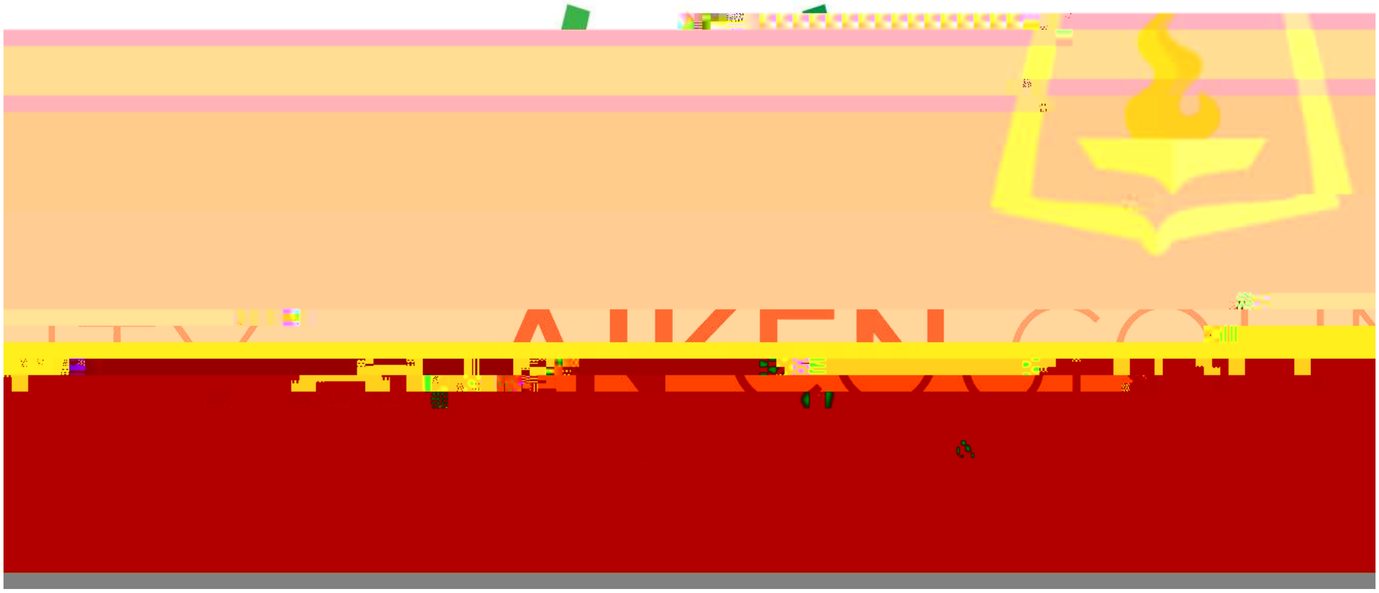


PowerSchool Applicant Tracking User’s Guide

TABLE OF CONTENTS

Access PowerSchool Applicant Tracking 3

Move between PowerSchool Modules........ 4

Understand the Dashboard 5

Submit and View Job Requisitions (Vacancy/Transfer) 6

View Job Postings 8

Review Applications 9

Setting up Interviews 12-14

Schedule Interviews for the Applicant 15-16

View Status of Requested Interviews 17

Send Reminder of a Schedule Interview 18-19

Enter Interview Results 20-21

Begin Hire Process 22-24

Appendix A Subscribe to Calendar or Add availability Dates 25

Appendix B Troubleshooting Log-In Issues

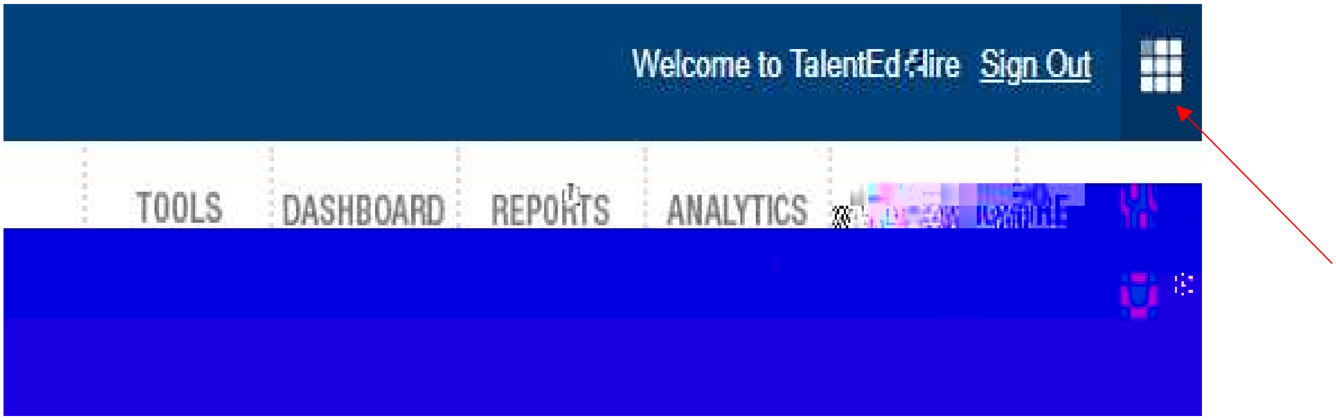
Invalid Log-In Attempt 26

Service Unavailable Error 27

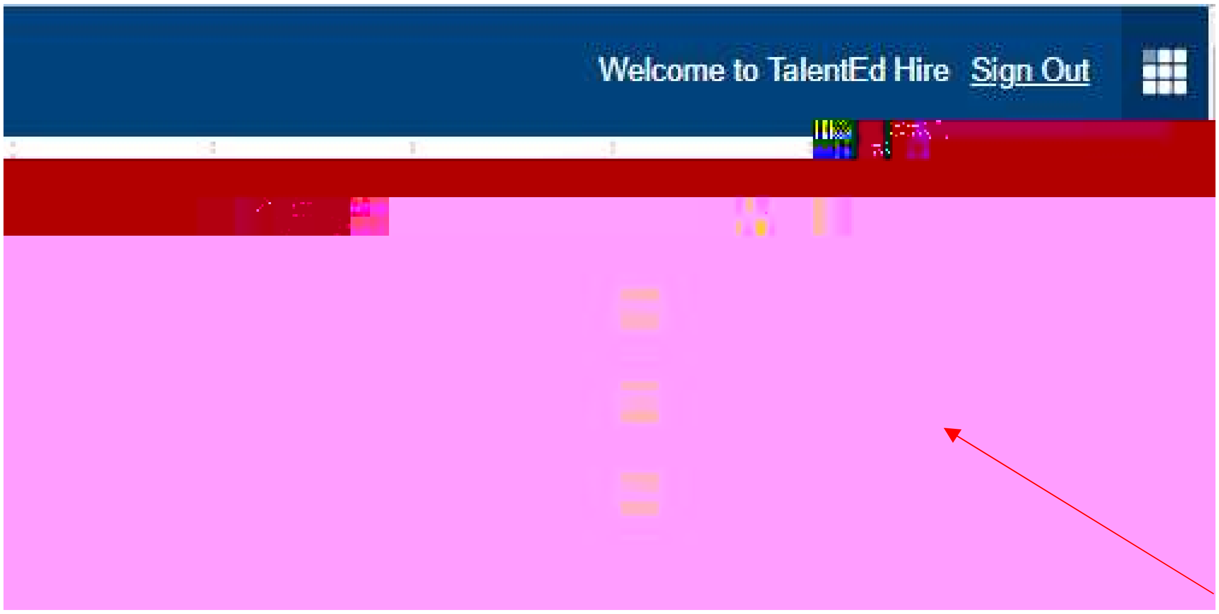
Access PowerSchool Applicant Tracking

Move between PowerSchool Modules

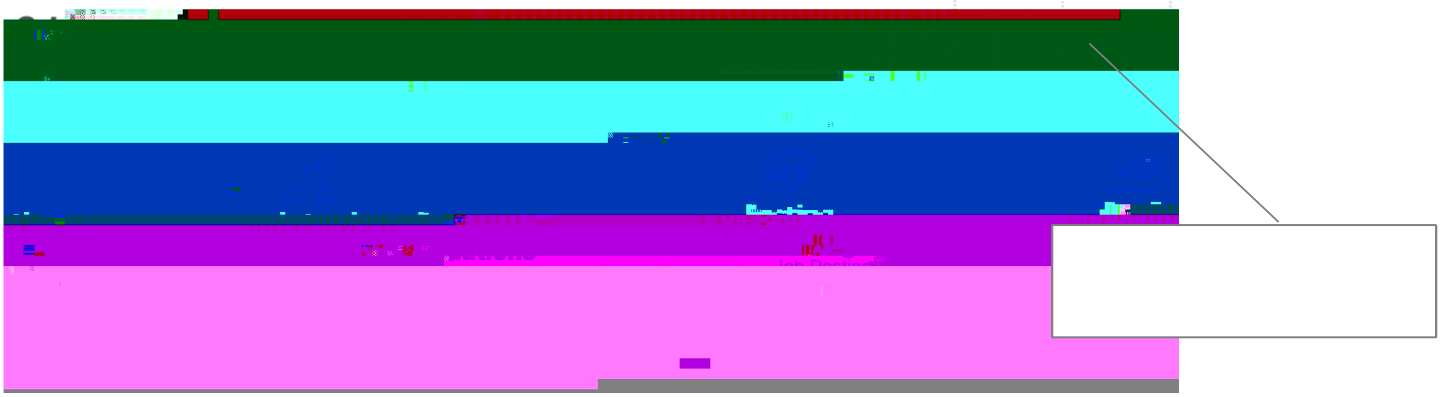
Choose the menu icon (top right beside Sign Out).


Welcome to TalentEd Hire
Sign Out
TOOLS
DASHBOARD
REPORTS
ANALYTICS

Click on Applicant Tracking.


Welcome to TalentEd Hire
Sign Out

Understand the Dashboard



The Posting Management tool is used to manage job postings and to submit and approve requisitions.

The Application Management tool allows you to review applications that come in, extend interviews, and hire a candidate.

The Interviews & Recommendations tool allows you to create your interview availability and to see all of your interviews that have been sent out, accepted, declined and completed.

The icons on the top of the page also represent different areas within Applicant Tracking that you can navigate to:

The Tools icon allows you to hover over the icon and go to the same Applicant Tracking tools for quicker access.

The Dashboard icon allows you to see all of the interviews, hire approvals, tasks, requisition approvals and active postings all on one page.

The Support icon will take you to our TalentEd Knowledgebase, where you can get more information and how-to instructions on features in Applicant Tracking.

CURRENT EMPLOYEE
Name of employee leaving position

Employee ID of employee leaving position
End date of employee leaving position
You must choose reason for leaving

HOURS/DAYS
Choose days per year
Choose hours per day
***Select PRN if they are an 'as needed' employee.**

6) **Choose the workflow for the job requisition to go to for approval by clicking the down arrow beside "Approval Workflow". Once you choose a workflow, Applicant Tracking will show you the approval path so that you can verify who it should go to.**
   Make sure you select the correct workflow, we cannot edit that you will have to resubmit

Workflow	Workflow Explanation
Athletics	All athletic supplement positions

View Job Postings

To view both open and closed positions, the open and closed dates for each posting, and the

Review Applications

Once you start receiving applications in the system, you will use Applicant Tracking's Application Manager Tool to review applications and manage candidate folders.

1)

Applicant Profile/Folder

When you are ready to review the applicant's profile and applications, you can use the application and profile icons located within the application manager.

The Print Application icon allows you to view the applicant's application information in PDF format.

The Print Packet icon allows you to pick and choose certain areas of the applicant's application. When you click on this icon a new window will appear for you to choose the areas you would like included in the PDF.

The Applicant Folder icon allows you to explore the applicant's information in more detail. It also allows you to schedule interviews, record impressions about the candidate and various other tasks.

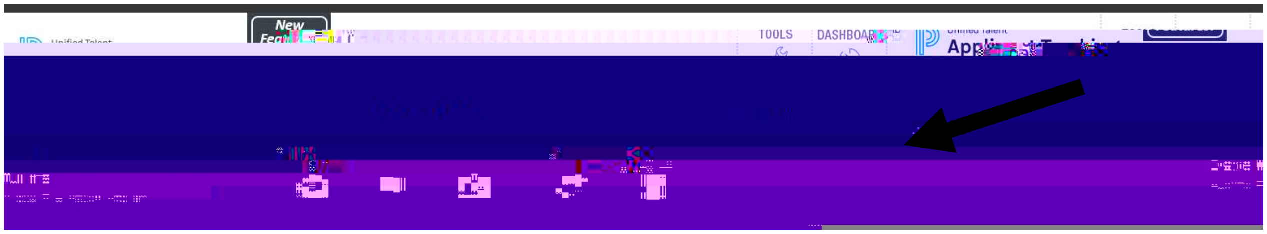
When you open an applicant's folder (blue folder icon), there are several areas that you can review and actions you can take.

Applicant Folder Review

The app tab will carry information about submitted application(s).

This tab has the same 'Print Application' and 'Print Application Packet' icons as the application manager page, as well as an 'HTML' icon.

The HTML icon allows you to see the submitted application. In addition, you can choose to toggle different sections of the application on and off for printing.



EMAIL

The Email icon allows you to email candidates. You can choose to show your email address for a reply, or to send an alias 'Do Not Reply' email address. You can also choose an email template to use if your organization has created one. Please speak with your system administrator regarding email templates.

INTERNAL

The Internal icon indicates to you if someone in Recruit and Hire is a current employee. You can also mark a candidate as internal or remove them as internal using this icon.

PROFILE

The Profile icon allows you to see the most up to date information that the applicant has provided on their profile. This differs from the 'Print Application' icon as any information that may have changed, such as their address will be captured here.

Setting up Interviews

1) **Click on Tools**

2) **Choose 'Application Manager'.**

3) **Click on the checkbox of the applicant(s) you would like to invite to an interview.**

4) **At the bottom of the list of applications, click the 'Bulk Actions' drop-down arrow.**

5) **Select 'Interview' under 'Candidate Actions'.**

6) **Click 'Go'.**

After clicking GO, the SCHEDULE INTERVIEW screen opens.

7) 'APPLICANT(S) section (top) identifies the applicants you would like to interview.

8) The Interviewer will always be the Applicant Tracking user that clicked on the 'schedule interview' button. This can be changed by clicking the 'X' near the interviewer name.

If you would like to add or change interviewers or schedule an interview on someone's behalf, you can click on the 'Add Interviewers' button.

9) Click the name of the interviewer from the Applicant Tracking users list. You can use the red "x" to remove interviewers.

10) Complete the interview information.

'DETAILS' section

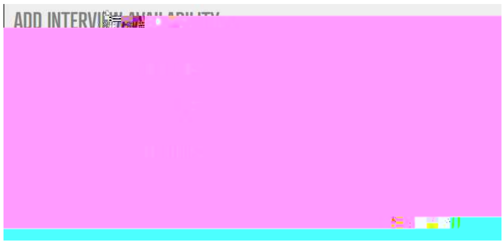
Job Posting (Required)
Drop down will allow you to choose the position you want to interview if they have applied for multiple positions.

Interview Type
Type of interview is being conducted.

Interview Location (Required)
Communicates where the interview is being held.

Interview Survey
Associated interview questions allow you to record responses. (optional)

'SCHEDULING OPTIONS' section (Three options)

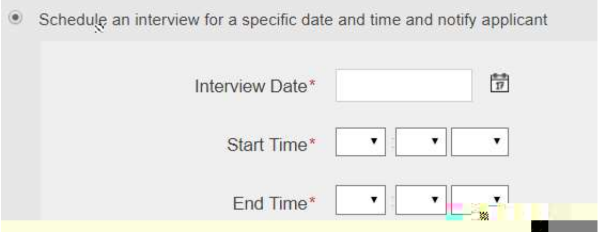


ADD INTERVI[illegible]

Add the interview date, start time and end time. If you plan to have a break between interviews, you will need to click ADD AVAILABILITY twice.

Click SAVE.

SECOND OPTION (Provide specific date and time)



● Schedule an interview for a specific date and time and notify applicant

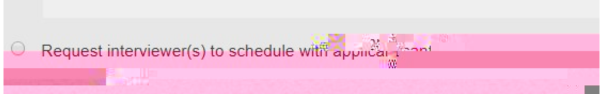
Interview Date*

Start Time*

End Time*

Set the specific date and time for individuals is useful if previously spoken with applicant and have already established a time.

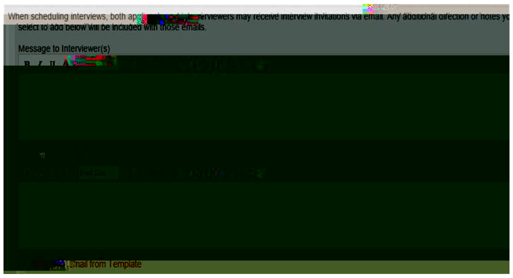
THIRD OPTION (Interviewer will call and schedule time)



○ Request interviewer(s) to schedule with applicant

'OPTIONAL MESSAGES' section

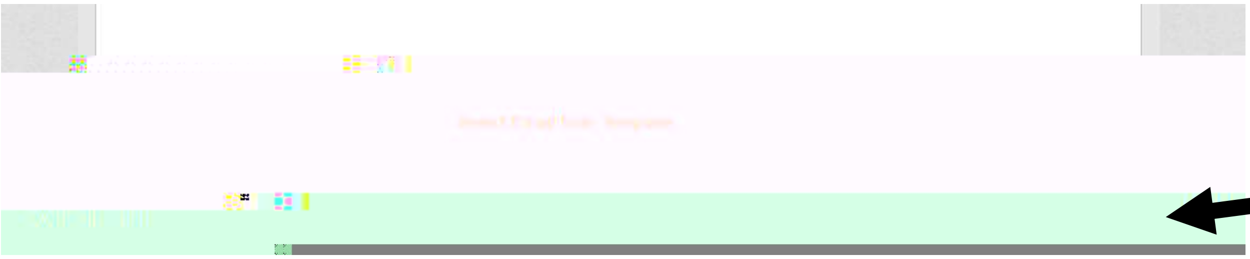
If there are any messages you need to relay to the interviewer(s) or to the applicant(s), you can include them in the message section of the interview form. These messages are sent via email.



When scheduling interviews, both ap[illegible]erviewers may receive interview invitations via email. Any additional direction or notes yo[illegible] select to add below will be included with those emails.

Message to Interviewer(s)

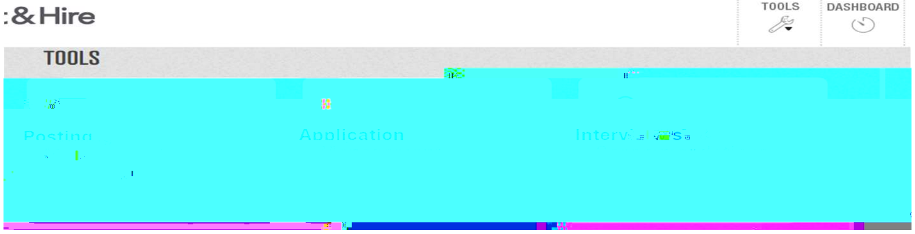
11) Click SAVE AND SEND.



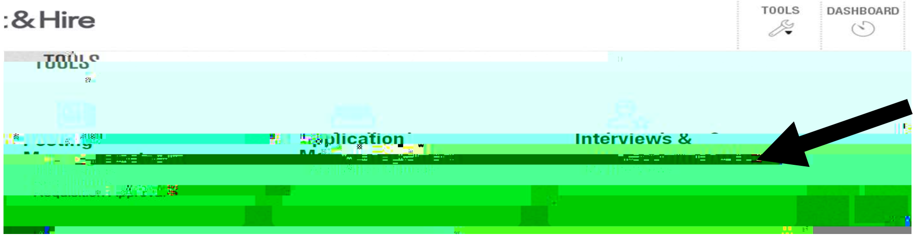
Schedule interview for the applicant

If you have set up the interviews initially where the applicant self-schedules but they are having difficulty and they need your assistance to schedule their interview, go to 'My Interviews'.

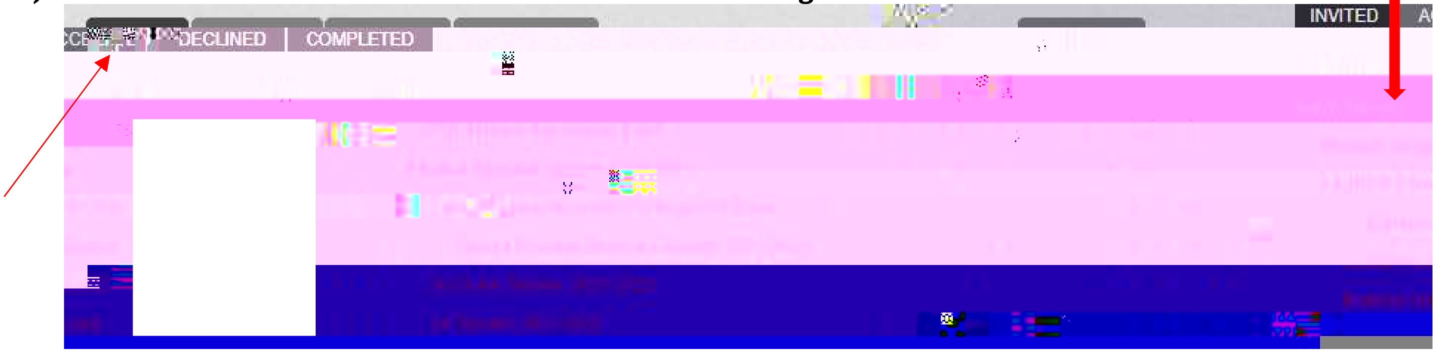
1) **Click 'Tools'.**


& Hire
TOOLS
DASHBOARD
TOOLS
Posting
Application
Interviews

2) **Click on the 'My Interviews'.**

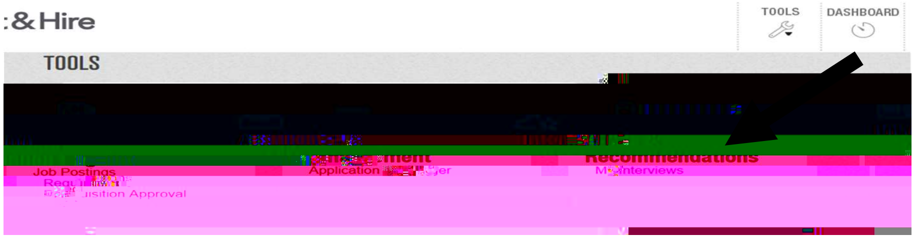

& Hire
TOOLS
DASHBOARD
TOOLS
Application
Interviews &

3) **Click on the 'Invited' tab. Then click on edit to the right of the candidate's name.**

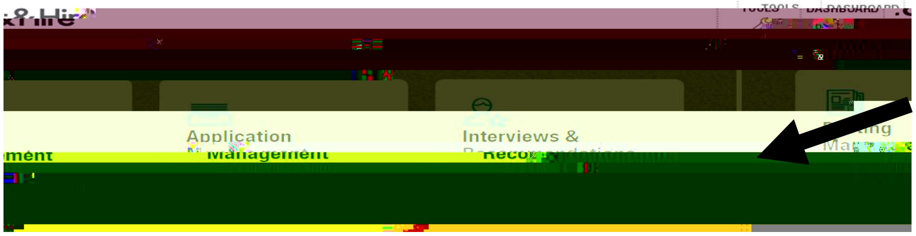

DECLINED
COMPLETED
INVITED

View Status of Requested Interviews

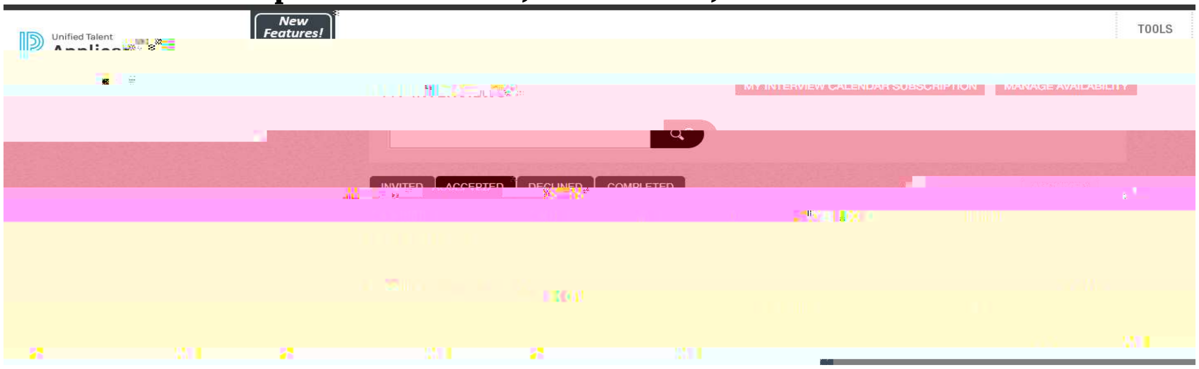
5) **Click 'Tools'.**


& Hire
TOOLS
DASHBOARD
TOOLS
Recommendations
Job Postings
Application
My Interviews
Requisition Approval

6) **Click on the 'My Interviews'.**

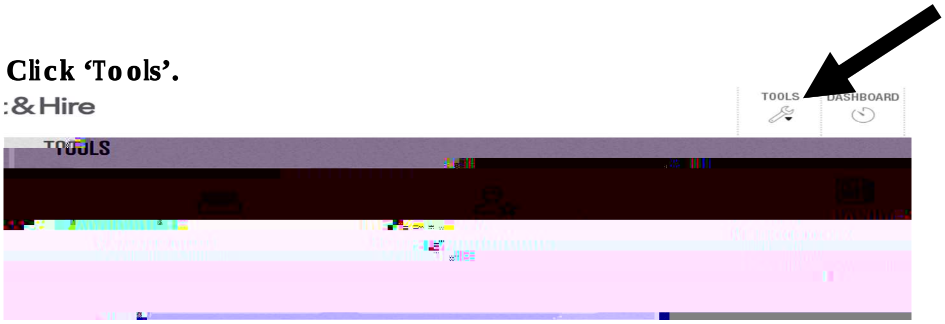

& Hire
TOOLS
DASHBOARD
Application
Management
Interviews &
Recommendations

7) **Click tabs at the top to see 'INVITED', 'ACCEPTED', or 'DECLINED'.**

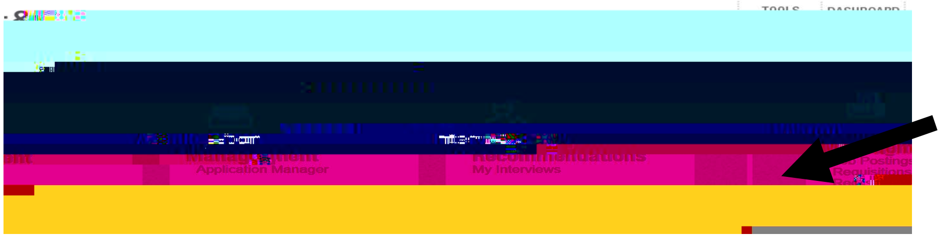

Unified Talent
New Features!
TOOLS
MY INTERVIEW CALENDAR SUBSCRIPTION
MANAGE AVAILABILITY
INVITED
ACCEPTED
DECLINED
COMPLETED

Send Reminder of a Schedule Interview

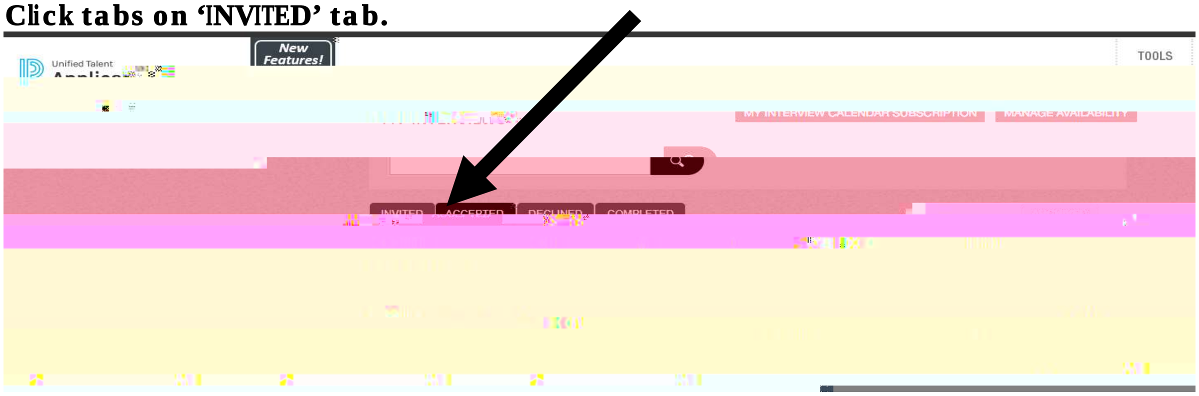
1) Click ‘Tools’.


:& Hire
TOOLS
DASHBOARD
TOOLS

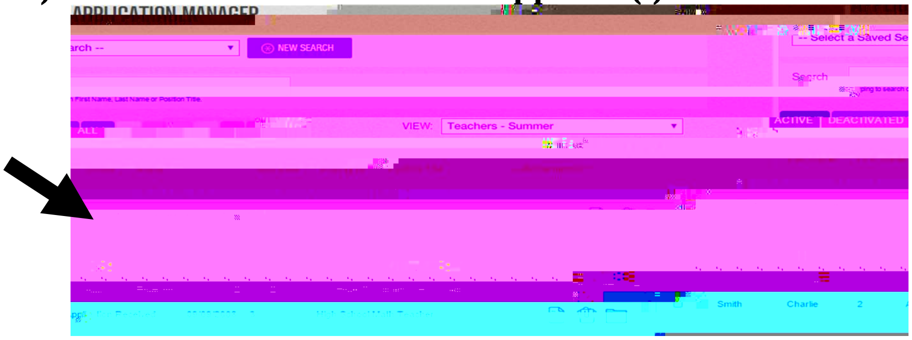
2) Click on the ‘My Interviews’.


TOOLS
DASHBOARD
Application Manager
My Interviews

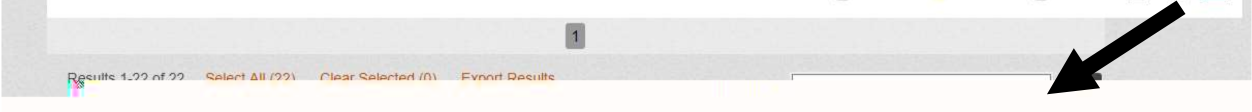
3) Click tabs on ‘INVITED’ tab.


New Features!
Unified Talent
TOOLS
MY INTERVIEW CALENDAR SUBSCRIPTION
MANAGE AVAILABILITY
INVITED
ACCEPTED
DECLINED
COMPLETED

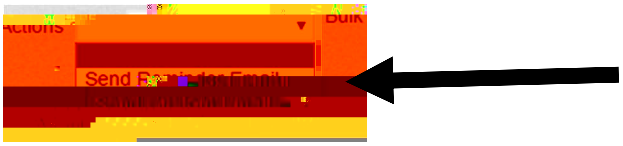
4) Click on the checkbox of the applicant(s) to send reminder.


APPLICATION MANAGER
NEW SEARCH
-- Select a Saved Se
Search
ALL
VIEW:
Teachers - Summer
ACTIVE
DEACTIVATED
Smith
Charlie

5) At the bottom of the list of applications, click the ‘Bulk Actions’ drop-down arrow.


1
Results 1-22 of 22
Select All (22)
Clear Selected (0)
Export Results

6) **Select 'Reminder Email'.**


Actions
Bulk
Send Reminder Email

7) **Click 'Go'.**

1
Bulk Actions

Enter Interview Results (optional)

1) **Click on Tools**

:& Hire
TOOLS
DASHBOARD
TOOLS

2) **Choose 'My Interviews'.**

3) **Click 'Add Result' beside applicant's name.**

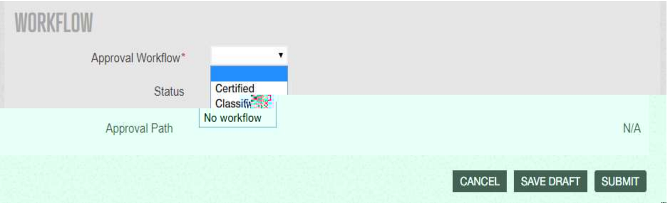
4) **Navigate to the 'Interview' tab.**

5) **Click 'Add Interview Result'.**

Begin Hire Process

5) **Confirm ‘Job Posting’ and ‘Candidate Information’.**
***Select ‘Hire for a different job posting’ if the candidate needs to be hired under a different job posting.**

8) Under WORKFLOW.


WORKFLOW
Approval Workflow*
Certified
Classifi
No workflow
Status
Approval Path
N/A
CANCEL
SAVE DRAFT
SUBMIT

Certified Workflow for all certified positions.

Classified Workflow for all classified positions.

9) Click 'Save Draft' if you do not have all the required information.
Click 'Submit' if form is completed to send to Human Resources to start the hiring process.

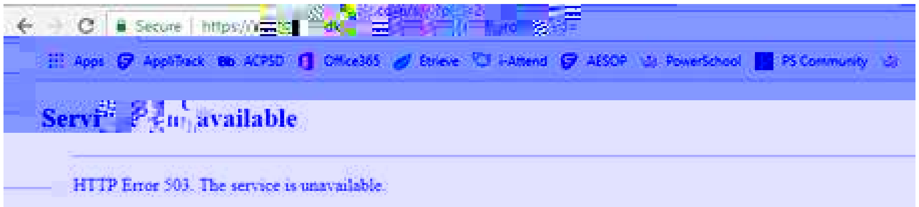
APPENDIX A

Add availability dates and/or subscribe to calendar

When you are ready to extend an interview to an applicant, you will create your interview

APPENDIX B

Service Unavailable Error

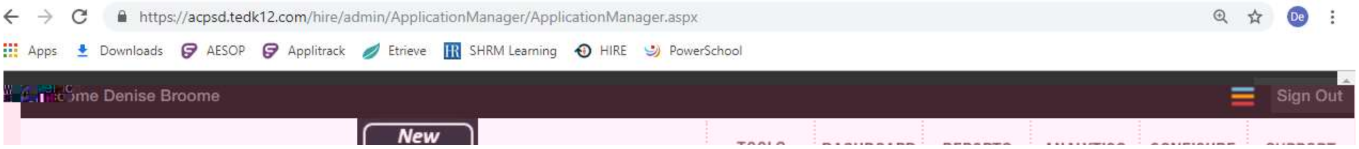

Secure
https://
Apps
AppliTrack
ACPSD
Office365
Etrieve
i-Attend
AESOP
PowerSchool
PS Community
Servi [illegible] available

HTTP Error 503. The service is unavailable.

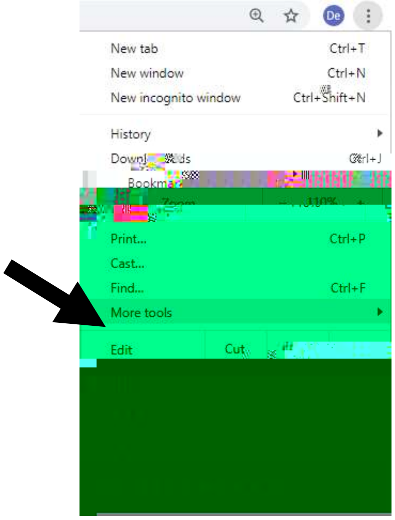
This is a caching error on the log in page.

To fix, you will need to refresh your browsers cache and cookies.

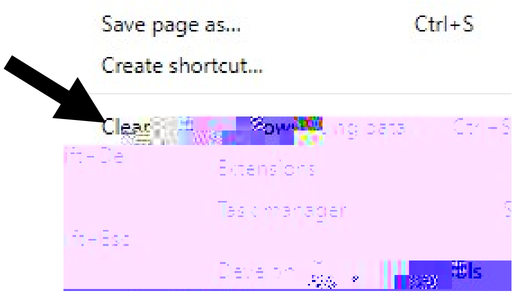
1) Click the three vertical dots to the right of your address bar.


https://acpsd.tedk12.com/hire/admin/ApplicationManager/ApplicationManager.aspx
De
Apps
Downloads
AESOP
Applitrack
Etrieve
SHRM Learning
HIRE
PowerSchool
ome Denise Broome
Sign Out
New

2) Click ‘More Tools’.


De
New tab
Ctrl+T
New window
Ctrl+N
New incognito window
Ctrl+Shift+N
History
Downloads
Ctrl+J
Bookmarks
Zoom
110%
Print...
Ctrl+P
Cast...
Find...
Ctrl+F
More tools
Edit
Cut

Click ‘Clear browsing data’.


Save page as...
Ctrl+S
Create shortcut...
Clear browsing data
Extensions
Task manager
Developer tools

4) Close your browser and all its tabs.
5) Reopen Google Chrome and log in again.