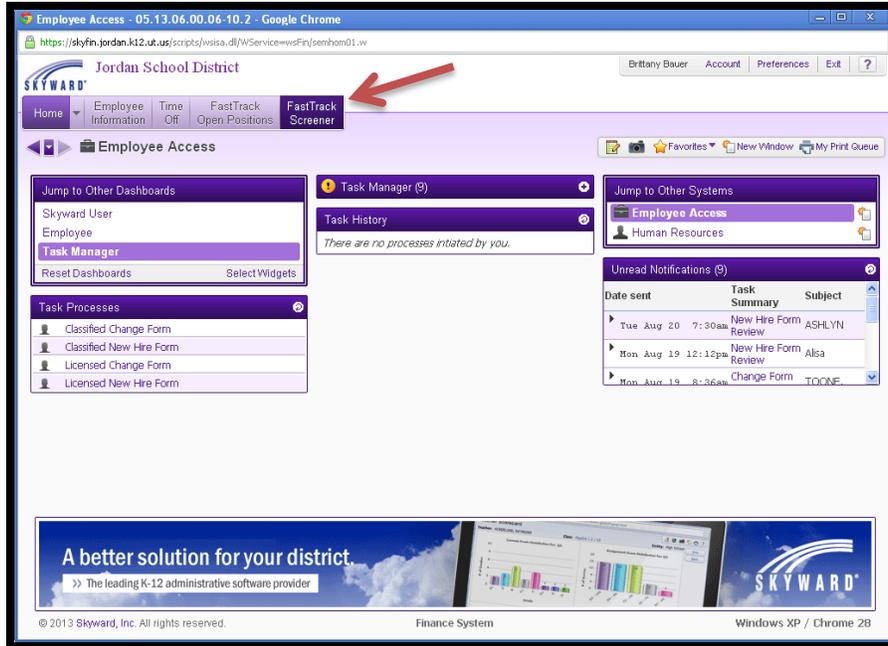
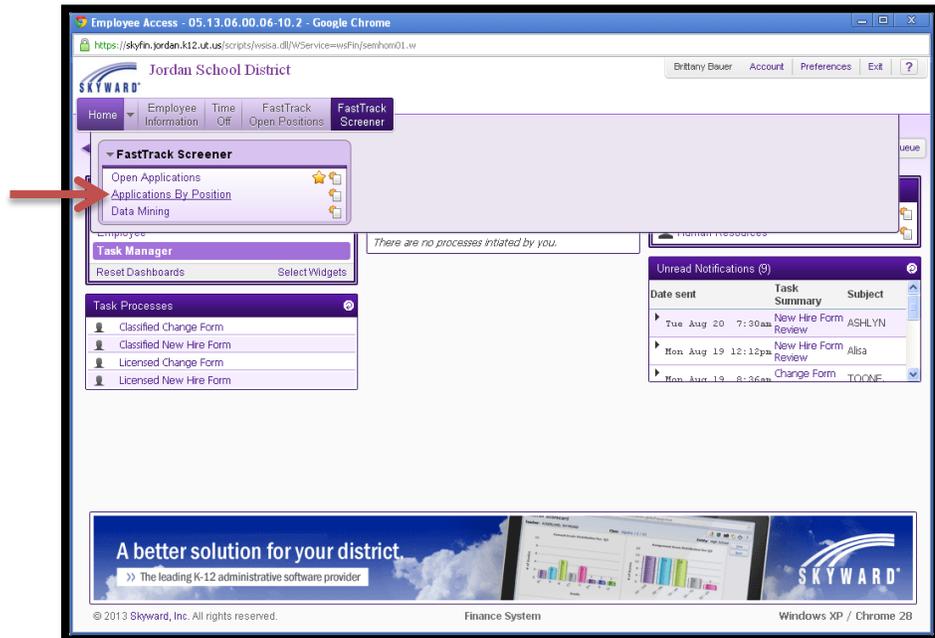


## PT Applicant List Tutorial

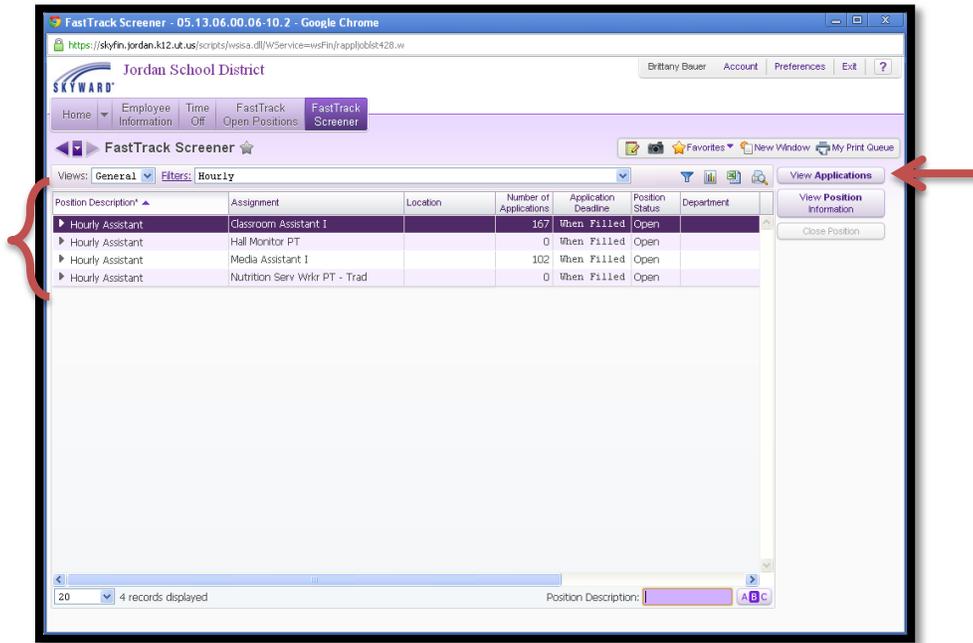
1. Log in to Employee Access
2. Click on "FastTrack Screener"



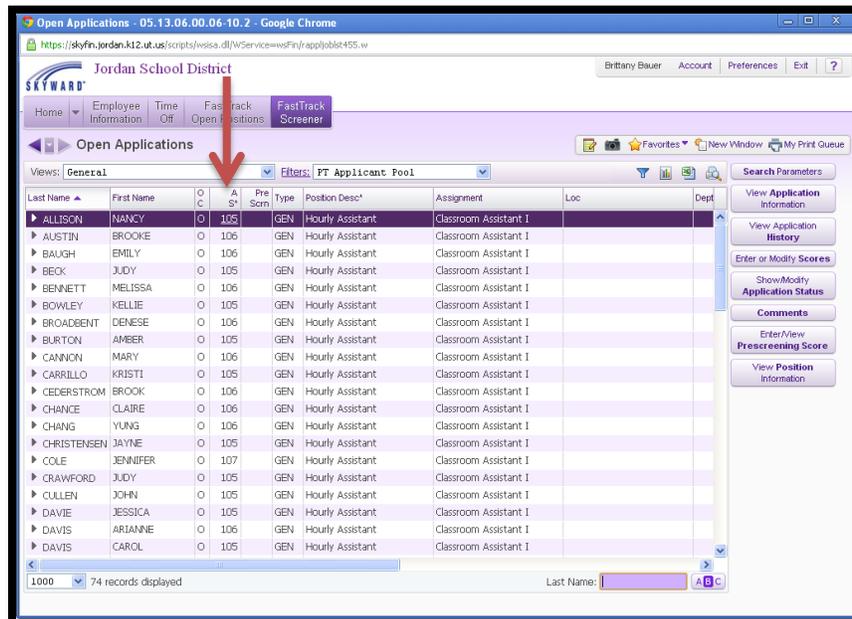
3. Click Applications By Position



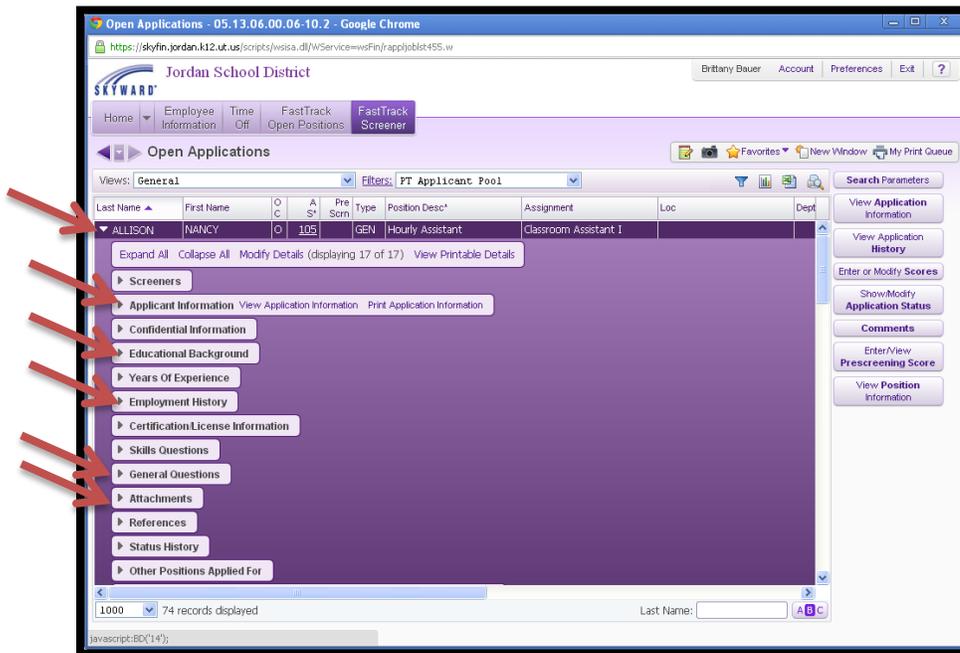
4. Click on Position you want to fill.
5. Click “View Applications”



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



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



**\*\*Reminder: ALL part time applicants *must* have an approved application online BEFORE they can be INTERVIEWED. \*\***