

Applitrack Training

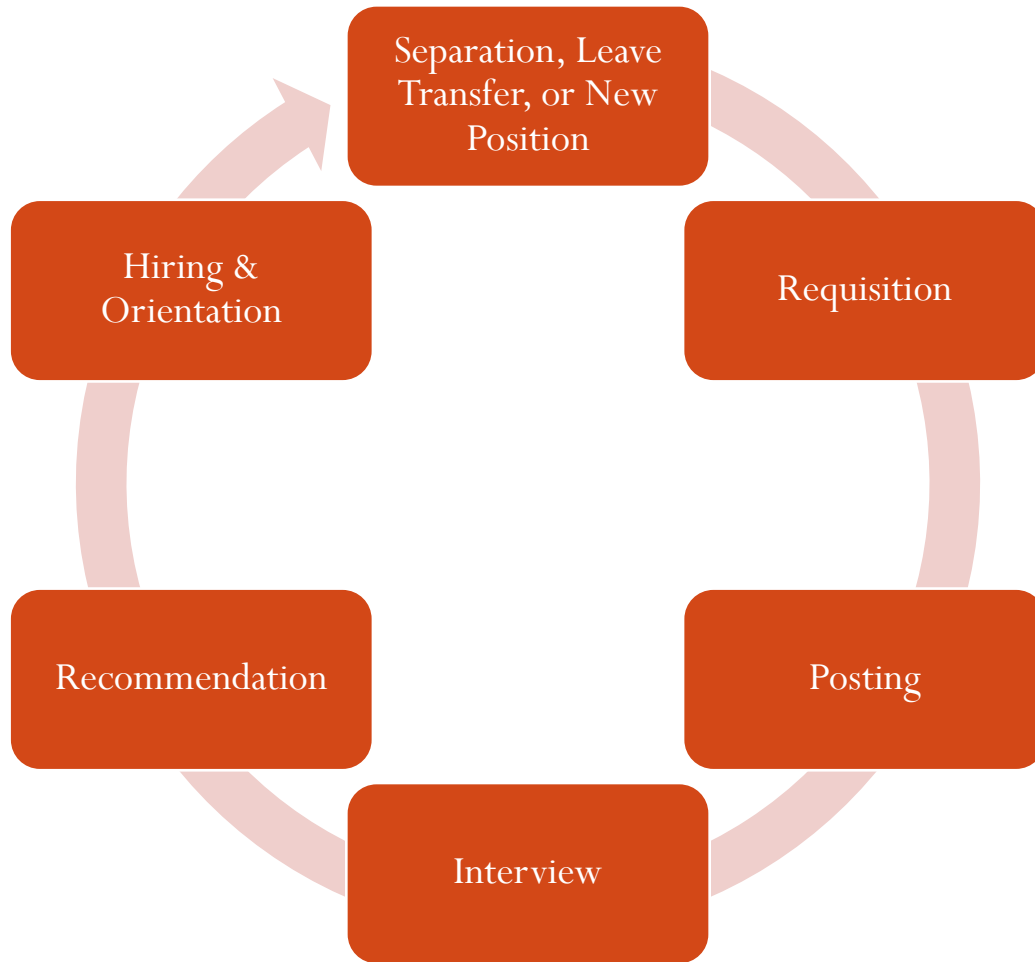
October 17, 2016

Oswego East High School

Overview & Agenda

- Recruitment Life-Cycle & Applitrack
- Schedule B & C Payment Forms
- Your Questions

Recruitment Life Cycle



Separations

Termination Form

- Attach Resignation Letter (if applicable)
- Ensure You Obtain All District Property Prior To Separation
- Alert Payroll Immediately if Dates Change or Resignation is Within 3 Days of Payday

Internal Transfer or Requisition

- See Next Page

Next Steps

- Alert H.R. If Not Filling
- Candidate Recommendation – Internal Transfer
- Requisition

Internal Transfer or Requisition?

Replacing
Employee

No

Yes

Yes

Shifting Existing
FTE To Fill?

N/A

Yes

No

Next Step:

Alert H.R.

Candidate
Recommendation –
Internal Transfer

Requisition

Leaves

HR Sends Approval

- Emailed By Substitute & Leave Specialist Upon Receipt of All Necessary Documents & Board Approval (If Needed)

Questions

- If Not Hiring To Cover Leave: Do Nothing
- If Hiring To Cover Leave: See Next Page

Next Steps

- Requisition

Leave Questions

Do You Have a
Candidate In Mind?

No

Yes

Next Step:

Submit Requisition

Submit
Recommendation —
Leave Cover

Employee Transfer

Notification From Principal

- Prior To Hiring An Employee From A Different Building, Please Work Out Starting Dates With Other Principal Prior To Recommending

Questions

- If Employee Won't Be Replaced (e.g. 1:1 TA Following Student Who Transferred): Do Nothing
- If Employee Will Be Replaced: See Requisition vs. Internal Transfer

Next Steps

- Requisition
- Candidate Recommendation – Internal Transfer

Brand New Position – Immediate Need

Request To Create
New Position

- Submit Request To Create New Position

Notification From
H.R.

- Signed “Request to Create New Position”

Next Steps

- Nothing -H.R. Will Post

Requisition:

- Best Practices:
 - If you need to create a new position, please submit a “request to create new position” and H.R. will post once it’s approved.
 - If you are submitting a requisition that is “internal only,” or a “leave cover” please include that in the title.
 - If you’re creating a requisition based on a previous requisition, use the most recent requisition you have.
 - Check the box “Email me when this becomes a posting” after you click “submit.”

Postings:

- Best Practices:
 - Please indicate the number of days you would like to post the position, or “open until filled.” Keep in mind positions for positions must typically be posted for five (5) working days.
 - If you want to change the language of what has been posted, email the Recruitment Specialist with specifics.
 - If you included the caveat “internal only” in the title, we’ll only post it on the internal candidate section of Applitrack.

Interviews:

- Interviews can be scheduled using Applitrack!
- If you have a consistent team that you use for interviews, let H.R. know, and they will be given a “routings only” account upon request.
- You Can View an Interview Manager Tutorial at:
http://help1.frontlinek12.com/customer/en/portal/articles/2204121-webinar-using-the-interview-manager?b_id=5262

Who Do I Have To Grant An Interview To?

Did The Candidate Submit an “Internal Application”

No

Yes

Yes

Yes

Is The Candidate a Current Employee?

N/A

Substitute Employee
(Long-Term Included)

Member of Different Union as
Position

Member of Same Union as
Position

Do I Have To Grant An Interview?

No

No

No – but it’s recommended if
they’re qualified

OCMA – Yes
All Others – Yes unless you can
prove they’re not qualified

Recommendation:

- Best Practices:
 - Double check names for replacements, these should match the name on the requisition that you submitted to post the job. If the names don't match, it will require additional follow-up which may delay the process.
 - If you answer “yes” for shadow days, please include specific dates or indicate in the “comments” section that they're pending and send an email to the Recruiting Specialist once they're finalized.
 - If you're recommending someone who is not properly licensed, call the Assistant Director of H.R. once you submit the recommendation to ask for a Rush Request.

Hiring & Orientation

- Frequently Asked Questions:
 - Q: I recommended someone who isn't properly licensed, how long will it take to have one issued?
 - A: On average, even with a "rush request," it may take as long as two weeks (sometimes longer) to get a candidate properly licensed.
 - Q: I understand that it will take a few weeks for my candidate to become properly licensed, but he/she wants to "volunteer" in the classroom. Is this acceptable?
 - A: No. Candidates cannot "volunteer" for a duty they would otherwise be paid for.

Hiring & Orientation

- Frequently Asked Questions: (Continued)
 - Q: My candidate's recommendation was approved today, can they start tomorrow?
 - A: No, but H.R. will contact you to discuss a start time.
 - Q: Can I send a candidate to go get fingerprinted to cut down the lead time?
 - A: No. H.R. will send the candidate for fingerprinting, but please contact H.R. if there is a need to expedite.

Schedule B & C Payment Process

- Best Practices:
 - Ask Yourself “Should This Be Paid Under Schedule B or C?”
 - Non-Certified Staff should add overtime for “mandatory meetings,” “breakfast duty,” etc... to time cards.
 - If you need to process a Schedule B or C Form, Sign into Applitrack!
 - This allows you to track, monitor, and reference forms that have been submitted.
 - Use the Right Form For The Job:
 - The Form Selected Will Determine The Rate of Pay
 - Use Proper & Full Names:
 - For Example, Put “Kenneth Miller,” not “Ken Miller” on a Form.
 - This Avoids Having To Require Employee ID Numbers

Mandatory Meeting vs. Curricular Work – Certified Staff

Is The Meeting/Event

Optional

Mandatory

Mandatory

Mandatory

The Meeting Is Held

Anytime

During Student Instruction
(e.g. sub is covering class)

During 13 Hours of Weekly
Planning/Prep/Lunch

Outside of Student
Instruction, Plan/Prep, or
Lunch

What Form Do I Need?

None – These Aren't
Compensated

None – These Aren't
Compensated

Mandatory
Meeting/Event

Schedule C –
Curricular Work

Your Questions

- I know you have been working on simplifying the process. Could you create a roster type entry format or information that is auto-filled for each user to avoid repetitive entries, signatures, etc...?

Your Questions

- How can I see, review, or edit entries after completion of a form?

Your Questions

- Can there be a unified “roster” that authorizers can sign off against rather than having to sign each form individually?

Any More Questions?