



West Linn-Wilsonville School District

New Applicant System

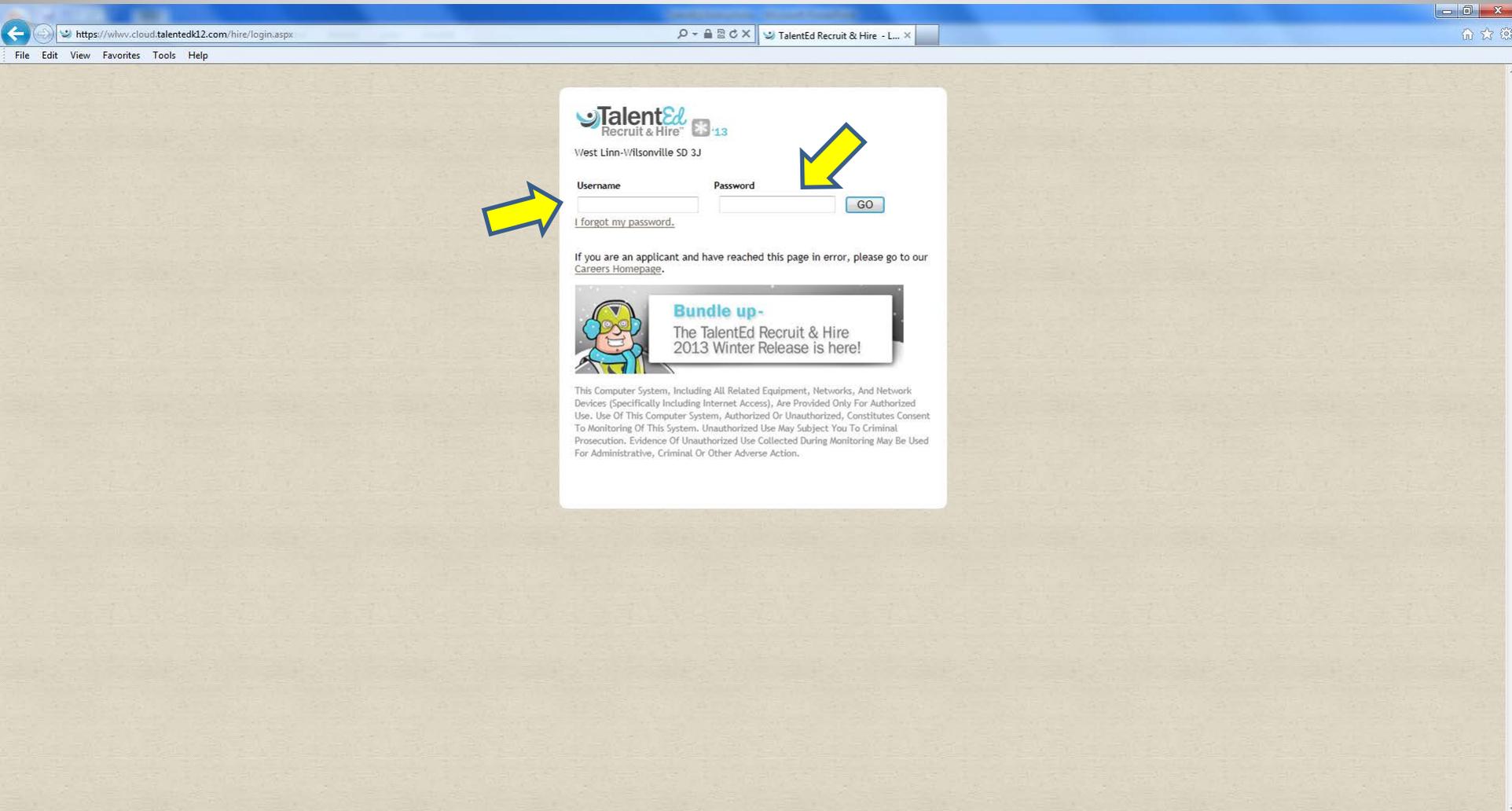


Request to Post a Position

- 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

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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 |

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TalentEd
Recruit & Hire

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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 is a search bar with a dropdown menu for saved searches and a "Start New Search" button. A filter bar shows "ACTIVE" and "DEACTIVATED" tabs, with a yellow arrow pointing to the "DEACTIVATED" tab. To the right of the filter bar is a "VIEW: Veterans Preference" dropdown. The main content area is a table of 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. 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's 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 lists various applicants such as Megan Clyne, Maria Toscano, Rosa Sotelo-Dominguez, Christopher Aden, Kerensa Brougham, rebecca mceahern, David Heritage, Kristen Rott, Anabel Grinnell, David Pitot, and Nicole Mercer.

| 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.

https://www.cloud.talentedk12.com/hire/ApplicantFolder/Applications/Applications.aspx?ApplicantProfileID=1599&JobID=66

Megan Clyne - Applications

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TOOLS DASHBOARD REPORTS ANALYTICS CONFIGURE SUPPORT

PROFILE UPDATED: 03/14/13 CID# 1599 PID# 66

Instructional Assistant III - Special Education - ATHS

EMAIL RED FLAG INTERNAL BEGIN HIRE PROFILE

APPLICATION DOCS INTERVIEW REFERENCE BACKGROUND HQ TASK SCREENING CONTACT VERIF

| 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 |

Job Description

INSTRUCTIONAL ASSISTANT III - Special Education - Arts & Technology High School

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

All Applications

| Application Date | Posting Title | Active | Status | Prescreen Rating | Hired |
|---------------------|--|--------|------------------------|------------------|-------|
| 03/14/2013 01:22 AM | Instructional Assistant III - Special Education - ATHS | Yes | Application Received | | 4 |
| 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 | | |

SEARCH Switch to Classic View

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FEEDBACK SUPPORT

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

The screenshot shows a Windows Internet Explorer browser window displaying a candidate profile on the TalentedK12 website. The browser's address bar shows the URL: <https://wlvw.cloud.talentedk12.com/hire/ViewProfilePrintPDF.aspx?ApplicantProfileID=13&JobID=14>. The browser's menu bar includes File, Edit, Go To, Favorites, and Help. The toolbar shows various navigation and utility icons. The main content area displays the candidate's information:

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 |