SchoolSpring ***Quick Reference Guide for Administrators***

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Where to go for assistance:

Customer Service – Support@SchoolSpring.com or 1-888-546-3487 (toll-free)

Log-In and Access

To log in, log on to www.SchoolSpring.com/employer. If this is your first time logging in, you will be asked a few security questions, and be prompted to change your password to something familiar to you. If you should ever have difficulty logging on, or have questions about anything as you navigate around the SchoolSpring system, please contact customer service at 1-888-546-3487.

***If you also have a SchoolSpring Candidate account, please bear in mind that your logins are on two completely different sides of our system, and need to be different. If you are having difficulty logging in you may be attempting to use your Candidate login on the District side of the system, or vice versa.

Job Locations:

Job locations are your schools or buildings. You can add a new job location by clicking on the “New Job Location” button on the left hand side of your screen and completing all of the fields. If you should close a location, inactivate it by clicking the “deactivate location” button to the far right of the location. If you need to edit any information about that school, click on the paper/pencil edit icon to the right of the school name. Make your edits and click “save” at the bottom of the screen.

Candidate Pool

Because SchoolSpring has a robust pool of candidates with all of their information pre-loaded into the system, when a district posts a job, any candidates with a matching search profile will receive an instant email “Job Alert.” This job alert shows a link directly to the job posting, and allows the candidate to read your job posting, read any additional information you may have entered about your school, your district, or your community, and decide if she is interested in applying for your job.

On the flip side of this, the users in your district have the ability to search through this candidate pool at any time to “go fishing” for possible candidates. Users are able to read through entire candidate portfolios, just as though they have applied to your district, and can bookmark these candidates for future reference, or invite them to apply to your district.

There are three ways to do a "Candidate Search":

1) Basic Search – The dropdown menu will show your current openings. The candidate pool will automatically search for candidates that match the job profile that you selected when you posted the job. You have the ability to narrow the pool by searching for only candidates who have indicated that they are "Certified" for the position.
2) Advanced Search – You design a search by selecting various criteria in the dropdown menus. You have the ability to narrow the pool by searching for a) candidates who have indicated they are certified in or interested in the criteria you checked, b) candidates who have indicated that they are certified in the criteria you checked in any state, or c) candidates who have indicated that they are certified in the criteria you checked in YOUR state.
3) Quick Search by Name – You can search for a particular candidate by entering her name in the text box, and clicking "find."

Saved Candidate   Candidate has been invited to apply   Candidate has applied to one or more jobs

Once you begin to use the search tool you will notice that candidates are identified with one or more of three colored dots. A purple dot indicates that you have saved that candidate for future reference. A blue dot indicates that you have invited that candidate to apply for one or more of your positions. And a green dot indicates a candidate who has applied to one or more of your positions.

When viewing portfolios in the candidate pool you may notice that there are two things that will be missing: Candidates will not have a cover letter, although they may have a brief letter of introductions, and they will not have an electronic signature. These two items are only found in applications of people who have actually applied to your district.

Viewing and Managing Applications

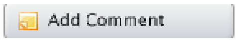
Viewing Applications:

Applicants

As each application arrives, each applicant will receive an automatic email stating that their application has been received. In order to view applications, click on the "Job Posting" icon, where you will see all of your current postings listed. To view applications, click on the job title link to see the list of applicants for that job, each with a status of "New". Click on the link to each applicant's name to view individual applications.

Application Components: For each application, you will be able to view an applicant Profile, Cover Letter, Resume, Verified Transcripts, Letters of Reference, Test Scores, Certifications, information about Language Fluency, information about Extracurricular skills and talents, and the answers to any Application Questions, if applicable. The first time you view an applicant's portfolio, that applicant will receive an automatic email stating that their application is being reviewed, and their status will change to "Review." If you print an application directly from the job posting page, the applicant's status will NOT change from "New" to "Review," so you will need to do this manually from the "Select an action" dropdown. This is an important step in keeping the applicant informed, and to reduce the amount of phone call inquiries into central office.

Add Comment: **(Available for SchoolSpring Complete members only)**



At any time, your users may add a comment in the system, which is permanently logged in the activity log for your internal purposes. Users may also mail that comment to another user or set of users in the system.

Print Application: While one of the main purposes of SchoolSpring is to help your district go "paperless," at any time, your users may print an application, a portion of an application, or a whole list of applications. There are two ways to do this: You may print an application by selecting the applicant on the "Job Applicant" list and selecting "Print Application" from the "Select an action" dropdown menu. You may also print an application while viewing that application by clicking the "Print Application" button on the left hand side of your screen.

Changing Applicant Status: From the "Job Applicant" page you can manage your applicants by checking the button to the left of an applicant's name, and selecting the appropriate change from the "Select and action" dropdown. The choices are "Change Applicant Status To…Review, Interview, Offer Made, Hired, Offer Refused, Declined or Withdrawn," "Print Application", (The following options are also available to SSC Customers) "Add Comment", Assign to an evaluation round," "Assign to an interview round", "Incomplete Application," or "Contact Applicant."

Add Applicant:

Although this feature is not meant to be used on a large scale, individual applicants can be added to the system so that they appear on the "Job Applicant" list with all of the other applicants. To add an applicant, from the "Job Applicant" list, click on the "Add Applicant" button located on the left hand side of your screen, and complete the fields. If desired, you can upload one or more of the applicant's documents to your desktop, and then upload and attach those documents, which will become permanent items in the application.

Compare Applications: **(Available for SchoolSpring Recruit Customers Only)**

Compare…▼

If your office prescreens applications, this may very well be your FAVORITE SchoolSpring feature: The "Compare" button allows you to narrow a large pool of applicants down to a subset that is properly certified for your position! From the "Job Applicant" page, you can compare a list of applicants based on two different criteria, 1) test scores, and 2) certifications. ***First, at the bottom of the page, be sure to select "All" in the dropdown to be sure you are viewing the entire list of applicants. Next, select the desired criteria from the dropdown menu. You will notice that a second dropdown will appear. This second dropdown will not show a complete list of test scores or certifications, but the aggregate list of test scores or certifications that that group of applicants has listed. Select the test score or certification that is required, and the list will be sorted narrowing the pool to show only those candidates who are properly qualified for the job. If you have an evaluation round pre-set, you can move those applicants directly into that round by checking the box to the left of each name, and selecting "Assign to an evaluation round" and selecting the appropriate round.

Using the Filters: <u>**(Available to SchoolSpring Complete members only)**</u>

SchoolSpring has begun beta testing a new tool to help employers sort and filter through their growing lists of applicants. Users can narrow the applicant list for each job using various criteria, including certifications, test scores, institution attended, answers to custom application questions and much more.

Feedback
Please let us know what you think about this new tool. If you have any suggestions for improvement please email us at techsupport@schoolspring.com

How it works

Click the "Filters" button located to the upper-right of the applicant list to get started. This will open a box that shows any current filters applied to the applicant list. To add a new filter, click the "New Filter" button. Click on a filter type on the following screen. The next screen displays the various options for that filter. Select the options you'd like to use to filter the applicant list and click the "See Results" button in the lower-right of the screen. The filter screen will close and you'll be shown the applicant list with only the applicants who match the filter you applied.

You can add as many filters as you want to narrow the list to those applicants who match your needs exactly.

Certifications

Screen by 1 or more certifications

Applicant Status

Show only applicants in specific status

Interview Rounds

Show only applicants for certain interview rounds

Evaluation Rounds

Show only applicants for certain evaluation rounds

Institution

Limit to applicants who attended a specific University

Degree Earned

Limit to applicants who have obtained a specific degrees

Multiple Choice

Screen by multiple choice question answers
Language Skill Limit by reading, writing and speaking language
Extracurricular Activities Has Indicated Extra Curricular Activities
Name Limit by name
Internal/External Limit internal/external applications
Demographics Limit by demographics data
Profile Limit by location
Background filter by background questions
State Certifications Limit by certifications in specific states
Full Text Application Full Text search

Saving Your Filters: - To save your filters you will need to "Create and Evaluation Round" and copy the filtered group of applicants into that specific round. (Directions on how to create an evaluation round are on the following page.)

Column Button: - **(Available to SchoolSpring Complete Customers Only)** Adding columns will allow you to view more information about the displayed candidates. Click in the boxes of the categories you want displayed, and click on "update columns" at the bottom. Those various columns will now appear on your screen.

Setting up an evaluation round

Evaluations

There are two ways for a Job Owner to set up an evaluation round:

1) After selecting and checking off individual applicants, you can use the bottom “select an action” dropdown to “assign those applicants to an evaluation round,” and then build a round by clicking on “New Round and choosing a name for that round” You may select a “Team Leader” from your list of users, if desired, and continue as below. Or,
2) From the “Job Applicant” page, select “Evaluations” on the left hand side of the screen, and then click on “New Round.” The system will ask you to name the round, and select a “Team Leader” from your list of users, if desired, and continue as below.

Once your evaluation round is set, you will be asked to designate various users from your district to be members of the round, and select the application components that you would like your team members to evaluate. Then, as you read applications, you are able to assign various applicants into that round. You have the ability to assign various weights to the application components, which will score accordingly in the evaluation round summary. System Admins and Location Admins will be able to view the progress of the evaluation round. Each of the evaluators will receive a notification email instructing them to click a link to view the list of applicants.

As the evaluators read through each application they will notice “Evaluation Bars” which indicate that they need to rate/evaluate that application component, add comments as necessary, and save their evaluations. As the evaluators rate each of the applications, the Job Owner will begin to see this progress in the “Evaluation Team Summary” and will see the applicants with the highest scores move to the top of the spreadsheet. You can have as many different evaluation rounds as necessary for each position.

Setting up an interview round

Interviews

In order to move applicants into an Interview Round you must FIRST check their boxes and at the bottom of the screen change their application status to “Interview.” Then, there are two ways for a Job Owner to set up an interview round:

1) After selecting and checking off all of the boxes of the individual applicants who have a status of “Interview,” you can use the bottom “select an action” dropdown to “assign those applicants to an interview round,” and then build a round by clicking on “New Round” and choosing a name for the round. You may select a team leader from your list of users, if desired, and continue as below, OR
2) From the “Job Applicant” page, the Job Owner must select “Interview” on the left hand side of the screen, and then click on “New Round.” Just as in the above, the system will ask you to name the round, and select a “Team Leader” from your list of users, if desired. You will then see the applicants with status of “Interview” and assign those applicants to your new round. After designating various users from your list to be members of the round, each of the interviewers will receive a notification email indicating that they are part of the interview team. If you are planning to set up an “Interview Schedule” select NOT to notify interviewees at this time, but do so after setting up the “Interview Schedule” (see below).

Set up an interview schedule: ***<u>This may very well be your OTHER FAVORITE SchoolSpring feature: The "Interview Scheduler" allows you to create an interview schedule, and notify applicants as well as team members via email, without all of the phone tag!</u>*** On the "Interview Schedule" page, begin by clicking on "Add a Time Slot." After selecting the date, time, and location for your interviews, you will press "Save and Add More" until you have ample interview slots. At this step you have two options, 1) To assign each interviewee a time slot by selecting their names in the dropdown menu, or 2) Leave each of the timeslots unassigned, and clicking on the "Notify Applicant" link, which will send a notification email, as well as an optional message from you, to the applicant, requesting their presence at an interview. With either option, once the interview schedule is set, you can click the "Notify Users" link which will send a notification email with the interview schedule to each of the members of the interview team.

Closing the job: Once your job is filled, you will need to close the job. First, mark your hire, as described above. On the "Job Applicant" page, select "Filled" from the "Job Status" dropdown. A dialog box will appear reiterating the change, and asking if you would like to change the application status of all of the other applicants to "Not Hired," and whether you would like to send a "not hired" notification email to each of the applicants, so you will check off "yes." Your job is now closed, and will no longer appear on your main screen. If you need it again, it can be found by searching under "Job Status Is"…""Filled." If you have another similar or identical job to post in the future, you can find this job, click the "Copy Job" icon, make any modifications, and press "save," and you will have a brand new job posting with a new job ID.

Activity Log:

Every bit of activity in the system is documented and archived. Each activity is date stamped, time stamped, and username stamped, which is why it is important that each user have their own, unique login. If you should need, or want to view, this activity log, just click the "Activity Log" button on the left hand side of the screen. The most recent activity is listed first, and goes in reverse order. You also have the ability to sort this activity log. Click on the "View Only" button located at the top right of your screen. Click on either "user" or "applicant", depending on how you want this list sorted. Now click on "select the user, or applicant" and select that person's name. Any activity associated with this person, will be brought up to the top of the list for your viewing. You can print this log by clicking the "Print Log" link at the top of the page. You may also request the activity log in .pdf format by contacting our office at tech@SchoolSpring.com.

We hope you have found this quick reference guide helpful, and thank you again for choosing SchoolSpring.