

## AppliTrack Requisition: Instructions for Completion by Original Submitter

- 1) Login to AppliTrack (<https://www.applitrack.com/d308/onlineapp/admin/admin.aspx#Dashboard>)
- 2) Click Job Postings
- 3) Under Requisitions, click Create New Requisition
- 4) Click Start From: A template, My Previous Requisitions, or Any Previous Requisition
- 5) Click the name of most appropriate template for your teaching level
  - a. Main tab
    - i. Title: Delete “Copy of” and indicate appropriate title of position, and in parentheses indicate the two character building code.
      1. Override the sort order of this listing (checkbox): To be completed by HR only
    - ii. Position Type: Use the drop-down menu to select the appropriate position type
    - iii. Location: Choose from pull-down menu
      1. Is this position in a high-needs school as defined by NCLB?: **Disregard**
    - iv. Requisition
      1. Date vacancy will occur: Indicate date
      2. Budget Code: **Disregard**
      3. Reports To: **Disregard**
      4. Reason for vacancy: Choose from pull-down menu
      5. Name of employee currently in this position: Indicate departing employee or indicate N/A if not applicable
      6. Assignment Type: Select “Full time” or “Part time”
      7. Indicate FTE and/or hours per day: Indicate FTE for certified positions and the start/end time for non-certified positions.
      8. Assignment Tenure: Indicate “Permanent” or “Temporary”
      9. If temporary, indicate the end date: Indicate date (last day of school, assuming no emergency days, is May 26, 2017)
    - v. Minimum requirements for position: (Only relevant to non-certified positions)
      1. Education: Indicate minimum degree(s) required, if applicable.
      2. Experience: Indicate minimum experience required, if applicable
      3. Special Skills: Indicate minimum special skills required, if applicable
    - vi. If teaching position:
      1. Major(s): **Disregard**
      2. Minor(s): **Disregard**
      3. Licensed required: Indicate required endorsement
      4. Other position information or requirements: All templates will include minimum qualifications/skills required for the level. Full day hours at each building level will be specified in all templates. **If there are other qualifications/skills you would like included, indicate those in this field.**
  - b. Per Posting Questions tab – If desired, include per posting questions.
  - c. Approval Process tab – **Do not modify**
- 6) Click Submit Requisition at top right corner of page