of screeners *(they must be NKSD current staff members in order to use the system)* so that we can attach them to your job posting.

4. Once your position closes *(and HR has had a chance to look over any seniority piece - if applicable)*, screeners will receive an email notification that they have files ready for review.

5. Each screener logs in at their convenience and completes the screening.

6. After reviewing your screening team's feedback, you will then update the status of all of the applicants on your list (including rationale for those that you have screened out) and set up your interviews.

7. You'll be able to print any application components that you would like for your interview team (which still need be turned in to HR with all of your other hiring paperwork for approval before you offer the position).

FastTrack Screening Instructions

Login to FastTrack

- Go to the North School District website at www.nkschools.org
- Click on Employment
- Click FastTrack Screeners (on the list on left side of the Employment screen).
    - **First Time User:** Continue through the instructions
    - **Returning Employee** (and know your login info): enter your username and password, then skip to **Viewing and Scoring Applications** *(on page 4)*

1. For first time users OR if you forgot your login or password, please click on "Forgot Login or Password?" link.

2. Enter your district email address(ie: ____@nkschools.org) if you have one.
If not, enter the email we have on file for you in Human Resources.

3. Go to your email inbox to retrieve the info.

4. From your email inbox, select the: **SECURED USER/EMPLOYEE ACCESS** link and follow the instruction to obtain a new password. You'll then be able to log in.
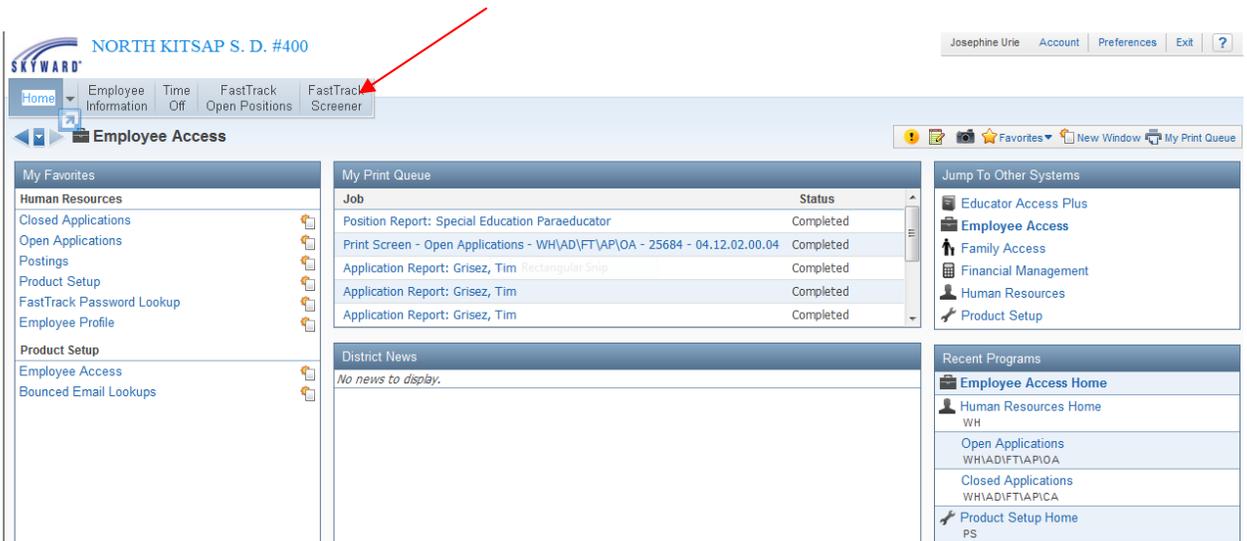
If you get an error message saying it cannot retrieve your email address, try it again. If it does not work a second time, please call Human Resources at (360) 779-8711 for assistance.

Viewing and Scoring Applications

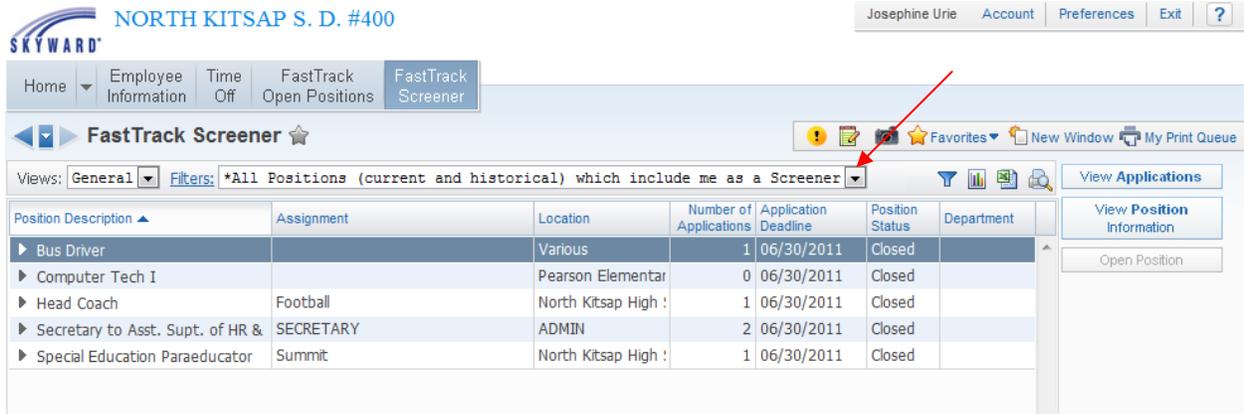1. In the **Jump To Other Systems** box, click **Employee Access**
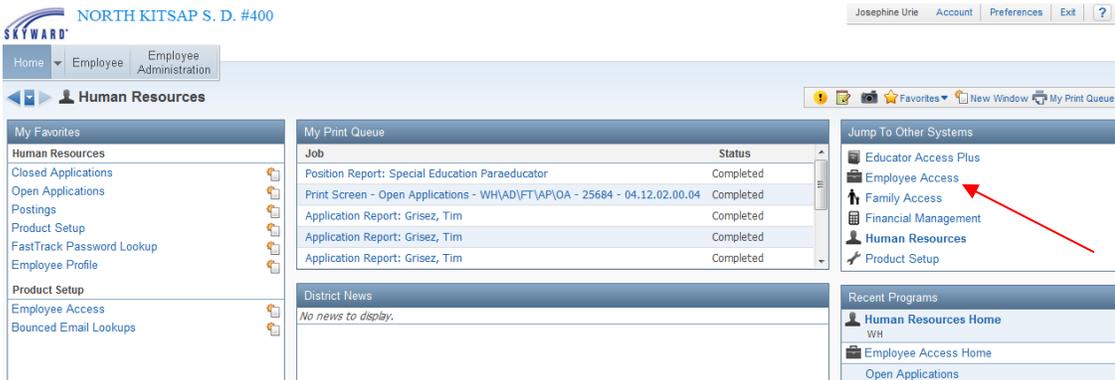

2. Click **FastTrack Screener**

3. Click **Applications by Position**

4. Click on the words "**All Open Positions which include me as a Screener**". *(Note: I did not have any open positions available at the time I was making this booklet so had to select the other option instead but the steps are the same).*

5. Change the "**Records displayed**" to at least 50 to ensure that you view all the applicants then click the blue link to "**Filters**" and click on "**Apply Filter**". Make sure the job you want to screen is highlighted and click "**View Applications**"
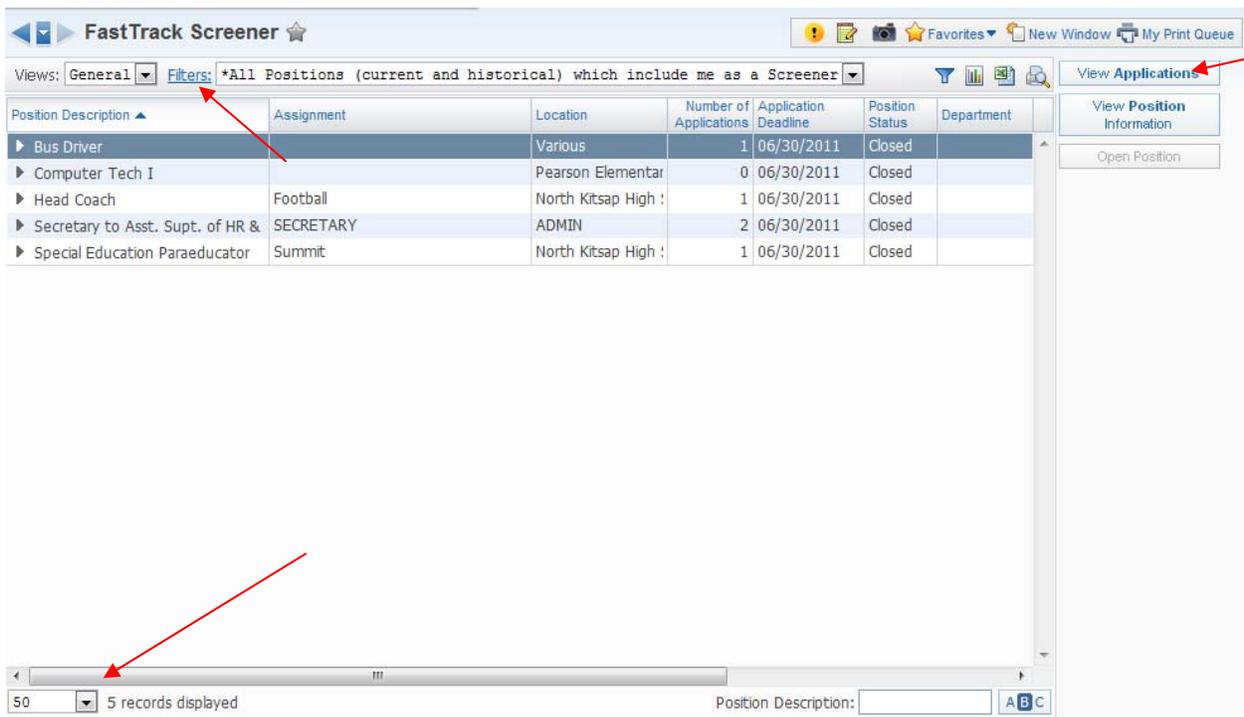
6. The screen will now list all the applicants that are ready for you to screen.
IMPORTANT: As you highlight each name, take a look down at the "**Comments**" box on right side of screen. If you see an **asterisk * it indicates that there are comments** that have been entered (typically by HR) that you will want to be aware of before you complete your screening.
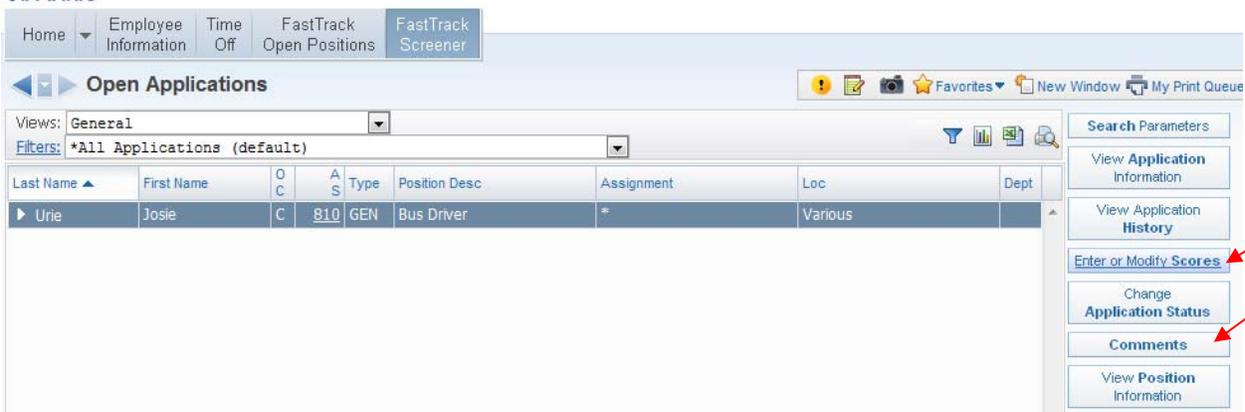
To view an application and enter scores for an applicant, highlight the person's name and then click on the "**Enter or Modify Scores**" button (see above) (**Rating Scale found on page 7**).

In the **Update Scores** screen (image found on next page) you will see 3 sections (not in this order). *Note: Be sure to use the scroll bar on the right as all sections are not automatically visible on the initial screen*:

- **Position Information:** This area reminds you what job you are screening.

- **Application Information:** At the <u>bottom of the screen</u>, you'll find the application info that you'll need to review in order to determine which screening score the applicant has earned. *Clicking on any of the "+" symbols next to the application categories will expand that section and you'll be able to view the information that the applicant submitted.*
  This area includes: Letter of interest – Resume – Transcripts – HQ documents -teaching cert – letters of recommendation – confidential references – any other attachments

- **Questions:** This area (<u>middle of screen</u>) contains the actual screening criteria you are looking for while screening and the scoring area.

  Clicking on any of the "+" symbols next to the question categories expands that particular section so you can write in any comments regarding the applicant (optional). Click "Save" to submit all of your screening answers.
  Note: Don't click on "Save" before you have rated all of the questions or you will be sent back to the previous step (your info will be saved but you'll need to select the same applicant again to continue screening their application).

  <u>IMPORTANT:</u> Enter scores for each applicant on the Questions section of the screen and save. **You must enter a score for each question from 1-5 (***please do not use 0 or leave any question blank even if they did not write an answer as this will make the screening scores inaccurate).* **Please review the Rating Scale (listed on the page 8 of this booklet)**

Update Scores

Position Information

Position: Bus Driver	Plan: 10-11 Fast Track	Listing ID: 110126003
Assignment:	Location: Various	Department:

Save
Back

Questions Expand All / Collapse All / ☐ Auto Expand Nodes

1: ⊞ Current Washington State Driver's License with appropriate endorsements	0	(Max 2)
2: ⊞ Current First Aid Card	0	(Max 2)
3: ⊞ Current CPR card	0	(Max 2)
4: ⊞ Driving experience	5	(Max 5)
5: ⊞ Reference feedback in application is favorable	5	(Max 5)

Total Score: 10

Application Information Expand All / Collapse All

Name: Urie, Josie	Applied: 01/27/2011	Status: 810 - Offer rejected by Applicant

⊞ Confidential Information

⊞ Education History

⊞ Certification / License Information

⊞ Employment History

⊞ General Questions

- Highlight the next applicant's name and repeat the steps above to enter scores for the entire list of applicants. Be sure to enter scores for every applicant.

North Kitsap School District
Human Resources

STANDARD RATING SCALE
For applications and interviews

I. Numeric Ratings

5 points = EXCELLENT

4 points = VERY GOOD

3 points = GOOD

2 points = FAIR

1 points = POOR

II. YES or NO questions

2 points = Yes

1 point = No

Note: Any blank answers fields should be rated a "1" (not "0").

IMPORTANT: Please do not leave any score at "0" as it discounts all of the points available for that applicant's question and actually increases their overall percentage score.

Head Screener Only ~Viewing your screening team's scores:

As a rule, screeners cannot see the scores entered by other screeners *(so they are not biased one way or another in determining their own scores)*. However, as a Hiring Administrator you have access to view all the screener's scores and sort them from highest to lowest, check for screener's comments, and see what each screener scored for each question.

To view the scores entered by your other screeners, you need to change your filter setting in the screening area.
1. While you are on the screen where you can view the list of applicants for your job (**Open Applications**, see the earlier screening instructions (on page 4 of this manual) to get to that page if you have not screened before), click on the **Views** drop down button to select "Screeners. You'll then see a list with numbered columns.

You will now see your list of applicants with new columns showing total scores for each applicant by each screener. Note that the screeners are not identified by name (i.e. Scr#1, Scr#2, etc.) on this screen, but if you place your mouse over one of the percentages, the screener's name will pop up.

Note: If you don't see screener names pop up when you place the cursor over a percentage, you need to change your settings. Please see last page of this manual (FAQs page) for details.

To see how your screeners scored individual questions for an applicant, click on the ">" next to an applicant's name and then the ">" next to the "Screeners" category. Then click on "View Scores" next to a screener's name to see how the screener scored each question for that applicant.

If you want to sort the top scoring applicants by an individual screener, click on the screener's column heading (e.g. Scr#1, Scr#2, etc.) and the applicants will be sorted by that screener's scores from lowest to highest. Click on it again and the data will be arranged from highest to lowest.

Quick Tips:
- Click on the bar graph symbol (top right hand corner) to export the screening data into Microsoft Excel to sort the data however you'd like to determine the best candidates.
- If you would like to print any screen, press "Ctrl" and "P" at the same time. This will bring up the printing properties page. From there, just press "Print."

Selecting Applicants for Interviews
After reviewing your screening team's feedback and deciding who to interview, you can then update the status of the applicants on the list.

1. Click **Change Application Status**

2. Then select **Add New Status**

3. In the Status and Notes Section, choose the appropriate status code from the drop down menu and click Save.

Then just hit Back as many times as needed to leave the screening area.

Frequently Asked Questions

Q: What if I can't see the questions on the application or the questions have no answers?
A: If there is an applicant whose application does not have a question section or has nothing entered in the question fields, please give them a rating of a "1" for each question when you are entering scores. This happens because applicants never get to the question section or they get to the questions and do not fill them out. By rating them a "1" this gives them the lowest possible score.

Q: How can I see my scores?
A: To view your scores, select Application Scores in the Views dropdown list (on the page that has the list of applicants Open Applications). If you click on the top heading that reads "Scored Points," this will allow you to see your strongest and weakest applicants based on what you scored. Please note that the administrator in charge of the hire is allowed to see the whole screening committee's scores and comments.

Q: What are status codes?
A: These are used by HR to assign an applicant to a certain point in the hiring process. As a screener, you'll be able to assign a few yourself (see instructions on page 11) but if you are curious just hover over the number in the AS column and you'll see more details.

Q: What do I do if I accidentally entered a wrong score or mixed up applicants?
A: You will need highlight the applicant whose info you wish to change and click on the "Enter or Modify Scores" button on the applicant list screen. Make the necessary changes to the specified applicant and press "Save."

For additional questions, please contact Josie at ext. 8711 or hr@nkschools.org

Note: If you screener names didn't pop up when you placed your cursor over a percentage, follow instructions below to change your settings.

- Click on the javascript:openUserPrefs()Preferences icon at the top of the screen. Check the box that says "Automatically Display Popup Browse Details On Mouseover," then click "Save."