



West Linn-Wilsonville School District

New Applicant System

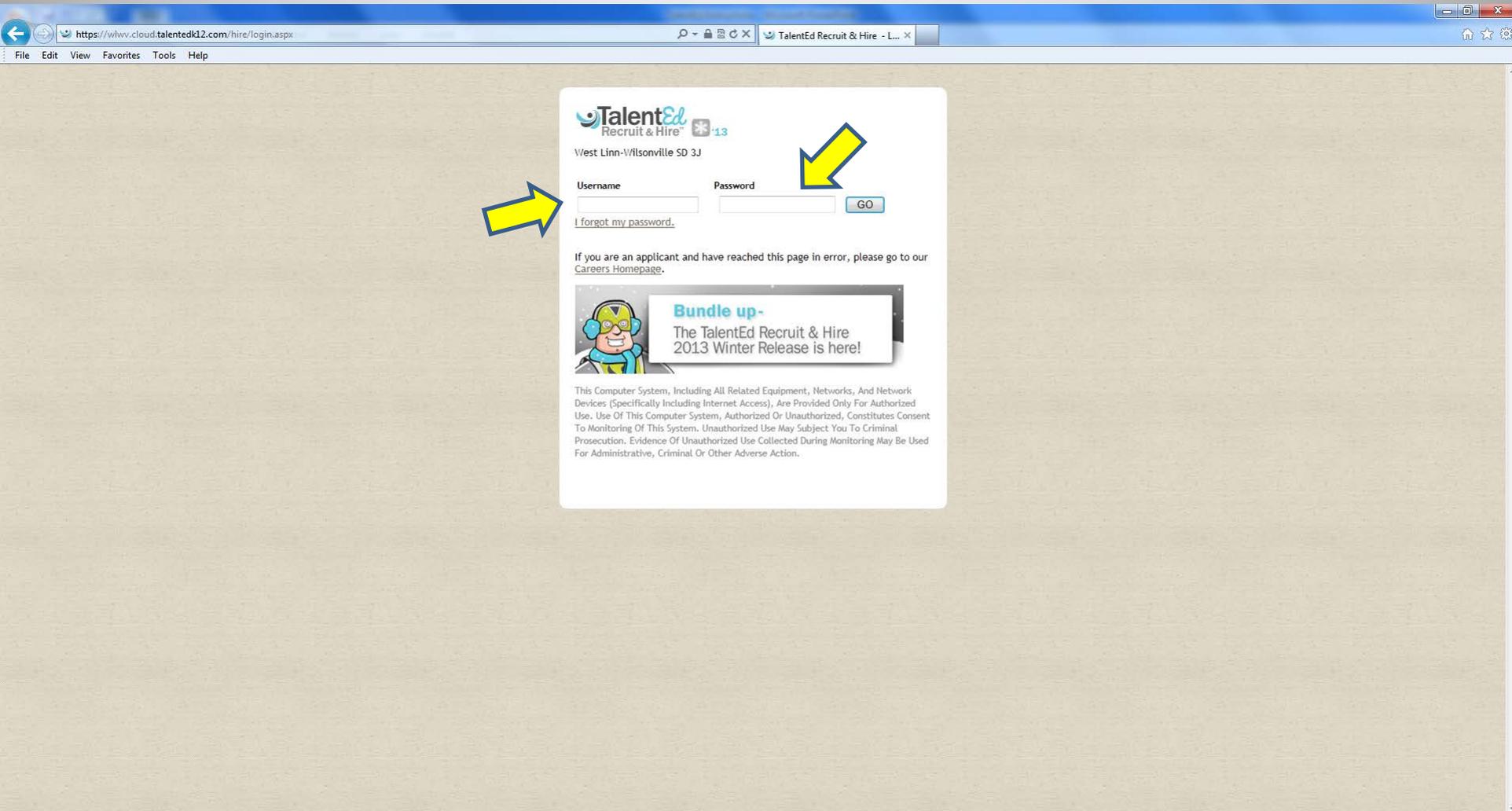


Request to Post a Position

- The current request process will remain in place.
- To post a new position please complete the “Request for new Position” web form found under District Forms on the website.

Login Screen

The webpage for the TalentEd login screen is <https://wlwv.cloud.talentedk12.com/hire/login.aspx> your username will be the same as your novell username. The passwords came over from EdZapp; these can be reset by Shyla in HR. Please contact Shyla at walderns@wlwv.k12.or.us or 503-673-7095 with any problems or questions around username or password for TalentEd.



When you first enter the system, this is the screen you will see. You can click on Dashboard here to see all of the postings for your school site and Special Education and the number of applicants in the pool (Due to the shared nature of a number of the Special Education hires all administrators have access to these postings).

https://wlvw.cloud.talentedk12.com/hire/Admin/SelectAdminTask.aspx

TalentEd Recruit & Hire 13

TOOLS DASHBOARD REPORTS ANALYTICS CONFIGURE SUPPORT

Log Out

posting management
job postings
requisitions
requisition approval

recruitment fairs & career days
job fairs
career days

application management
application manager

EdZapp Tools
account access

candidate customer service
candidate faq
candidate questions

document library
document library

interviews & recommendations
my interviews
hiring approvals

FEEDBACK SUPPORT

On the dashboard page, an Administrator can view all of their job postings and the number of applicants who have applied to the posting. If you click on the Applications button it will take you to a page with all of the applicants for that particular job posting.

The screenshot shows the TalentEd Admin User Dashboard. The main content area is divided into several sections:

- dashboard**
- My Accepted Interviews in the Next 7 Days (3/14/2013 to 3/21/2013)**: A table with columns for Candidate, Date, Type, Job, Location, and Internal. Below the table, it states "No upcoming accepted interviews. View all my interviews." and provides a link "View All My Interviews".
- Hires for Your Review**: States "No Hire Approvals".
- Requisitions for Your Review**: States "No Requisition Approvals".
- My Tasks**: States "No Tasks".
- Active Postings (6)**: A table listing job titles and their application counts, with an "Applications" button for each row. A yellow arrow points to the "Applications" button for the "Dual Language - First Grade Teacher - TC" posting.

Job Title	Applications	Applications
Math Teacher - WD	47	Applications
Dual Language - First Grade Teacher - LO	15	Applications
Dual Language - First Grade Teacher - TC	13	Applications
Dual Language - Kindergarten Teacher - TC	11	Applications
Instructional Assistant III - Special Education - ATHS	2	Applications
Coach - Assistant JV Softball - VHS	0	Applications

1

TalentEd
Recruit & Hire

NETCHEMIA
transforming the way education works
Copyright © 2005-2013
Master Subscription Agreement

https://www.cloud.talentedk12.com/hire/Admin/UserDashboard.aspx

Once your job posting has closed you can access candidates information on the Application Manager screen, you can obtain the application packet for all candidates that have applied; as well as track your candidates by highlighting them using one of the four color options up top (yellow, red, blue, and green). To screen the applicant you will click on the folder that appears on the far right of the screen.

The screenshot displays the TalentEd Application Manager interface. At the top, there is a navigation bar with the TalentEd logo and several menu items: TOOLS, DASHBOARD, REPORTS, ANALYTICS, CONFIGURE, and SUPPORT. Below this, the main content area is titled "application manager". It features a search bar with a dropdown menu for "Select a Saved Search" and a "Start New Search" button. There are also tabs for "ACTIVE" and "DEACTIVATED", with a yellow arrow pointing to the "DEACTIVATED" tab. A "VIEW: Veterans Preference" dropdown is visible on the right. The main part of the screen is a table listing candidates with columns for Last Name, First Name, Status, App Date, Position Title, and checkboxes for "Are you a 'D.'" and "Are you a 'V.'". A yellow arrow points to the folder icon on the far right of the table row for Maria Toscano. At the bottom left, there are "FEEDBACK" and "SUPPORT" buttons.

<input type="checkbox"/>	Last Name	First Name	Status	App Date	Position Title	Are you a "D."	Are you a "V."	
<input type="checkbox"/>	Clyne	Megan	Application Received	03/14/2013	Instructional Assistant I...	No	No	
<input type="checkbox"/>	Toscano	Maria	Application Received	03/13/2013	Dual Language - Kindergar...	No	No	
<input type="checkbox"/>	Toscano	Maria	Application Received	03/13/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Toscano	Maria	Application Received	03/13/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Sotelo-Dominguez	Rosa	Application Received	03/13/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Sotelo-Dominguez	Rosa	Application Received	03/13/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Aden	Christopher	Application Received	03/13/2013	Math Teacher - WD	No	No	
<input type="checkbox"/>	Brougham	Kerensa	Application Received	03/13/2013	Math Teacher - WD	No	No	
<input type="checkbox"/>	mceahern	rebecca	Application Received	03/13/2013	Instructional Assistant I...	No	No	
<input type="checkbox"/>	Heritage	David	Application Received	03/13/2013	Math Teacher - WD	No	No	
<input type="checkbox"/>	Rott	Kristen	Application Received	03/13/2013	Head Coach - Volleyball - WHS	No	No	
<input type="checkbox"/>	Grinnell	Anabel	Application Received	03/12/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Grinnell	Anabel	Application Received	03/12/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Grinnell	Anabel	Application Received	03/12/2013	Dual Language - Kindergar...	No	No	
<input type="checkbox"/>	Pitot	David	Application Received	03/12/2013	Math Teacher - WD	No	No	
<input type="checkbox"/>	Mercer	Nicole	Application Received	03/12/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Mercer	Nicole	Application Received	03/12/2013	Dual Language - First Gra...	No	No	
<input type="checkbox"/>	Mercer	Nicole	Application Received	03/12/2013	Dual Language - Kindergar...	No	No	
<input type="checkbox"/>	Norquist	Melissa	Application Received	03/12/2013	Math Teacher - WD	No	No	
<input type="checkbox"/>	Valentine	Sally	Application Received	03/12/2013	Math Teacher - WD	No	No	
<input type="checkbox"/>	Anderson	Nathan	Application Received	03/12/2013	Math Teacher - WD	No	No	

In an effort to ease viewing of applicants for your positions or a specific position; there are search tools and view options that can be utilized. If you click on “Start New Search” you are able to create a search by job location, posting id, last name, first name, etc. You are also able to save these searches to prevent from having to recreate each time. In addition, there is a “View” functionality. For example, I have created one to view Veteran Preference status on candidates. To obtain assistance on creating searches and views please feel free to contact Shyla Waldern @ walderns@wlwv.k12.or.us or 503.673.7095.

The screenshot displays the 'application manager' interface. At the top, there is a navigation bar with 'TOOLS', 'DASHBOARD', 'REPORTS', 'ANALYTICS', 'CONFIGURE', and 'SUPPORT'. The main content area features a search bar with a dropdown menu for saved searches and a 'Start New Search' button. Below the search bar is a table of applicants with columns for Last Name, First Name, Status, App Date, Position Title, and Are you. A dropdown menu is open over the 'VIEW' column, showing options like 'Veterans Preference', 'Default View', 'Classic View', and 'New View --'. The table contains 20 rows of applicant data.

Last Name	First Name	Status	App Date	Position Title	Are you	VIEW
Clyne	Megan	Application Received	03/14/2013	Instructional Assistant I...	No	Veterans Preference
Toscano	Maria	Application Received	03/13/2013	Dual Language - Kindergar...	No	Veterans Preference
Toscano	Maria	Application Received	03/13/2013	Dual Language - First Gra...	No	Veterans Preference
Toscano	Maria	Application Received	03/13/2013	Dual Language - First Gra...	No	Veterans Preference
Sotelo-Dominguez	Rosa	Application Received	03/13/2013	Dual Language - First Gra...	No	Veterans Preference
Sotelo-Dominguez	Rosa	Application Received	03/13/2013	Dual Language - First Gra...	No	Veterans Preference
Aden	Christopher	Application Received	03/13/2013	Math Teacher - WD	No	Veterans Preference
Brougham	Kerensa	Application Received	03/13/2013	Math Teacher - WD	No	Veterans Preference
mceahern	rebecca	Application Received	03/13/2013	Instructional Assistant I...	No	Veterans Preference
Heritage	David	Application Received	03/13/2013	Math Teacher - WD	No	Veterans Preference
Rott	Kristen	Application Received	03/13/2013	Head Coach - Volleyball - WHS	No	Veterans Preference
Grinnell	Anabel	Application Received	03/12/2013	Dual Language - First Gra...	No	Veterans Preference
Grinnell	Anabel	Application Received	03/12/2013	Dual Language - First Gra...	No	Veterans Preference
Grinnell	Anabel	Application Received	03/12/2013	Dual Language - Kindergar...	No	Veterans Preference
Pitot	David	Application Received	03/12/2013	Math Teacher - WD	No	Veterans Preference
Mercer	Nicole	Application Received	03/12/2013	Dual Language - First Gra...	No	Veterans Preference
Mercer	Nicole	Application Received	03/12/2013	Dual Language - First Gra...	No	Veterans Preference
Mercer	Nicole	Application Received	03/12/2013	Dual Language - Kindergar...	No	Veterans Preference

There are two options for viewing an applicants file once you have entered their folder: clicking on the profile icon on the top right or by clicking on the pdf adobe icon in the middle right of the page. Both options bring up a program established application format.

The screenshot displays the TalentEd Recruit & Hire application management interface. The browser address bar shows the URL: <https://www.cloud.talentedk12.com/hire/ApplicantFolder/Applications/Applications.aspx?ApplicantProfileID=1599&JobID=66>. The page title is "Megan Clyne - Applications".

The interface includes a navigation menu with options: TOOLS, DASHBOARD, REPORTS, ANALYTICS, CONFIGURE, and SUPPORT. The candidate profile information is displayed as follows:

- PROFILE UPDATED: 03/14/13
- CID# 1599 PID# 66
- Instructional Assistant III - Special Education - ATHS

Navigation icons include EMAIL, RED FLAG, INTERNAL, BEGIN HIRE, and PROFILE. A yellow arrow points to the PROFILE icon.

The application details table shows the following information:

Application Date	Posting Title	Active	Status	Prescreen Rating	Hired
03/14/2013 01:22 AM	Instructional Assistant III - Special Education - ATHS	Yes	Application Received		1

A yellow arrow points to the PDF icon in the table.

The Job Description for "INSTRUCTIONAL ASSISTANT III - Special Education - Arts & Technology High School" is as follows:

DEFINITION
Under the supervision of a teacher, Director of Special Services, or principal, provides instruction, support and services for students with disabilities, including but not limited to children eligible for services under the categories of Intellectual Disability, Emotional Disturbance, Autism Spectrum Disorder, Orthopedic Impairment, and Other Health Impairment.

DISTINGUISHING CHARACTERISTICS
An employee in this position is expected to have the ability to help the teacher establish and maintain a climate of learning, have the ability to use own initiative in responding to student's day-to-day needs; have the ability to work with medically fragile children and be able to implement behavior, medical, and safety protocols for students when the occasion demands. Due to the interpersonal nature of training and working with students with disabilities, the need for a positive attitude and warm personality are considered essential. May need to support the hygienic and

The "All Applications" section shows a table with the following data:

Application Date	Posting Title	Active	Status	Prescreen Rating	Hired
03/14/2013 01:22 AM	Instructional Assistant III - Special Education - ATHS	Yes	Application Received		1
03/05/2013 10:19 PM	Instructional Assistant III - Special Education - AT	Yes	Application Received		
02/22/2013 12:16 AM	Instructional Assistant III - Special Education - WHS	No	Position Filled/Closed		
01/15/2013 10:44 PM	Instructional Assistant - BCPS	No	Position Filled/Closed		

At the bottom, there is a search bar and a "Switch to Classic View" link. The footer includes the TalentEd Recruit & Hire logo and the NETCHEMIA logo with the tagline "Transforming the way education works". Copyright information: Copyright © 2005-2013, Master Subscription Agreement.

This is the screen that will appear with the candidates application.

Shyla Waldern
Grade 4 Teacher
5023 Middle Rd
Tualatin, OR 97062
walderns@pdx.edu
(503) 999-9999

PERSONAL INFORMATION

General Information
How did you learn about this position? **Internet Search Engine**

Contact Information

First Name	Shyla	Middle Name	R
Last Name	Waldern	Other Name	
Email	walderns@pdx.edu	Have you worked here before?	
Primary Phone	503-999-9999	Alternate Phone	503-673-7095

Present Address

Street	5023 Middle Rd	City	Tualatin
State	Oregon	Zip Code	97062

Permanent Address
(If different from Present Address)

Street		City	
State		Zip Code	
Telephone			

EDUCATION

Undergraduate Institution #1

Type of School	College/University	Name of School	Arizona State University
City	Tempe	State	Arizona
Attended From (mm/yyyy)	06/2000	Attended To (mm/yyyy)	09/2004
Graduation Date (mm/yyyy)	09/2004	Degree	Masters of Education