

MSAD 75 Applicant Tracking Tool

Hiring Manager / Principal Instruction Guide

MSAD 75 Applicant Tracking Login Link
<https://link75.tedk12.com/sso/Account/Login>

*** If you do not know your login credentials, please contact the MSAD 75 HR department.*

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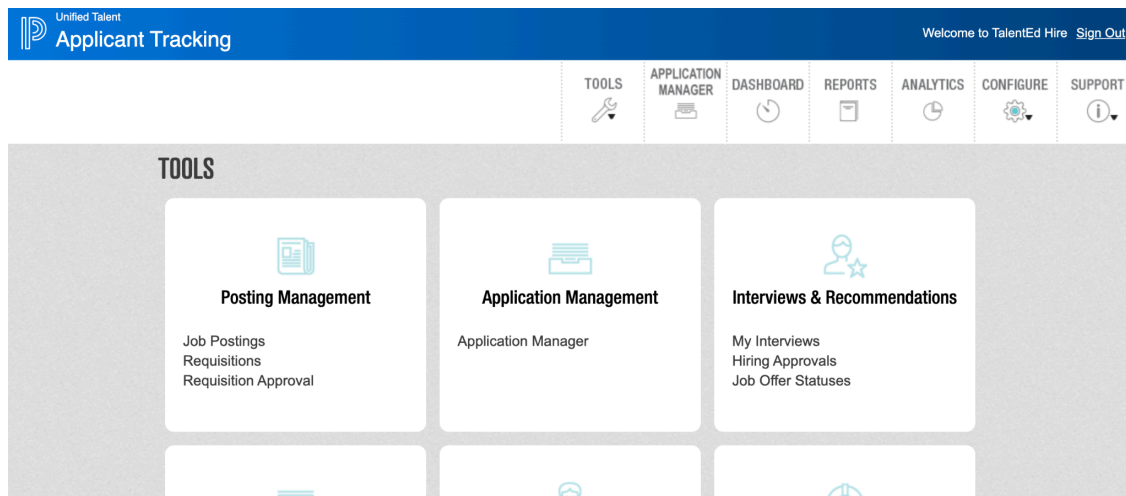
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Understanding the Management Portal and SchoolSpring

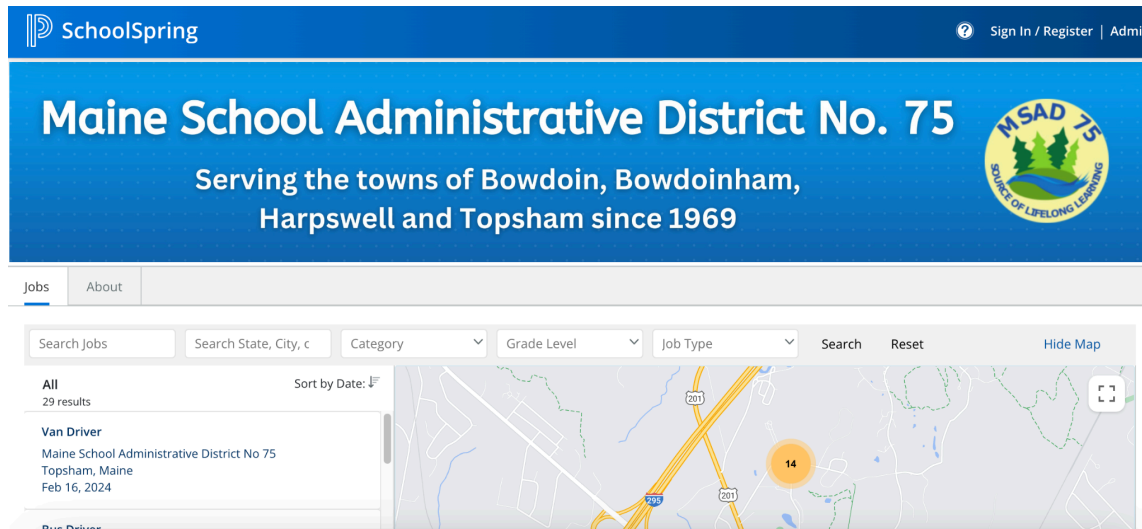
MSAD 75 has purchased the Applicant Tracking tool from PowerSchool. There are two sides to Applicant Tracking: the [administrative management portal](#) (used by HR and hiring managers) to manage workflows and review applications, and the [public job board and application portal](#) (used by applicants). The public job board is called SchoolSpring.

SchoolSpring is a national job posting database. On SchoolSpring, job seekers can create a single applicant profile that allows them to apply for jobs across many school districts. SchoolSpring is where job applicants can also schedule their interviews (*if prompted by the [Applicant Tracking automated scheduling tool](#)*).

Management Portal: <https://link75.tedk12.com/sso/Account/Login>



SchoolSpring Dashboard: <https://link75.schoolspring.com/>



Applicant Tracking FAQs

One of my employees submitted a resignation letter. What do I do first?

You will need to [submit a hiring requisition form](#).

I'm being asked if I have filled out an EPAR. Do I need to fill out an EPAR?

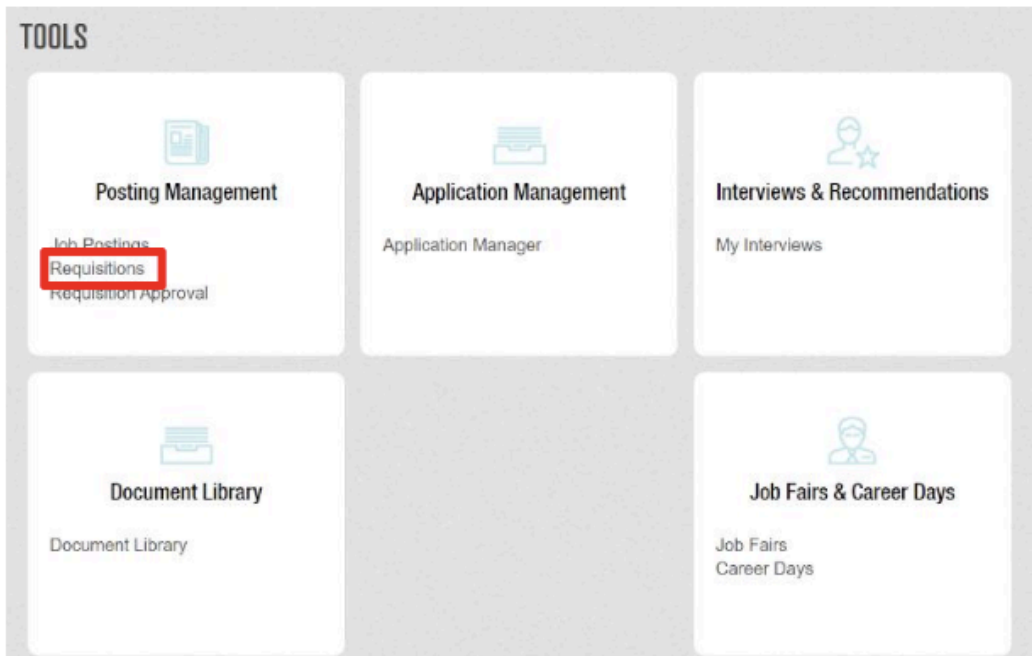
Yes. Either you or your designee **must** fill out an EPAR form in Infinite Visions. This is a separate and additional process, and BOTH forms must be completed. If you have any questions about this, please contact the HR department directly.

Request to Post a Job (*The Job Requisition Form*)

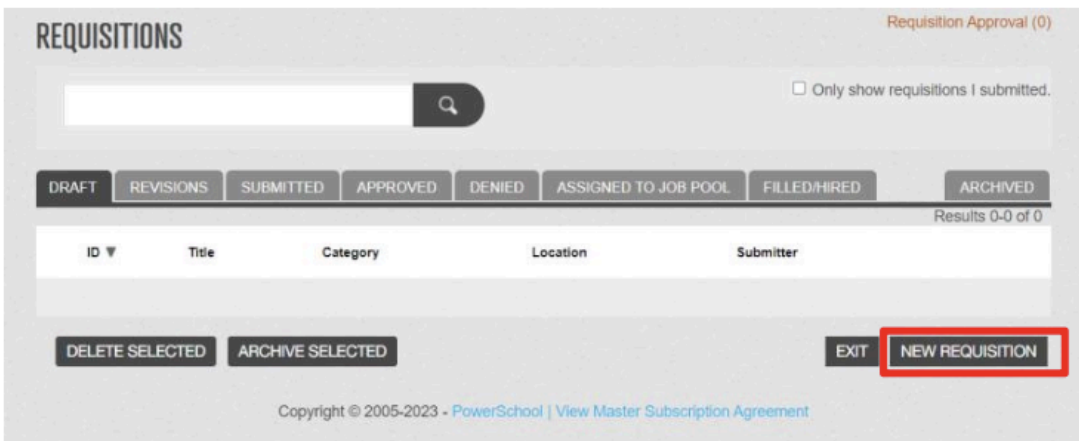
If you would like to request that a new position be added to your department, OR when you are notified that one of your direct reports will be leaving the district, you will need to submit a request to post a job through the management portal. This is the automated way that hiring managers will be able to communicate directly with HR and the Business Office about hiring. If approved, these form requests will also automatically kick-off the process for posting a new job on our SchoolSpring page.

Process for Replacing a Current Employee

Go to the menu **Tools > Posting Management > Requisitions**



Click **New Requisition** in the bottom right-hand corner of the page.



Complete the following fields in the form:

Position ID → leave this blank; the system will auto-number the request.

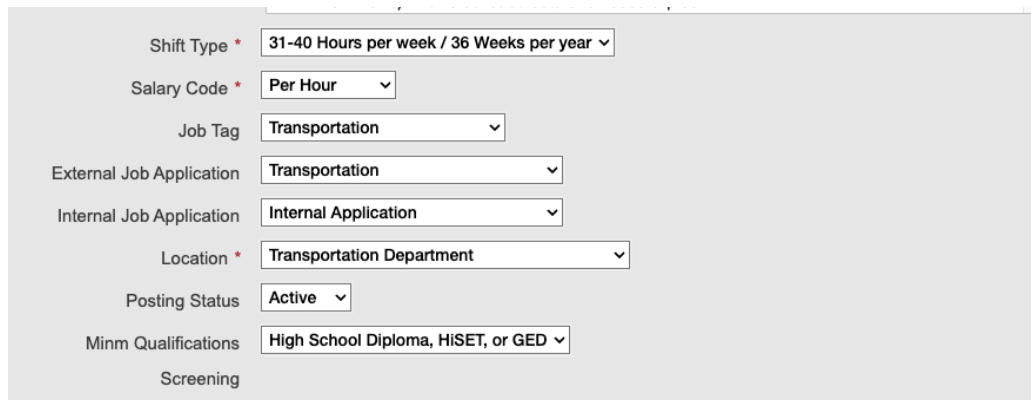
Click the “Select Job from Template” text → this will allow you to choose a job from an existing template. Selecting a template will automatically insert the job title, job details and job description into this form – this is a big time saver! 🕒

The image shows a 'NEW REQUISITION' form with a 'GENERAL INFORMATION' section. The 'Title' field is set to 'Teacher'. A red box highlights the 'Select Job from Template' button. Below the form, a 'SEARCH JOB TEMPLATES' window is open, displaying a table of job templates. A blue arrow points from the 'Select Job from Template' button to the 'SELECT' button in the first row of the table.

Job Type	Job Title	Description	Date Updated	Action
Certified	Library Media Specialist	JOB TITLE: Library Media Specialist REPORTS TO: Principal/Assistant Principal	04/27/2023	SELECT
Certified	LPN Licensed Practical Nurse	JOB TITLE: Classroom Licensed Practical Nurse (LPN) REPORTS TO: Is under the immediate direction of the classroom teacher and the school nurse. Is under the general direction	04/27/2023	SELECT
Administration	Principal - Elementary	JOB TITLE: Elementary School Principal	04/27/2023	SELECT
Administration	Principal - Middle School	JOB TITLE: Principal	04/27/2023	SELECT

Scroll down and review the other data fields that the job template has pre-selected for you. Make any necessary changes as needed. **Items marked with a red asterisk are required.** If you don't know what value to select for a non-required field, you can leave it blank.

If you don't know what value to select for a *required* field, or have any other questions while filling out this form, please reach out to the MSAD 75 HR department.

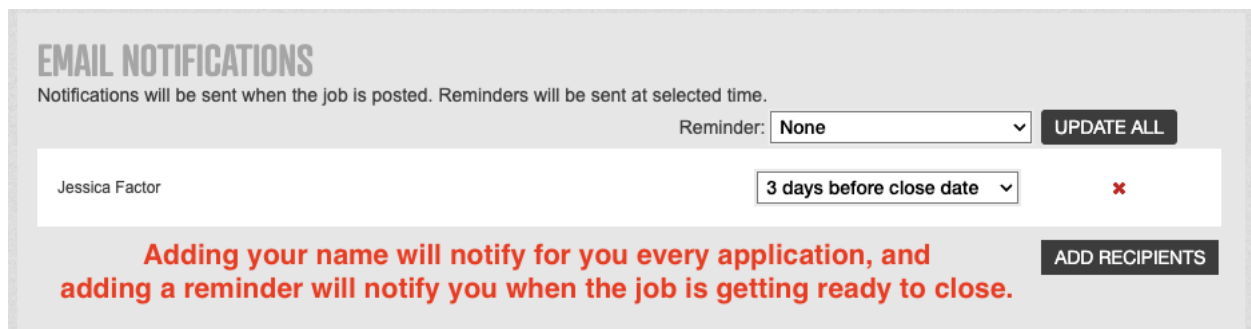


A screenshot of a job template form with the following fields and values:

- Shift Type * **31-40 Hours per week / 36 Weeks per year** (dropdown)
- Salary Code * **Per Hour** (dropdown)
- Job Tag **Transportation** (dropdown)
- External Job Application **Transportation** (dropdown)
- Internal Job Application **Internal Application** (dropdown)
- Location * **Transportation Department** (dropdown)
- Posting Status **Active** (dropdown)
- Minm Qualifications **High School Diploma, HiSET, or GED** (dropdown)
- Screening (text input)

Select your **Email Notifications** options → If you would like to receive an email for each application that is received for this job, add your email address to the list by clicking the **Add Recipients** button. You can also elect to add additional notifications for when the job posting is getting ready to expire.

In the example below, we are asking the system to send the user a notification for each application received, AND to send a separate notification *3 days before the job close date* to let them know that the job will be closing soon. If you would like another hiring manager to also receive notifications for each application, you can add multiple recipients to this list.



A screenshot of the "EMAIL NOTIFICATIONS" section. It includes a "Reminder:" dropdown menu set to "None" and an "UPDATE ALL" button. Below this is a list of recipients, with one entry for "Jessica Factor" and a reminder of "3 days before close date". A red asterisk is next to the reminder. At the bottom, there is a red text box that says "Adding your name will notify for you every application, and adding a reminder will notify you when the job is getting ready to close." and an "ADD RECIPIENTS" button.

Job Application Timeframes → leave this blank

Alternate Job Contact → leave this blank unless you (or another school representative) wants to specifically be contacted by potential applicants. (Note: *The default contact is MSAD 75 HR department*).

References → leave these fields as they are

Notes to HR → if you have any specific comments or notes that you want to send to HR about this job, please enter them in this area.

Current Employee → please enter as much information as you have in this area about the person who has given their notice to leave MSAD 75.

EPAR Section → If you have already created an EPAR for a separating employee, please indicate this here. If you have not created an EPAR, begin the process of an EPAR in the Infinite Visions system.

Approval Workflow → Select *“I’m replacing a staff member in an existing position.”*

Click “Save and Submit” → you can also opt to click “Save as Draft” and come back to finish the form later.

Process for Requesting a New Position

If you are requesting a new position for your department or school at MSAD 75, you will need to **manually** fill out all the fields covered in the previous section. Then at the bottom of the requisition form, select the *“I’m requesting a new position”* approval workflow to kick-off the appropriate approvals process. If you have any questions about submitting a request for a new position, please reach out to the HR department directly.

WORKFLOW

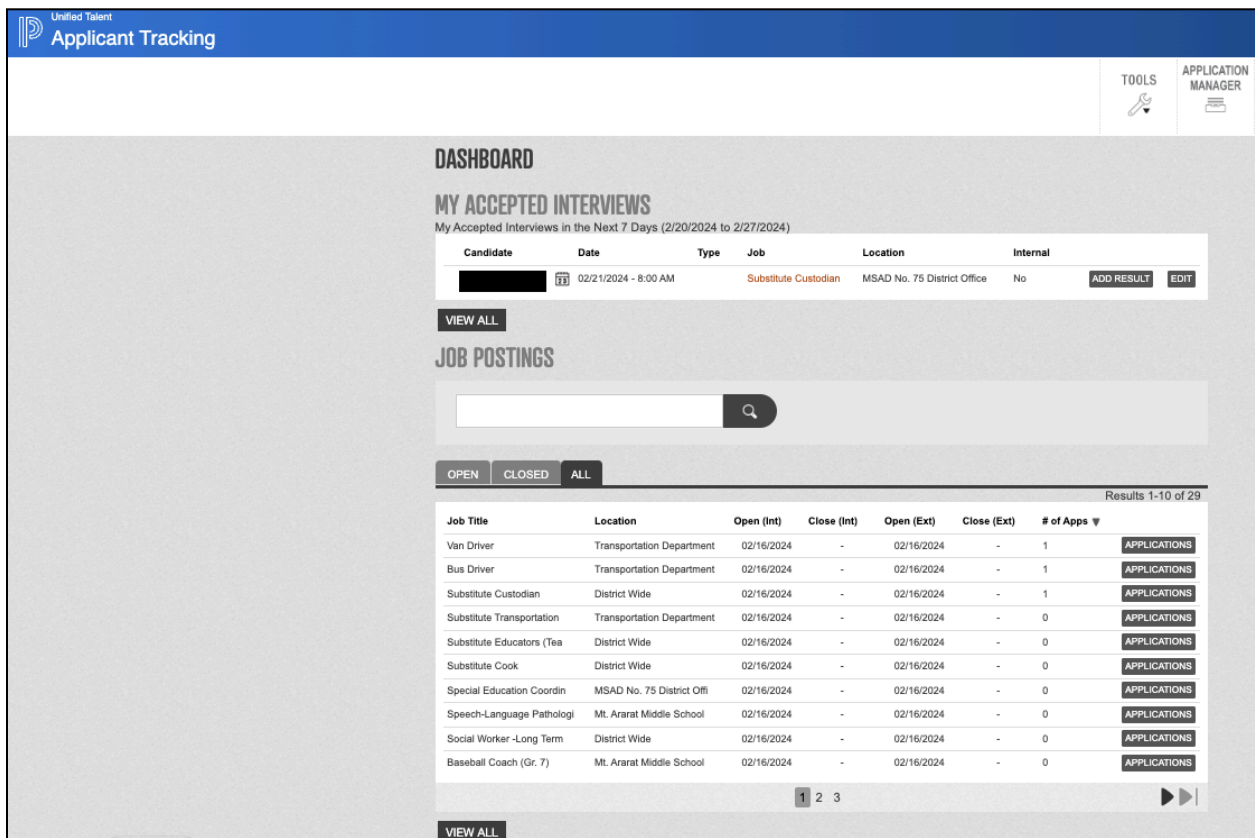
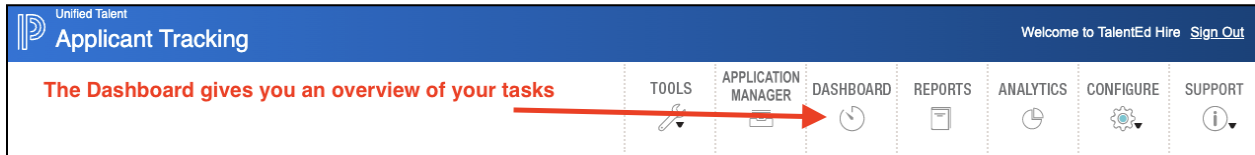
Approval Workflow *

Status **Draft**

Approval Path	Step	Name	Role
	1	Jessica Factor	Human Resources Director
	2	Jennifer Gagnon	Business Manager

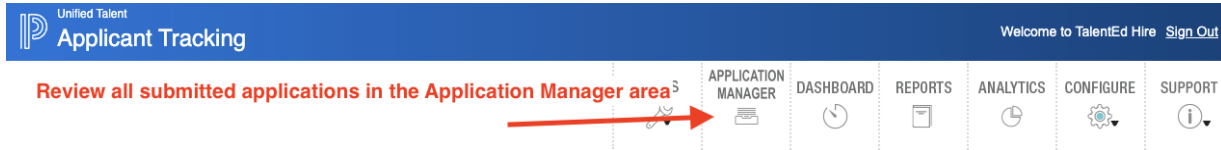
The Management Portal Dashboard

Within the management portal, you can click on the **Dashboard** button to see a high-level overview of all your tasks and all the open positions in your department. The dashboard also allows you to see any upcoming scheduled interviews, and also allows you to see how many people have applied for each of your job postings.



The Application Manager

To review applications in the management portal, click the **Application Manager** button in the top menu.



Application Manager Icons Explained

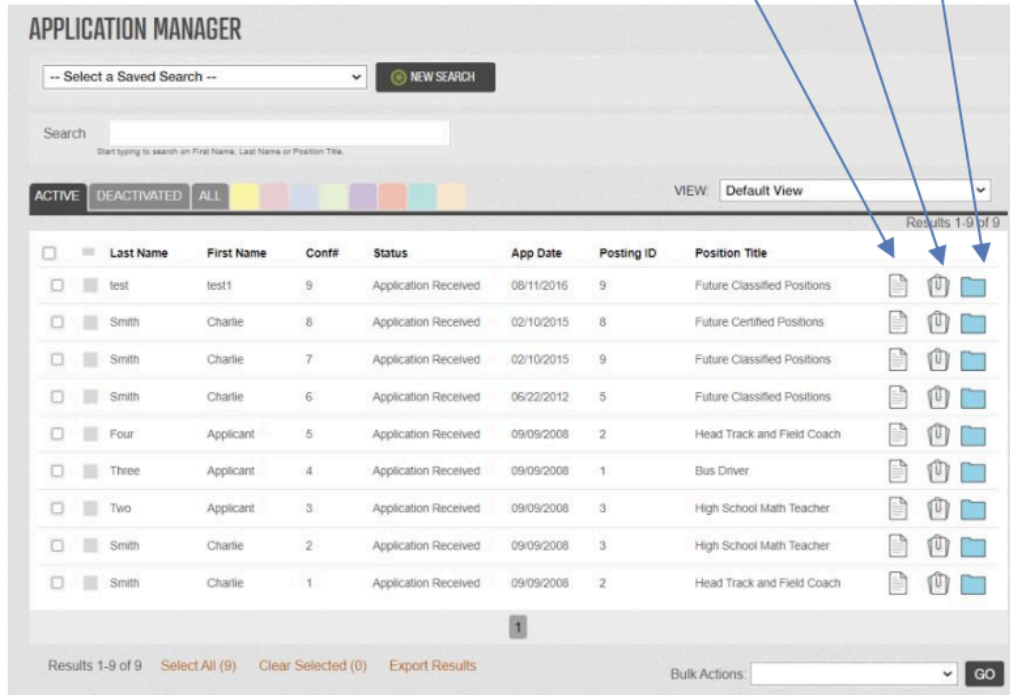
There are three icons next to each application:

Application – click to view the applicant’s application

Application Packet – click to view the applicant’s application **and** any attached documents (i.e. resume, cover letter, etc.)

Blue Folder – click, to perform many actions, including but not limited to:

- View detailed access to the applicant’s application
- View applicant’s references
- Schedule an interview with the applicant
- Fill out a recommend to hire form for the applicant



How to Navigate an Application with the Blue Folder

Inside the Blue Folder icon there are several tabs relating to the applicant.

App and Docs Tab → View the applicant's application and their attachments. Inside the app tab, you will note that you can see all the other jobs that an applicant may have also applied for.

The screenshot displays the 'APPLICATION MANAGER' interface. At the top, it shows 'PROFILE UPDATED: 02/16/24' and 'CID# 7 PID# 39'. Below this, the job title 'Substitute Custodian' is visible. A navigation bar contains tabs: APP, DOCS, INTERVIEW, REFERENCE, BACKGROUND, HQ, TASK, SCREENING, CONTACT, and NOTES. The 'APP' tab is selected, showing a table with one application entry:

Application Date	Posting Title	Active	Status	Prescreen Rating	Hired
02/16/2024 11:48 AM	Substitute Custodian	Yes	Application Received		

Below the table is a 'Job Description' section with details on hours, salary, and essential functions. A red arrow points from the 'APP' tab to the first application entry in the 'ALL APPLICATIONS' section below. This section lists four applications:

Application Date	Posting Title	Active	Status	Prescreen Rating	Hired
02/16/2024 11:48 AM	Substitute Custodian	Yes	Application Received		
02/16/2024 11:18 AM	Bus Driver	No	Position Filled/Closed		
02/16/2024 10:09 AM	Paraprofessional I, II, III - PreK	No	Application Under Review		
02/16/2024 10:05 AM	Cook	No	Application Under Review		

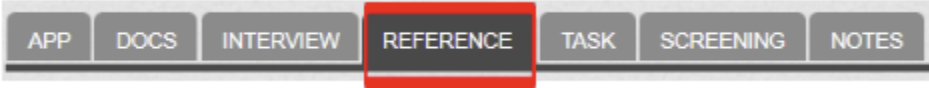
Click the Docs tab to view **all** supplemental attachments and additional documentation.



Interview Tab → Use this tab to schedule an interview or to submit a recommendation to hire form.

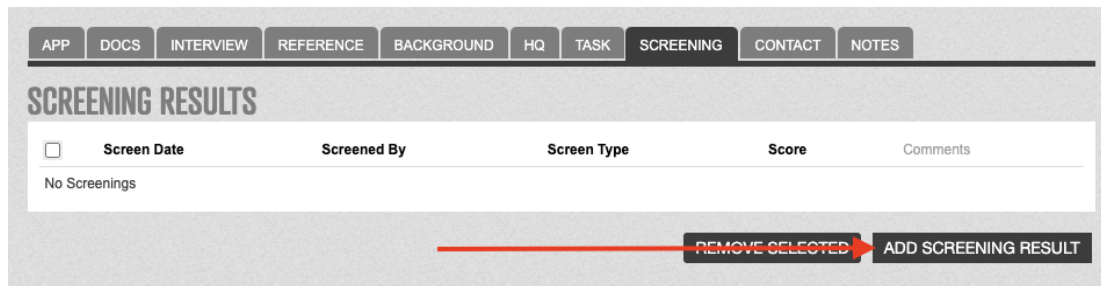


Reference Tab → Add or review references; add reference survey results.



Task Tab → *Not in use at this time*

Screening Tab → If you conduct a pre-screen phone call, please enter the results here by clicking the “Add Screening Result” button and following the prompts within the form.



Notes Tab → Add any internal notes. Notes entered into this area will not be seen by the candidate. If there is feedback that other potential hiring managers or HR need to be aware of, this information should be added into this notes section.



Adjusting an Application's Status

You can change the status of an application at any time so that on both the management dashboard and SchoolSpring, the applicant's application status will be marked the same.

The screenshot shows the 'APPLICATION MANAGER' interface. At the top, there is a search bar with a dropdown menu for saved searches and a 'NEW SEARCH' button. Below the search bar, there are filter tabs for 'ACTIVE', 'DEACTIVATED', and 'ALL'. A 'VIEW: Default View' dropdown is also present. The main area contains a table with the following columns: Last Name, First Name, Conf#, Status, App Date, Posting ID, and Position Title. A red arrow points to the 'Status' column. The table lists four applications:

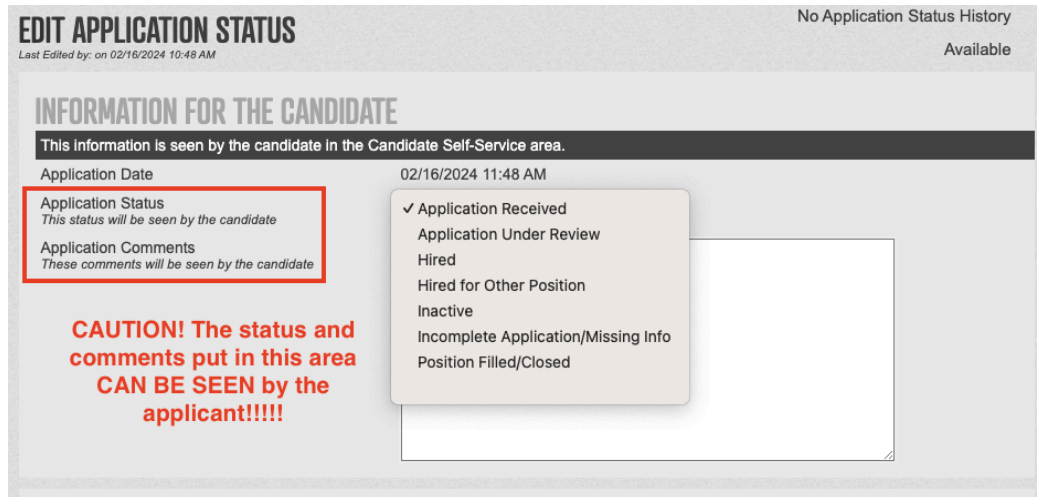
Last Name	First Name	Conf#	Status	App Date	Posting ID	Position Title
[Redacted]	[Redacted]	30	Application Received	02/19/2024	43	Van Driver
[Redacted]	[Redacted]	29	Application Received	02/16/2024	39	Substitute Custodian
[Redacted]	[Redacted]	28	Position Filled/Closed	02/16/2024	42	Bus Driver
[Redacted]	[Redacted]	26	Application Under Review	02/16/2024	19	Cook

To change the status, select the user(s) from the Application Manager list that you would like to adjust. Scroll down and use the bulk actions menu to change the status. In the bulk actions menu, select Application Status and click **GO**.

This screenshot shows the same Application Manager interface, but with the bulk actions menu open. The table below shows six applications, with the second row (Conf# 31) highlighted in blue. The bulk actions menu at the bottom includes options for 'Select All (6)', 'Clear Selected (2)', and 'Export Results'. A red arrow points to the 'GO' button in the bulk actions menu.

Last Name	First Name	Conf#	Status	App Date	Posting ID	Position Title
[Redacted]	[Redacted]	32	Application Received	02/21/2024	21	HISSET ELA Teacher
[Redacted]	[Redacted]	31	Application Received	02/20/2024	38	Substitute Cook
[Redacted]	[Redacted]	30	Application Received	02/19/2024	43	Van Driver
[Redacted]	[Redacted]	29	Application Reviewed / Pu...	02/16/2024	39	Substitute Custodian
[Redacted]	[Redacted]	28	Application Reviewed / Pu...	02/16/2024	42	Bus Driver
[Redacted]	[Redacted]	26	Application Reviewed / Pu...	02/16/2024	19	Cook

You can adjust the application status in this menu by selecting the appropriate dropdown menu.
Please note that the candidate will be able to see this content on SchoolSpring!!!

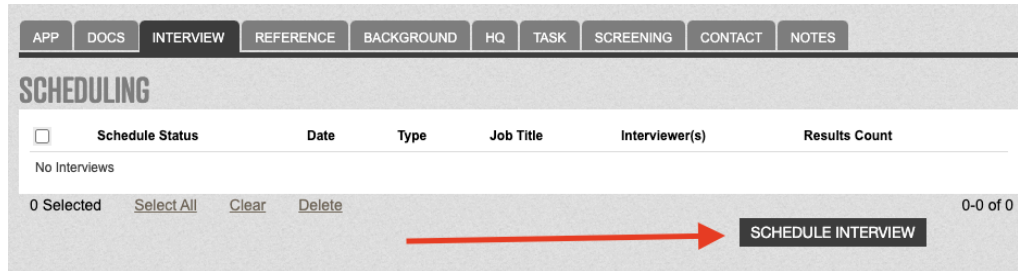


Application Status Definitions, When To Use Them and Automated Emails

Application Status Value	When to use it	Does it send an automated email?
Application Received	This is the default value that each application is set to when it is received inside the system.	Yes
Application Under Review	This status should be selected if the candidate's application is currently under review.	No
Application Reviewed / Pursuing Other Candidates	This status should be selected if you do not want to pursue this candidate.	Yes
Hired	This status is auto-selected during the hiring workflow, and should not be manually selected.	No
Hired for Other Position	This status can be selected if a candidate applied for multiple positions, and was hired for a different position.	No
Inactive	Applications more than 365 days old will automatically move to the Inactive status.	No
Incomplete Application / Missing Info	This status should be used as an internal flag to indicate that additional outreach to the applicant is needed for more materials.	Yes
Position Filled / Closed	This status should be used if the candidate is not selected for the position.	Yes

Requesting an Interview with an Applicant

Click the Application Manager button. Click on the Blue Folder for the applicant that you would like to schedule an interview request for. Click on the Interview Tab. Click the “Schedule Interview” button.



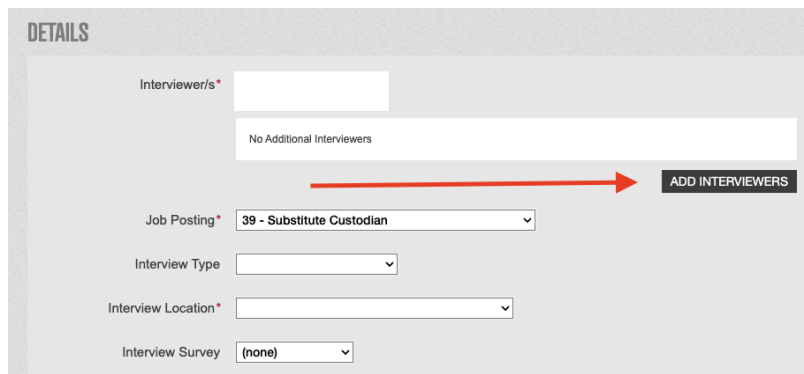
Add yourself as an interviewer by clicking the **Add Interviewers** button. If you would like to add additional Hiring Managers to this interview session request, you can add the here as well with the same button. Note: *Inviting additional MSAD 75 staff to sit on an interview committee is not the same functionality as described here. The only users who should be added within Applicant Tracking should be the hiring managers who are reviewing applications ahead of a wider interview session. If you have questions about this, please reach out to the HR department.*

Confirm that the job posting ID that has been pre-selected is the correct one.

Choose what type of interview this will be from the dropdown.

Select an Interview Location.

Select “Interview Survey” in the last drop down menu.



The most convenient option to schedule an interview is to use the candidate to [self-scheduler](#) tool. Select the radio button “Allow applicant to self-schedule...” to enable this feature.

Follow the prompts to set up interview slots. Below is an example of an interview request for a 30 minute interview where the user can select a time between the hours of 7 AM - 10 AM and 4 PM - 6 PM. The box is checked at the bottom which also requires the candidate to schedule an interview at least 24 hours in advance.

The screenshot shows a 'SCHEDULING' form with the following elements:

- Schedule Status***: A dropdown menu set to 'No Response'.
- Allow applicant to self-schedule interview by selecting from the available time slots configured below.**: A radio button that is selected.
- Interview must occur on or before***: A date field containing '02/22/2024' with a calendar icon.
- Interview Length***: A dropdown menu set to '30 Minutes'.
- Interviewer Availability***: A table with columns for Date, Availability, and Title.

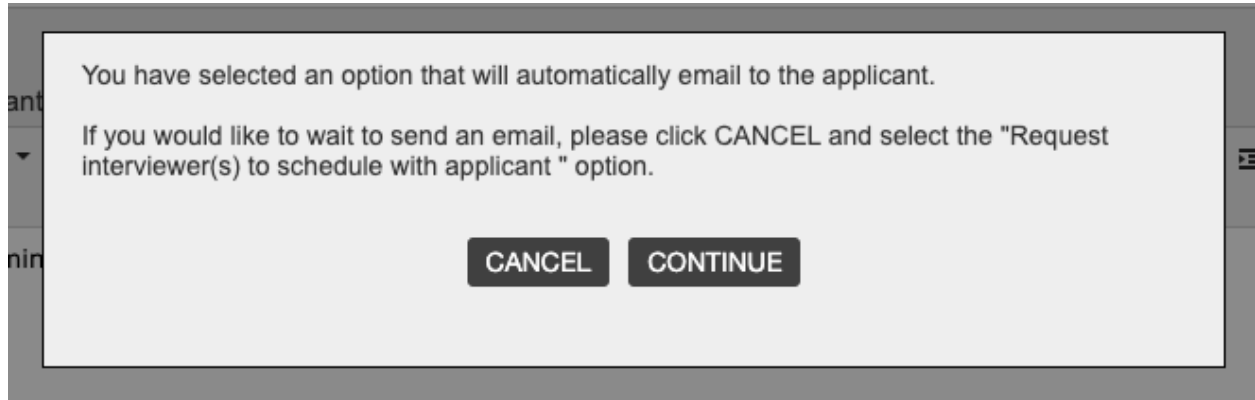
Date	Availability	Title
02/21	7:00 AM - 10:00 AM	Substitute Custodian
02/21	4:00 PM - 6:00 PM	Substitute Custodian
- Buttons: 'REFRESH AVAILABILITY', 'Manage Availability', and 'ADD AVAILABILITY'.
- Applicant must schedule interview at least 24 hours in advance**
- A dropdown menu set to '24 Hours'.

You can enter optional messages for both the interviewers and the applicants before sending the interview request. The request will be sent via email notification.

The screenshot shows the 'OPTIONAL MESSAGES' section with the following details:

- Header:** 'OPTIONAL MESSAGES'
- Text:** 'When scheduling interviews, both applicants and interviewers may receive interview invitations via email. Any additional direction or notes you select to add below will be included with those emails.'
- Message to Interviewer(s):** A red arrow points to this section, which is labeled 'INTERNAL MESSAGE'. It features a rich text editor with a toolbar (bold, italic, underline, text color, background color, font sizes, bulleted list, numbered list, undo, redo, copy, paste, link, unlink, source code, help) and a text area containing the message: 'Thank you in advance for participating in this interview process!'.
- Message to Applicant(s):** A red arrow points to this section, which is labeled 'EXTERNAL MESSAGE'. It features a rich text editor with the same toolbar and a text area containing the message: 'Please arrive 10 minutes early for your interview. We look forward to meeting you!'.

You will receive a final prompt to send the automated message to the interviewers and the applicant via email. Please note, the email will be sent immediately as soon as you click "Continue."



The applicant will receive an email similar to the one shown below providing them with instructions on how to select an interview slot on SchoolSpring:

Interview Request

Interview Request

This email contains up-to-date important details about your interview with Maine School Administrative District No 75. Please carefully review the information below.
Dear Applicant, You have been invited for an interview. Below you will find a summary of the interview. You may find more details regarding your interview at any time by visiting the careers web site.

Please arrive 10 minutes early for your interview. We look forward to meeting you!

The interviewer has specified a range of dates and times available for your interview. The interview must be scheduled **on or before 02/22/2024** and times can be scheduled online. **To schedule your interview** Go to <https://link75.schoolspring.com>

1. Sign in with your credentials
2. From the home page, select My Jobs.
3. Click Submitted Applications.
4. On the Submitted Applications page, click the Job Title.
5. Select the Interviews tab.

*Please note, your interview must be scheduled 24 hours in advance.

Maine School Administrative District No 75

Interview Summary
Schedule Status: No Response
Interview Date: **TBD**
Location: MSAD No. 75 District Office
Location Phone: 207-729-9961
Interviewer: [REDACTED]

Application Summary
Applicant: [REDACTED]
Posting Title: Substitute Custodian
Posting ID: 39
Application Status: Application Received
Job Type: Facilities

To view additional details, go to <https://link75.schoolspring.com>

1. Sign in with your credentials
2. From the home page, select My Jobs.
3. Click Submitted Applications.
4. On the Submitted Applications page, click the Job Title.
5. Select the Interviews tab.

Maine School Administrative District No 75

Powered by [PowerSchool Unified Talent™](#) Applicant Tracking

Inside the applicant’s SchoolSpring account, they will be able to select from the range of times that you specified in your interview request.

Select Time

The interviewer has specified a range of dates and times available for your interview. These selection are available on a first come first serve basis. Please select a time that works with your schedule. The interviewer will be notified of your selection and comments.

Available Interview Times Required

✓ Select Interview Time

- Wednesday, 21 February 2024 07:00
- Wednesday, 21 February 2024 07:30
- Wednesday, 21 February 2024 08:00
- Wednesday, 21 February 2024 08:30
- Wednesday, 21 February 2024 09:00
- Wednesday, 21 February 2024 09:30
- Wednesday, 21 February 2024 16:00
- Wednesday, 21 February 2024 16:30
- Wednesday, 21 February 2024 17:00
- Wednesday, 21 February 2024 17:30

Characters Remaining: 2000

Cancel
Confirm

Recommending a Candidate for Hire

When you have identified an applicant that you would like to hire, you will need to submit a recommendation to hire form.

Click the Application Manager button. Click on the Blue Folder for the applicant that you would like to recommend for hire. Click on the Interview Tab. Scroll down to the “Recommend to Hire” section. Click on the “Add Recommendation to Hire” button.

RECOMMEND TO HIRE

<input type="checkbox"/> Job Title	Date	Recommended By	Status	VIEW
<input type="checkbox"/> Substitute Custodian	02/16/2024 4:31 PM	Hannah Weddle	Pending	VIEW
<input type="checkbox"/> Substitute Custodian	02/16/2024 4:33 PM	Hannah Weddle	Pending	VIEW
<input type="checkbox"/> Substitute Custodian	02/16/2024 4:46 PM	Hannah Weddle	Pending	VIEW

0 Selected [Select All](#) [Clear](#) [Delete](#) 1-3 of 3

ADD RECOMMENDATION TO HIRE

