PowerSchool

atrieveERP™

**External Job Posting
Applicant User Guide
Version 1.1**
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External Job Posting (EJP)

Overview

The atrieveERP external job posting system displays job postings that are created through atrieveHR to be accessed by external applicants. Applicants can create/maintain their own accounts, preferences, and uploaded supporting documents. Administrators reviewing the incoming applications can drill in on any application details and can determine any approved candidates for the posting.

Note: EJP is intended to be used by those individuals who have never been employed by the district, or who were previously employed at some point in time in the past. Current employees of the district will continue to view job postings and apply for positions within atrieve and Job Posting Web.

Applicant User Guide

New Applicant Account Creation

A potential applicant may view and search open job postings but will be prevented from applying to a job posting until they have created their account.

1. To create an account, navigate to the Sign In page, click the Create an account here hyperlink
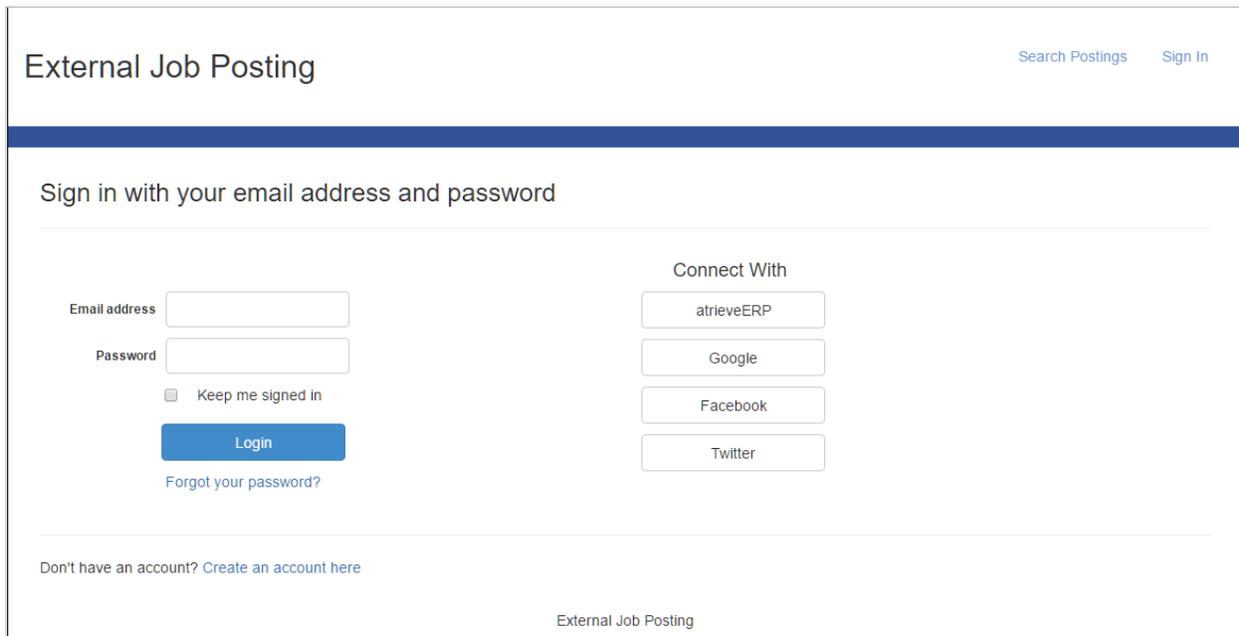
2. On the account registration page, enter your account information (i.e. Name, email address, etc.)

External Job Posting

Register
Create a new account

First Name	John
Last Name	Smith
Email address	jsmith@gmail.com
Password	••••••
Confirm password	••••••
Time Zone	(UTC-08:00) Pacific Time (US & Canada) ▾
Employment Status	Have never been employed by the district ▾

Register

External Job Posting

3. Employee Status, select the appropriate option:

- Have never been employed by the district
- Currently employed by the district
- Previously employed by the district

4. Selecting 'Currently employed by the district' will display a message indicating that the user is not intended to use EJP and should follow the <u>internal</u> application process as outlined by their district (i.e. using Job Posting Web).

5. Selecting 'Previously employed by the district' will display a new field for the user to enter their last name at the time of previous employment. This will enable the district HR staff to locate the previous employee's record.

6. Click Register, and the My Profile page will display.

My Profile – Personal Info

Before applying to a job posting, applicants must complete their applicant profile. The first page in this process is the Personal Info page. Here the user can enter their basic demographic information and if the applicant is shortlisted this information will automatically transfer into atrieve.

1. Enter personal demographic information; all fields marked with a red asterisk are required and must be filled in.
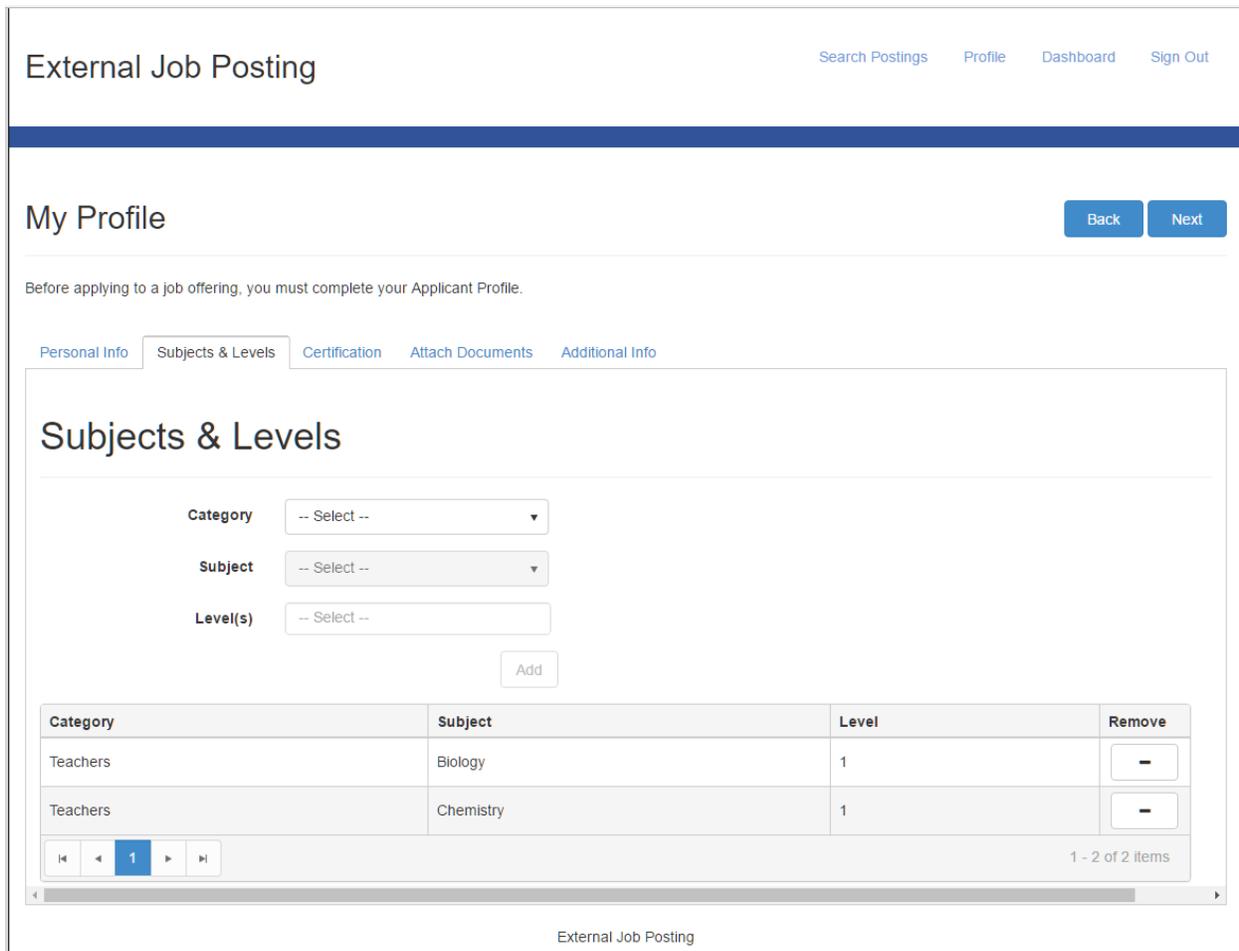2. Once complete click Save. The page will refresh and additional tabs will display to be filled in as applicable.

3. The order and number of tabbed pages that display is dependent on what the district has defined EJP page setup. Administrators can create additional pages to be added to the applicants My Profile page

4. Click on the tabbed page you want to navigate to or select the Back or Next button to move through the pages.

My Profile – Subjects & Levels

Applicants can enter subject and level information which will be made available to the hiring manager when they review applications. In addition, if the applicant is shortlisted this information will automatically transfer into atrieve.

1. Select the Subjects & Levels tab or from the Personal Info page click Next.

2. Select the category, options may include Teachers or Support Staff. The category listing is district definable.
3. Select the applicable subject for the selected category. The subject listing is district definable. Note that you must select a category first before you can select a subject.
4. Select the Level. The level listing is district definable.
5. Click Add, and the entry will be added to the grid. The user may continue to enter subject and level information, if applicable.
6. To remove an entry from the grid click the remove icon.

My Profile – Certifications

Applicants can enter certification information which will be made available to the hiring manager when they review applications. In addition, if the applicant is shortlisted this information will automatically transfer into atrieve.

1. Select the Certification tab or from the Subjects & Levels page click Next.
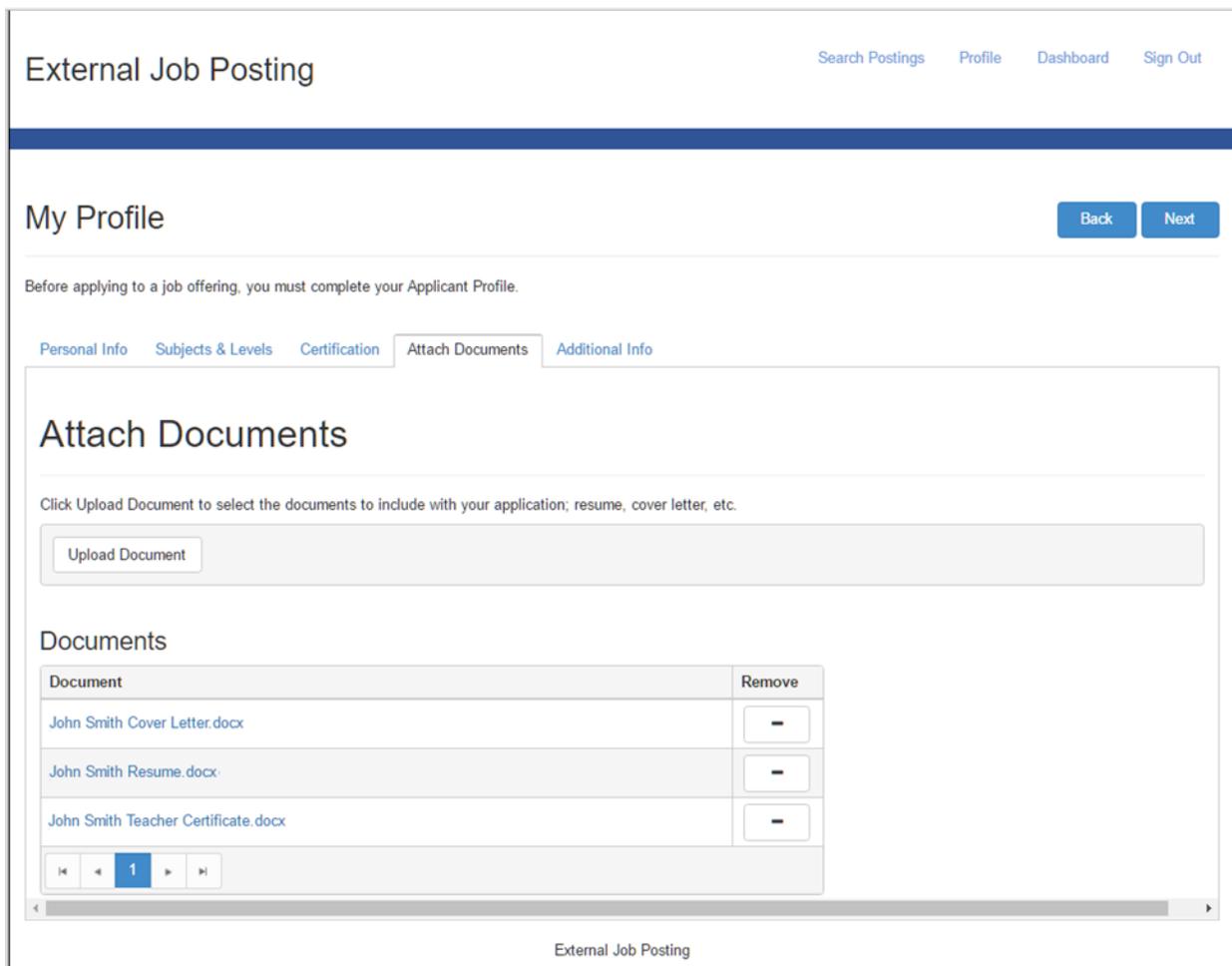

2. Select the certificate type i.e. Degree or Diploma. The type listing is district definable.
3. Select the institution where the certificate was earned; if the institution is not already in the list you can type in the appropriate value.
4. Select the certification description. The description listing is district definable.
5. If applicable enter up to 2 Majors and 2 Minors. The major and minor listings are district definable.
6. Enter the certificate number.

7. Select the date of issue.
8. If applicable enter the date of expiry.
9. Click Add, and the entry will be added to the grid. The user may continue to enter additional certification, if applicable.
10. To remove an entry from the grid, click the remove icon.

My Profile - Attach Documents

The applicant can upload supporting documents to be included with future applications, for example a resume, cover letter, or teaching certificate.

1. To attach a document click Upload Document.
2. The choose file window will open where you can browse for and select a document to upload.
3. Uploaded documents will display in the grid.
4. To remove a document from the grid listing, click the remove icon.

Returning User Sign In
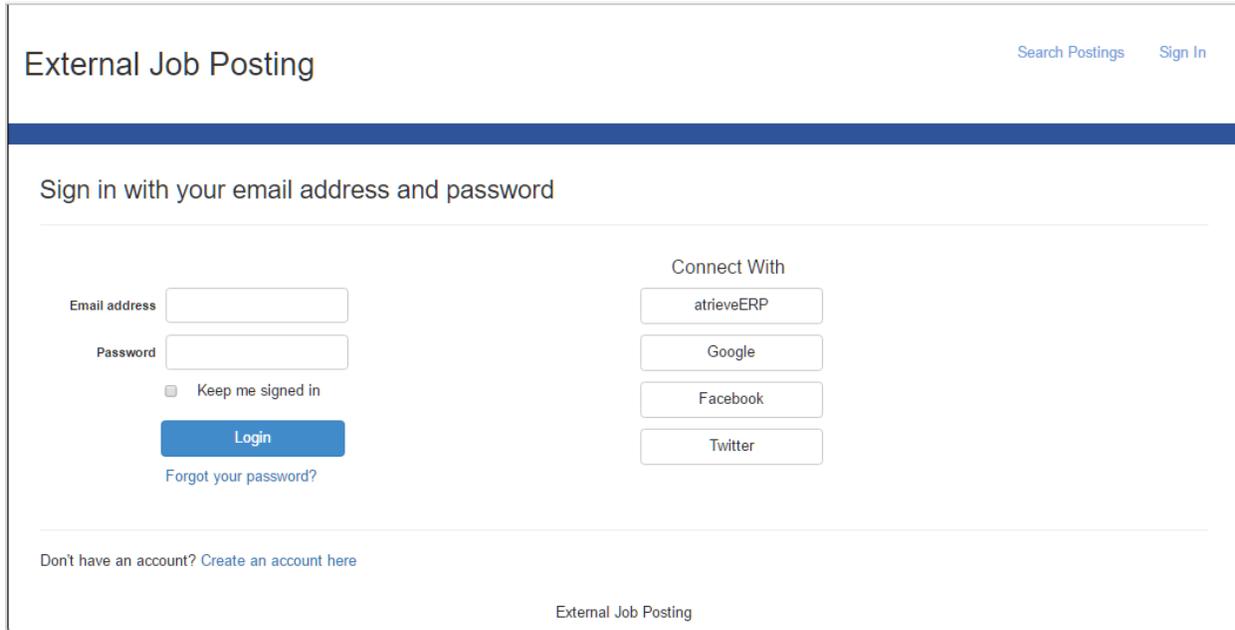
1. In the future, once your account has been successfully created, you may sign back into the External Job Posting system by entering your email address and password and clicking the Login button.
2. Optionally if you have chosen to connect with some other form of social media, select the appropriate social media button and enter your credentials (i.e. Facebook, Twitter, etc.).
3. If you have forgotten your password you can click on the Forgot your password? hyperlink and enter an email to send the required instructions to, to reset the password.

Search Postings

A potential applicant can navigate to the Search Postings page to search and view open job postings and if the applicants profile is complete they can apply to job postings.

1. To search open job postings click on the Search Postings hyperlink
2. Enter search criteria (by default all open postings display):

   - Description – keyword search, looks for words anywhere in the **Description** field.
   - Job Type – select a job type, for example 'Continuing Full Time', 'Continuing Part Time' or 'Temporary'
   - Job Category – select a job category, for example 'Teacher' or 'Support Staff'
   - Location Type – select a location type, for example 'Elementary School' or 'Middle School'
   - Location – select one or more locations to search on
   - Posting Date – select the posting date range, for example, 'All Postings', 'Last 7 Days' or 'Last 2 weeks'

3. Click Search and the search results grid will refresh to only display those postings that match the entered search criteria.
4. Click Reset if you would like to reset the search results grid back to the default (i.e. display all open postings).
5. To navigate through the posting list click on the right or left arrow in the paging control below the grid.
6. To view the details of a job posting click on the Posting No. hyperlink

Posting Details

The Posting Details page lists the job description and requirements as well as details about the position start date, end date (if applicable), FTE/Hours, and Rate. A registered applicant apply to the posting or bookmark it for review at a later time.

Note that if you select a posting that you have already applied to, a message will display and the Apply to Posting button will be hidden.

1. If there are multiple positions being offered at the selected location of the same type (i.e. 2 grade 7 teachers) then they will be listed in the Position grid at the bottom of the page.
2. To apply to the posting click on the Apply to Posting button.
3. To bookmark the posting click on the Bookmark button.
4. To print the posting click on the Print button and a new browser window will open. Use your browsers print option to print the posting details.
5. To share the posting with someone who you think may be interested select one of the various social media options (Facebook, Twitter, Google+ and LinkedIn, etc.).
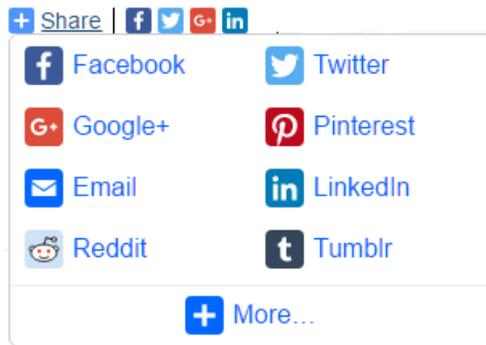
6. For additional location details click on the location hyperlink in the Positions grid (i.e. Allan Watson Middle School).
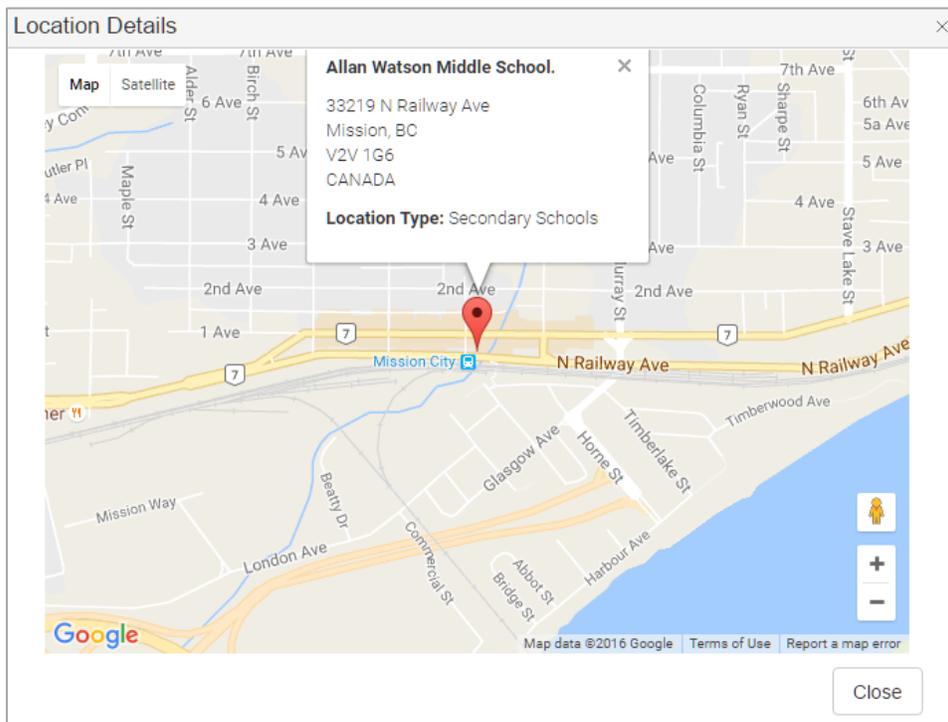
7. To return to the Search Postings page, click on the Return to previous page hyperlink.

Apply to Posting – Submit Application

1. If you have previously uploaded documents as part of the account creation process, those documents would display on the Submit Application page. To upload a document click on the Upload Document button.
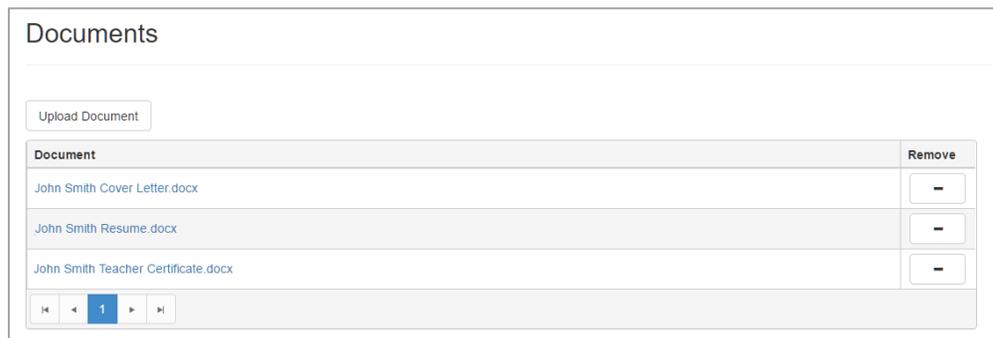2. Drag one or more files into the window to upload them or use the Select files button.
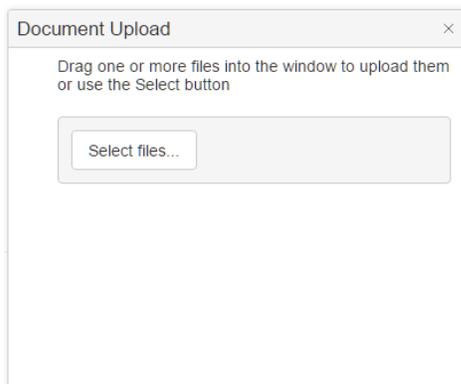
3. Selected documents will display in the documents grid.

4. To remove an uploaded document click on the remove (minus sign) icon.
5. To submit the application click the Submit Application button
6. To return to the Application Details page click on the Return to previous page hyperlink.

Submit Application Confirmation

Once an application is submitted the confirmation page will display, and will provide you with your confirmation number.
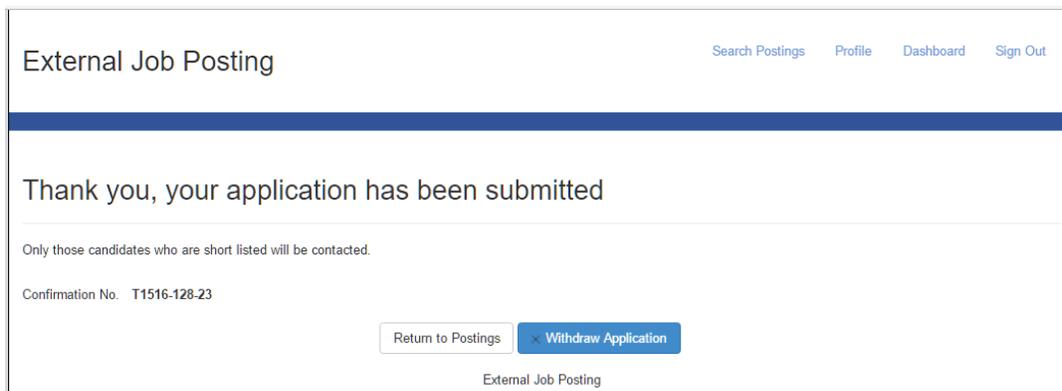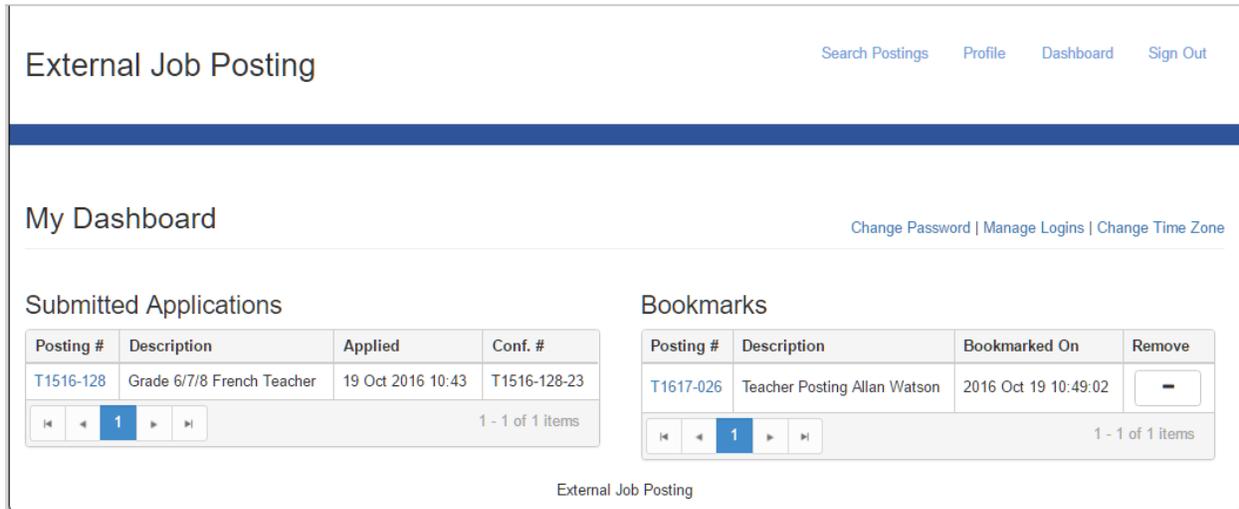

1. Click on the Return to Postings button to return to the Search Postings list page.
2. Click on Withdraw Application if you would like to withdraw your application. **Note** that an application may be withdrawn up to the posting close date, unless the application is under review by the hiring manager.
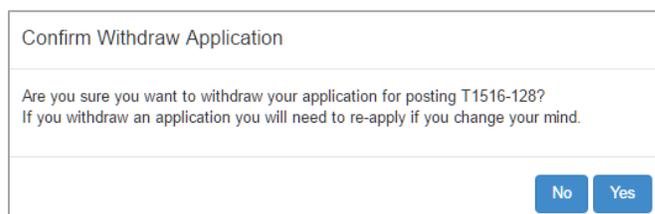
Applicant Dashboard

Applicants can bookmark postings they are interested in to return to later and apply, or, to share on Social Media or Email to others they feel may be interested. They can also view the postings to which they have applied

1. Click the Dashboard hyperlink to view submitted applications and bookmarked applications.
2. To review any submitted applications, click on the applications Posting No. hyperlink.
3. To review any bookmarked job postings click on the postings Posting No. hyperlink.

Change Password

1. To change your password click on the Change Password hyperlink on the Dashboard page.

2. Enter your current password.
3. Enter your new password, and then confirm your new password. If the password entries do not match then a message will be displayed and you will need to re-enter your password.
4. Click the Change Password button to save your changes and return to the Dashboard page.

Manage Logins

1. To add another service to sign in with select the Manage Logins hyperlink. **Note** that the Services available are dependent on what the district has configured for use.
2. Click on the service and enter your credentials to login.
3. When you are done you can navigate away from this page by selecting one of the page hyperlinks located at the top right of the page (i.e. Search Postings, Profile, Dashboard).
4. Once setup you can login to EJP without re-entering your credentials.

Change Time Zone
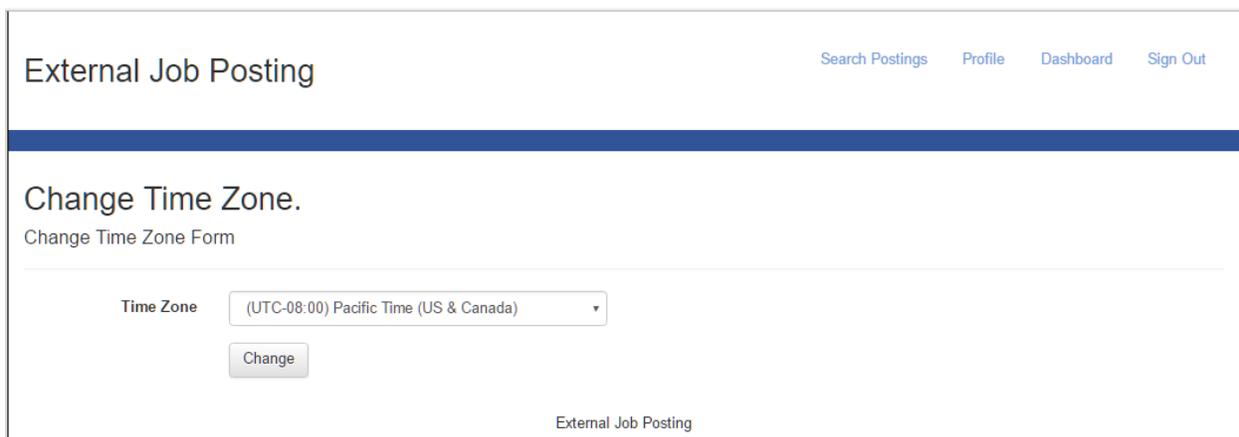
1. To change your current time zone click on the Change Time Zone hyperlink
2. Select your time zone from the drop down list
3. Click Change