PT Applicant List Tutorial

- Log in to Employee Access
 Click on "FastTrack Screener"

| S Employee Access - 05.13.06.00.06-10.2 - Google C | hrome | | | x |
|---|---|------------------------|------------------------|------------|
| Attps://skyfin.jordan.k12.ut.us/scripts/wsisa.dl/WService=wsFin | /semhom01.w | | | |
| Jordan School District | Track | Brittany Bauer Acc | count Preferences Exit | ? |
| Information Off Open Positions Scr | eener | 📴 📫 🏫 Favorites 🔻 | 🐒 New Window 👘 My Prin | t Queue |
| Jump to Other Dashboards | ! Task Manager (9) 🔹 📀 | Jump to Other Syste | ms | |
| Skyward User | Tarla Distant | Employee Acces | s | () |
| Employee | | L Human Resource | /8 | ^ |
| Task Manager | There are no processes intiated by you. | | | |
| Reset Dashboards Select Widgets | | Unread Notifications (| 9) | 0 |
| | | Date sent | Task Subject | ^ |
| Task Processes | | ▶ The bur 20 7:20 | New Hire Form ASHLVN | <u> </u> |
| Classified Change Form | | The Aug 20 7.502 | Review | |
| Licensed Change Form | | Mon Aug 19 12:12p | pm Review | |
| Licensed New Hire Form | | Mon Aug 19 8:36s | Change Form TOONE. | ~ |
| A better solution for your dis | strict. | | | = |
| Ine leading K-12 administrative software provider | | | 3 K T W A K | J |
| © 2013 Skyward, Inc. All rights reserved. | Finance System | | Windows XP / Chrom | ne 28 |

3. Click Applications By Position

| | nysennonor.w | |
|---|---|----------------------------|
| Jordan School District | Brittany Baue | Account Preferences Ex |
| S K Y W A R D' | | |
| Home Employee Time FastTrack Fa Information Off Open Positions So | reener | |
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| FastTrack Screener | | |
| Open Applications 🙀 😭 | | |
| Applications By Position | | |
| T Data Mining | | |
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| Reset Dashboards Select Widgets | Unread Notifica | ilions (9) Teals |
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| | | C K V W A D |

- 4. Click on Position you want to fill.
- 5. Click "View Applications"

| FastTrack Screener - 05.13 | 1.06.00.06-10.2 - Google Chrome | | | | | | | | | × |
|------------------------------------|--|----------|---------------------------|-------------------------|--------------------|-----------------|--------|----------------------------|---------|-----|
| https://skyfin.jordan.k12.ut.us/sc | ripts/wsisa.dll/W5ervice=wsFin/rappljoblst4 | 28.w | | | | | | | | |
| Jordan Schoo | ol District | | | | Brittany | y Bauer Accou | nt I | Preferences E | at [| ? |
| Home v Employee Time | e FastTrack FastTrack Open Positions Screener | | | | | | | | | -1 |
| ◀ ■ FastTrack Scre | ener 😭 | | | | 2 👩 1 | 🏠 Favorites 🔻 🌪 | New | Window 👘 My P | rint Qu | eue |
| Views: General 💌 <u>Eilters:</u> H | ourly | | | ~ | | 7 🔟 🕙 | 2 | View Applicat | ions | |
| Position Description* | Assignment | Location | Number of Applications | Application Deadline | Position Status | Department | | View Positi Information | on 1 | |
| Hourly Assistant | Classroom Assistant I | | 167 | When Filled | Open | 1 | ^ | Close Bootti | | 5 |
| Hourly Assistant | Hall Monitor PT | | 0 | When Filled | Open | | | | | |
| Hourly Assistant | Media Assistant I | | 102 | When Filled | Open | | | | | |
| Hourly Assistant | Nutrition Serv Wrkr PT - Trad | | 0 | When Filled | Open | | | | | |
| | | | | | | | | | | |
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| < | | | | | | | | | | |
| < 4 records displayed | | | P | sition Descriptio | n: | A | вс | | | |

- 6. View list of applicants
 - a. Applicant Status (AS) shows if the applicant is "Highly Qualified" or a previous or currently licensed teacher.
 - i. 105- Regular applicant
 - ii. 106- Highly Qualified
 - iii. 107- Certified teacher

| 😨 Open Applications - 05.13.06.00.06-10.2 - Google Chrome | | | | | | | | | | | |
|---|--|--------|---------|-------------|------|------------------|-----------------------|------------|--|----------|------------------------|
| https://skyfin.jordan.k12.ut.us/scripts/wsisa.dl/WService=wsFin/rappi)obb2455.w | | | | | | | | | | | |
| Jordan School District Britiany Bauer Account Preferences Ext ? Home Employee Time Fass Track Preferences Ext ? | | | | | | | | | | | |
| Open Applications | | | | | | | | | | | |
| Views: General | Views: General 🛛 💽 Effers: PT Applicant Pool 🔽 💎 🔟 🔮 💩 | | | | | | | | | | Search Parameters |
| Last Name 🔺 | First Name | 0 C | A S* | Pre Scrn | Туре | Position Desc* | Assignment | Loc | | Dept | View Application |
| ALLISON | NANCY | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | <u>^</u> | View Application |
| AUSTIN | BROOKE | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | History |
| BAUGH | EMILY | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | Enter or Modify Scores |
| BECK | JUDY | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | Chaushtraffe |
| ▶ BENNETT | MELISSA | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | Application Status |
| BOWLEY | KELLIE | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | Comments |
| BROADBENT | DENESE | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| BURTON | AMBER | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | Prescreening Score |
| CANNON | MARY | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | View Regitien |
| CARRILLO | KRISTI | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | Information |
| ▶ CEDERSTROM | BROOK | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| CHANCE | CLAIRE | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| CHANG | YUNG | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| CHRISTENSEN | JAYNE | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| ► COLE | JENNIFER | 0 | 107 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| CRAWFORD | JUDY | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| CULLEN | JOHN | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| DAVIE | JESSICA | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| DAVIS | ARIANNE | 0 | 106 | | GEN | Hourly Assistant | Classroom Assistant I | | | | |
| DAVIS | CAROL | 0 | 105 | | GEN | Hourly Assistant | Classroom Assistant I | | | ~ | |
| < | | | ш. | | | | | | | > | |
| 1000 💙 74 n | ecords displayed | | | | | | | Last Name: | | ABC | |
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| | | | | _ | | | | | | | |

7. Click on arrows to expand sections of the applicant profile.



Reminder: **ALL part time applicants *must* have an **approved** application online <u>BEFORE</u> they can be INTERVIEWED. **