

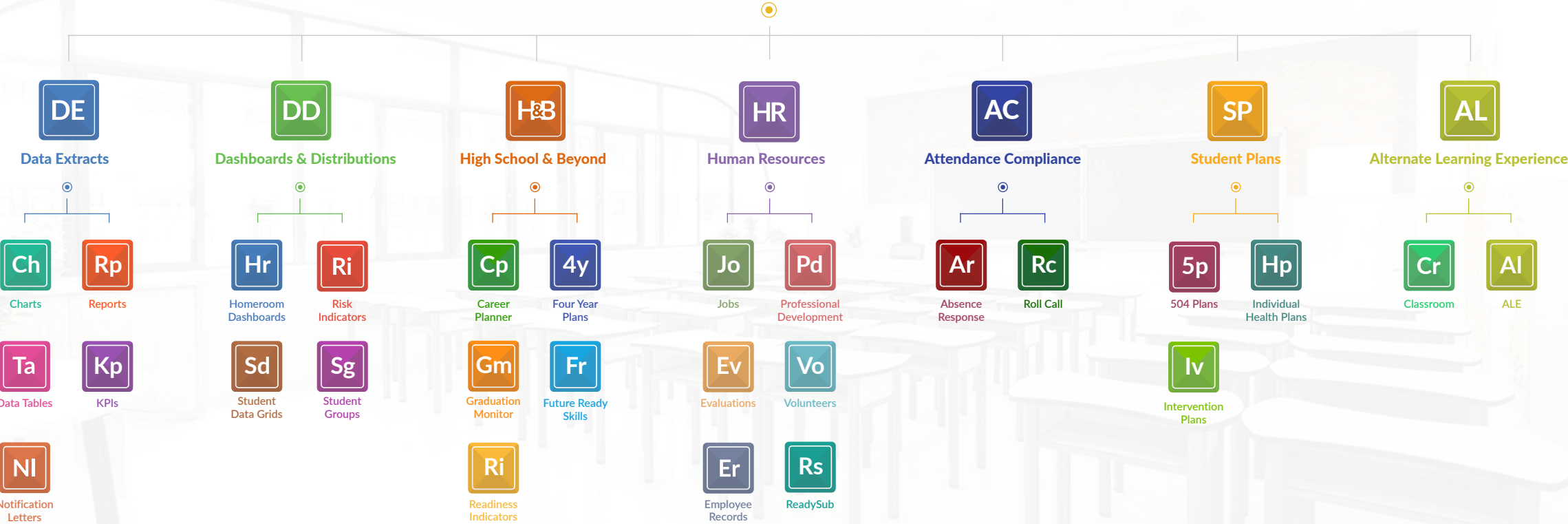
SchoolData.net

JOB APPLICATION SYSTEM

PRESENTED BY:



SCHOOLDATA.NET INTEGRATED SUITE





JOBS



Composing, Approving,
and Posting Jobs



Finding and Learning
about Job Opportunities



Applying with Position-
Specific Requirements



Interviewing



Extending Offers
(or Passing)



Onboarding

Like every **SchoolData.net** application, JOBS is:



Flexible



Customizable



Integrated

ROLES WORKING TOGETHER

Three types of users — Applicants, Hiring Managers, and HR Admins — work together in this application to complete the HR lifecycle.



Applicant

- Views Regional Job Portal
- Completes Application Profile
- Applies for Job Posting
- Completes Application Checklist



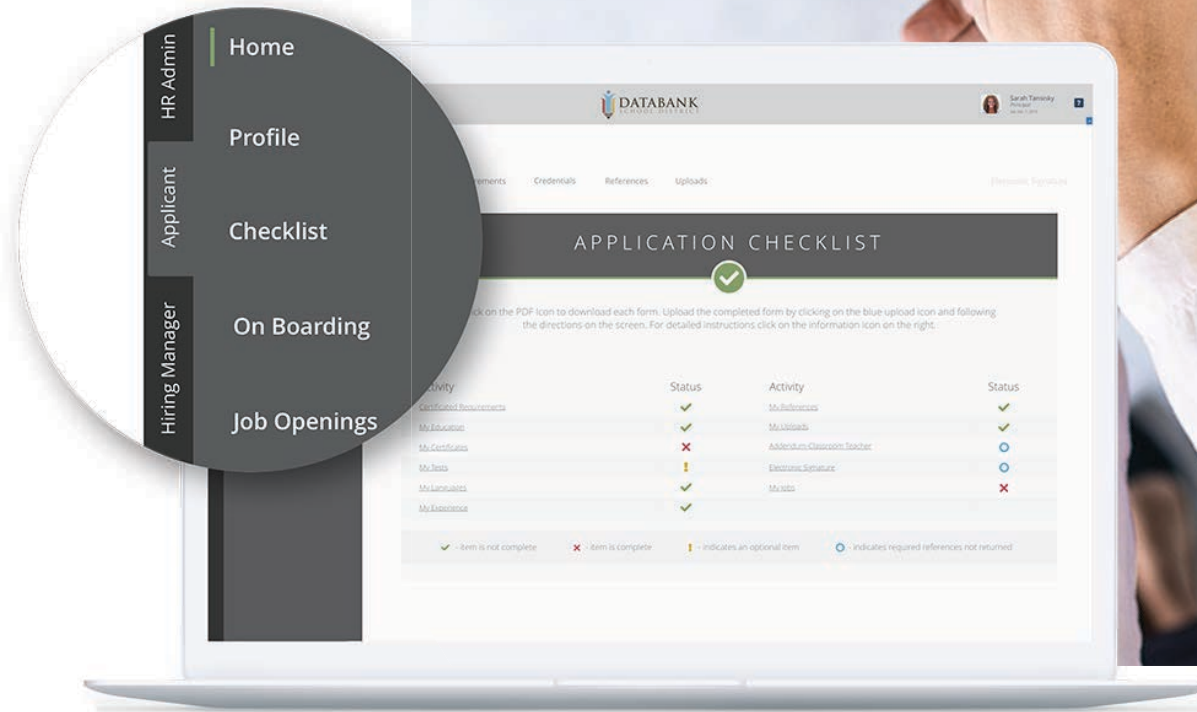
Hiring Manager

- Composes Jobs
- Schedules and Conducts Interviews
- Hires Applicants



HR Admin

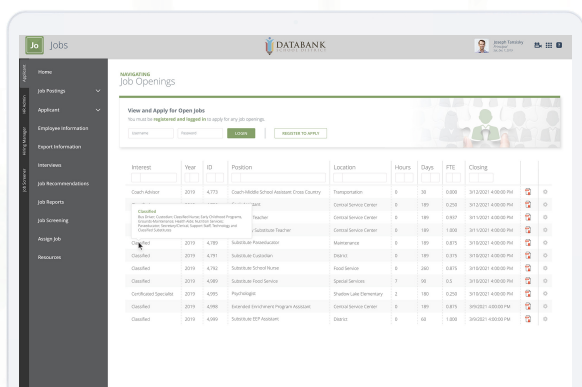
- Approves Job Requests for Posting
- Onboards New Employees
- Produces HR Reporting





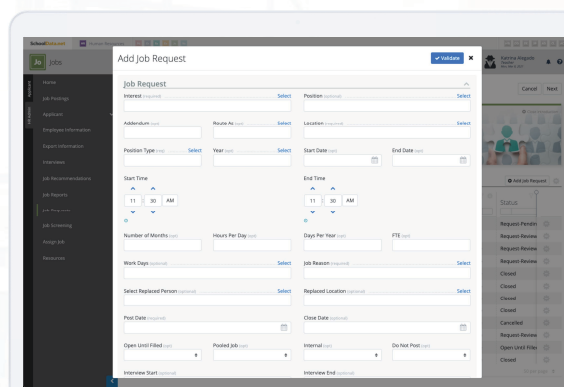
HIRING MANAGER: COMPOSE JOB OPENING

The hiring manager can easily create and edit new job openings.



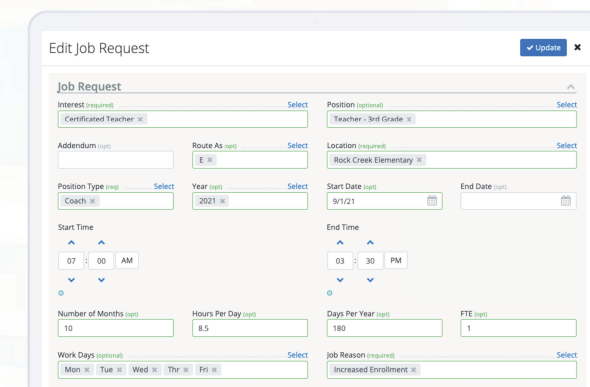
Browse Job Openings

The Hiring Manager can view the list of open positions.



Compose Job Opening

If a need is present, the hiring manager will compose a job opening to be submitted to Human Resources for approval and posting.



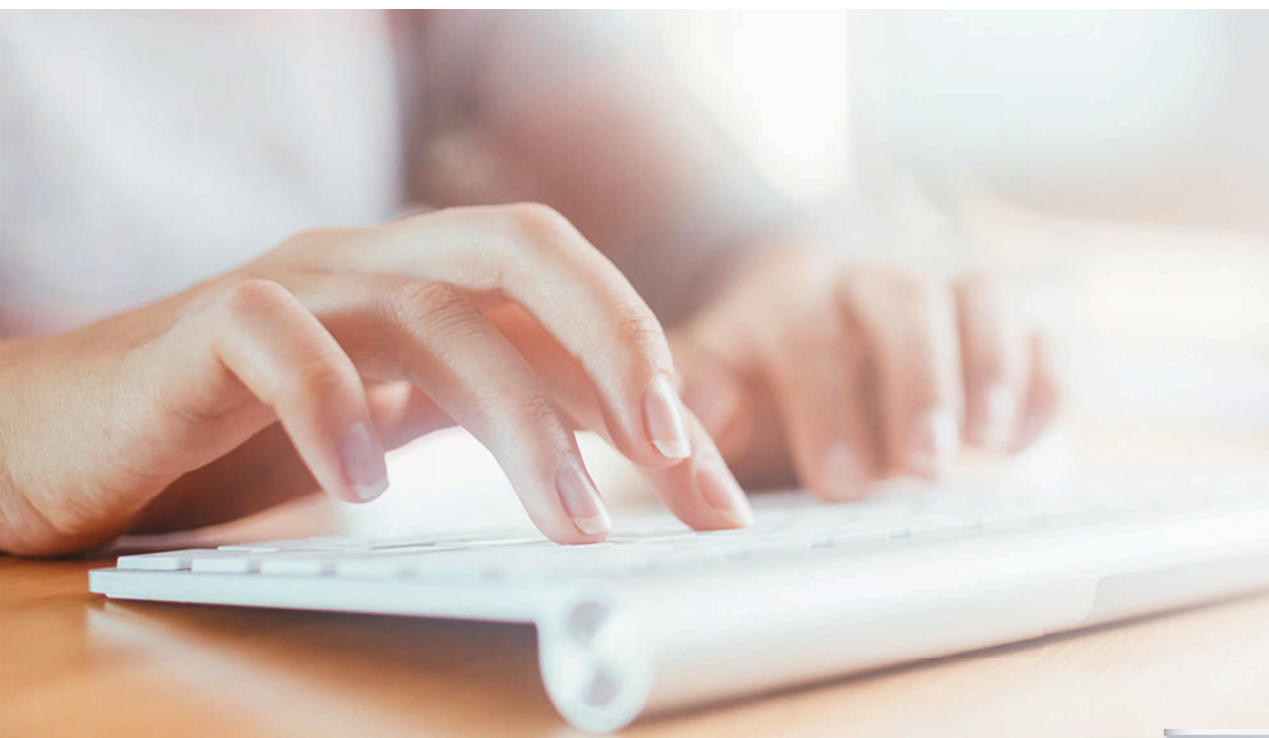
Edit Job Opening

Hiring managers can make changes to their requested job openings until they are approved and posted by Human Resources.



HR ADMIN: VIEW, EDIT, APPROVE, and POST OPENINGS

The Human Resources admin reviews job openings submitted by hiring managers to decide whether or not to post the job to the public. The admin sees a list of opening requests to edit and review. Once reviewed and validated, admins can post to the public.



The screenshot shows the DATABANK JOBS application interface. The top navigation bar includes the 'Jo Jobs' logo, the DATABANK SCHOOL DISTRICT logo, and a user profile for Joseph Tansky, Principal, with the date 06/06/2021. A sidebar on the left lists navigation options: Home, Job Postings, Applicant, Employee Information, Export Information, Interviews, Job Recommendations, Job Reports, Job Screening, Assign Job, and Resources. The main content area is titled 'NAVIGATING Job Openings' and displays a table of job openings.

Interest	Year	ID	Position	Location	Hours	Days	FTE	Closing		
Coach Advisor	2019	4,773	Coach-Middle School Assistant Cross Country	Transportation	0	30	0.000	3/12/2021 4:00:00 PM		
Classified	2019	4,786	Cook-Assistant	Central Service Center	0	189	0.250	3/12/2021 4:00:00 PM		
Certificated Teacher	2019	4,787	Substitute Teacher	Central Service Center	0	189	0.937	3/11/2021 4:00:00 PM		
Certificated Teacher	2019	4,788	Emergency Substitute Teacher	Central Service Center	0	189	1.000	3/11/2021 4:00:00 PM		
Classified	2019	4,789	Substitute Paraeducator	Maintenance	0	189	0.875	3/10/2021 4:00:00 PM		
Classified	2019	4,791	Substitute Custodian	District	0	189	0.375	3/10/2021 4:00:00 PM		
Classified	2019	4,792	Substitute School Nurse	Food Service	0	260	0.875	3/10/2021 4:00:00 PM		
Classified	2019	4,989	Substitute Food Service	Special Services	7	90	0.5	3/10/2021 4:00:00 PM		
Certificated Specialist	2019	4,995	Psychologist	Shadow Lake Elementary	2	180	0.250	3/10/2021 4:00:00 PM		
Classified	2019	4,998	Extended Enrichment Program Assistant	Central Service Center	0	189	0.875	3/9/2021 4:00:00 PM		
Classified	2019	4,999	Substitute EEP Assistant	District	0	60	1.000	3/9/2021 4:00:00 PM		
Coach Advisor	2019	4,773	Coach-Middle School Assistant Cross Country	Transportation	0	30	0.000	3/12/2021 4:00:00 PM		
Classified	2019	4,786	Cook-Assistant	Central Service Center	0	189	0.250	3/12/2021 4:00:00 PM		
Certificated Teacher	2019	4,787	Substitute Teacher	Central Service Center	0	189	0.937	3/11/2021 4:00:00 PM		
Certificated Teacher	2019	4,788	Emergency Substitute Teacher	Central Service Center	0	189	1.000	3/11/2021 4:00:00 PM		



APPLICANT: VIEW POSTED JOB OPENINGS

All posted job openings are available to the public on the district's website. Any user can review the open positions without creating an account.



Jobs

DATABANK
SCHOOL DISTRICT

Joseph Tansky
Principal
Sat, Dec 7, 2019

NAVIGATING
Job Openings

View and Apply for Open Jobs

You must be **registered** and **logged in** to apply for any job openings.

Interest	Year	ID	Position	Location	Hours	Days	FTE	Closing		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Coach Advisor	2019	4,773	Coach-Middle School Assistant Cross Country	Transportation	0	30	0.000	3/12/2021 4:00:00 PM		
			Substitute Assistant	Central Service Center	0	189	0.250	3/12/2021 4:00:00 PM		
			Teacher	Central Service Center	0	189	0.937	3/11/2021 4:00:00 PM		
			Substitute Teacher	Central Service Center	0	189	1.000	3/11/2021 4:00:00 PM		
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Classified	2019	4,999	Substitute EEP Assistant	District	0	60	1.000	3/9/2021 4:00:00 PM		



APPLICANT: VIEW REGIONAL JOB PORTAL

Open job postings may also be published to third-party regional job portals.



Search



Filter



Find



Investigate
Job Details



Heatmap



Apply





APPLICANT: CREATE AN ACCOUNT

In order to apply for a job, the applicant must create an account with your school district.





APPLICANT: COMPLETE APPLICANT PROFILE

After creating an account, the first step is to complete the applicant profile.



Personal Information



Contact Information



Disclosures



Interests



Preferences



Confidential Data

Jo Jobs

DATABANK

Joseph Tanitsky
20190301
04 Oct 2, 2019

Applicant Profile

Personal Info Contact Info Disclosures Interests Preferences Confidential Data

Personal Info

If your information is correct, click save at the bottom to proceed. Optionally you may enter a Prefix, Suffix, aka names or an alternate email address.

Prefix (required)

First Name (required) Middle Name (required) Last Name (required)

Suffix (required)

First Name a.k.a. (required) Last Name a.k.a. (required)

Email Address (Primary) (required) Email Address (Secondary) (required)

Save

Home
Profile
Checklist
Onboarding
Job Openings
FAQ



APPLICANT: COMPLETE JOB APPLICATION CHECKLIST

Next, the applicant completes an application checklist, which is customized based on their interests and the jobs they are applying for.



Education



Licenses



Experience



Certificates



Addendums



References

SchoolData.net Human Resources **SOMERVILLE PUBLIC SCHOOLS** Barry Bostwick Teacher Nov, Mar 8, 2021

Jo Jobs

Checklist Cancel Next

APPLICATION CHECKLIST

You may click the **Application Summary** button below to preview and print a report displaying information you have added to your application record. If the report does not appear, check for a pop-up blocker and allow pop-ups from this site.

Click each activity to complete that checklist item.

Activity	Status	Activity	Status
Cert Teacher Requirements	✓	Coach-Advisor Requirements	✓
My Education	✓	My Certificates	✓
My Licenses	✓	My Tests	✓
My Experience	✓	My References	✓
My Uploads	✓	Addendum-Bus Driver	✗
Addendum-Classroom Teacher	✗	Addendum-Food Services	✗
Addendum-Substitute	✗	Electronic Signature/Submit	✓
Jobs	○		



APPLICANT: APPLIES FOR JOB POSTING

Once the applicant profile and application checklist has been completed, the user can officially apply for any open job postings.





HR MANAGER: SCREEN APPLICANTS

Once applicants have applied for a job posting, the screening process begins in order to verify qualifications, experience, and references.



Verify



Customize



Qualify



Integrate

Job	Position	Type	Location	Status	Interest Type
2020-5059	Teacher - 1st Grade	Continuing	Lake Wilderness Elementary	Closed	Certificated Teacher
Details (13 records)					
Applicant Name	Screening Date	Proceed	Screening		
Livingston, Harold	March 10, 2021	No	View		
Green, Harry	March 10, 2021	No	View		
Burton, Jack	March 10, 2021	No	View		
Darko, Samantha	March 10, 2021	Yes	View		
Pliskken, Samuel			Screen		
Nolan, Chris			Screen		



HR MANAGER: SCHEDULE INTERVIEWS

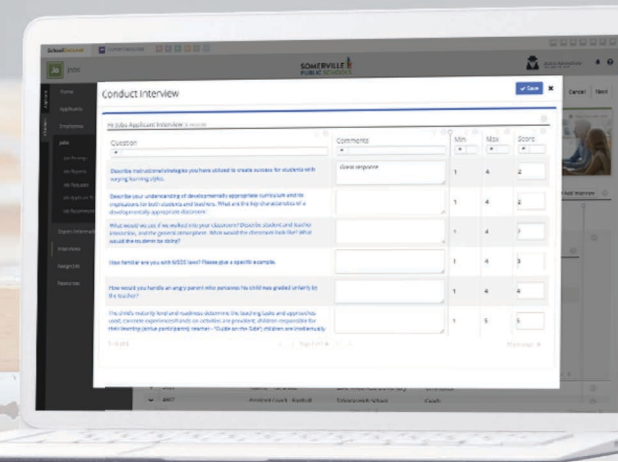
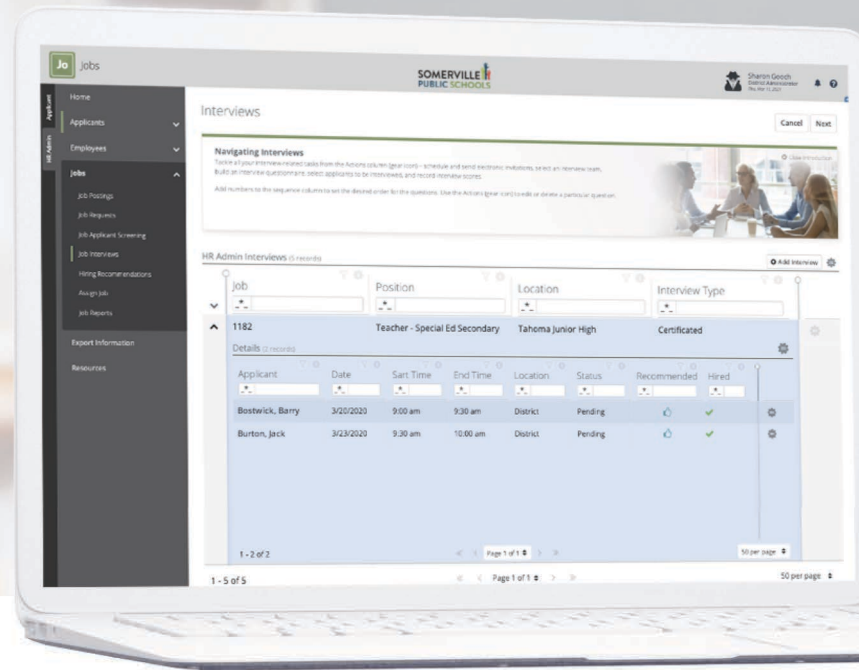
In order to ensure inter-rater equity, reliability, and consistency, the interview questions and teams are assembled to give every applicant the same experience.

Interview times are scheduled and posted to candidates.



HR MANAGER: CONDUCT INTERVIEWS

HR managers are enabled to perform validity-based hiring, in order to ensure that candidates have the skills, knowledge, and ability to succeed in a position.





HIRING MANAGER: HIRE

Once an applicant has received an offer and accepted it, the hiring manager can officially hire the candidate.



Recommendations



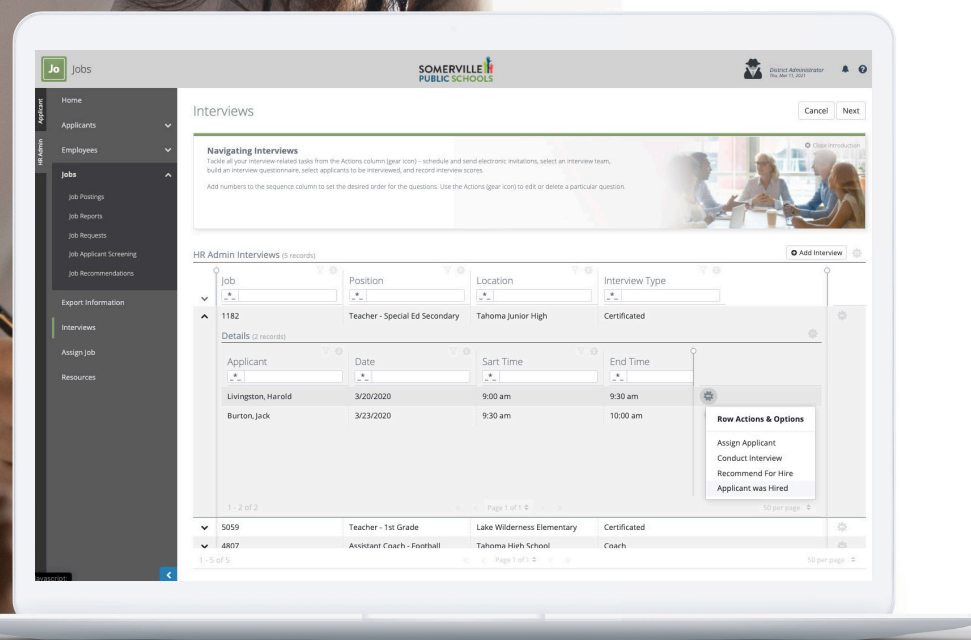
Job Offer



Verbal Acceptance



Notifications



The hiring process automatically initiates data transfer between our systems.

SchoolData.net

Human Resources Applications

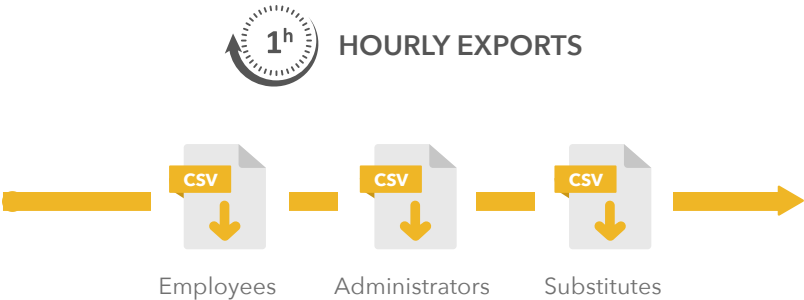
Jo

Pd

Ev

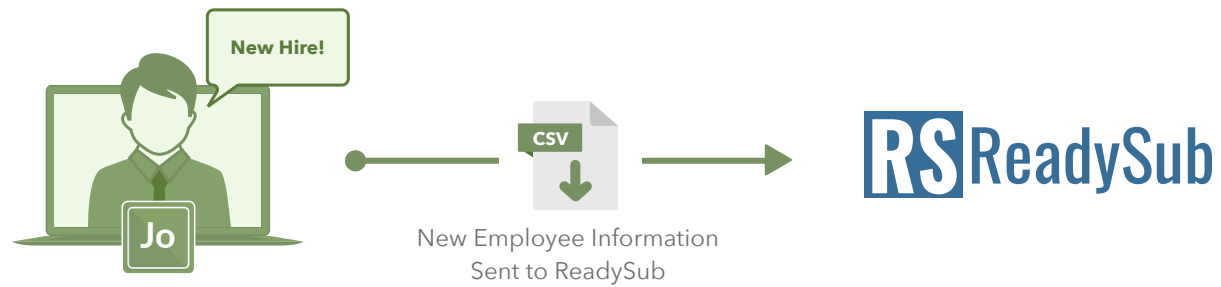
Vo

Er



ELIMINATE DOUBLE ENTRY

This automatic integration of data between the two systems means you have one place to enter the data, eliminating duplicate entry.





NEW HIRE: ONBOARD CHECKLIST

The new hire will then complete a series of onboarding forms required by the district.



W-2



I-9



Direct Deposit

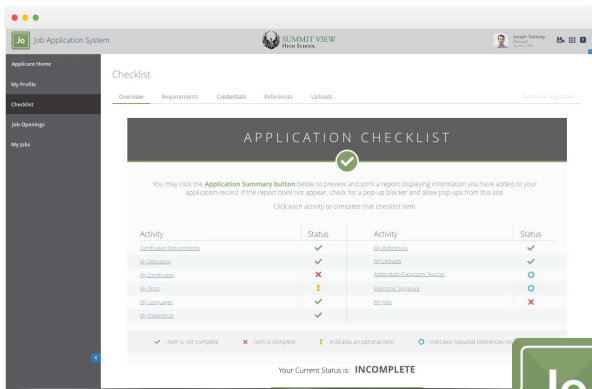


Position-Specific
Documents

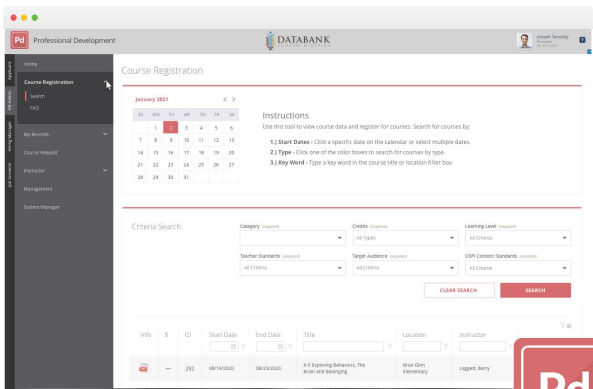


INTEGRATED SOLUTIONS for HUMAN RESOURCES

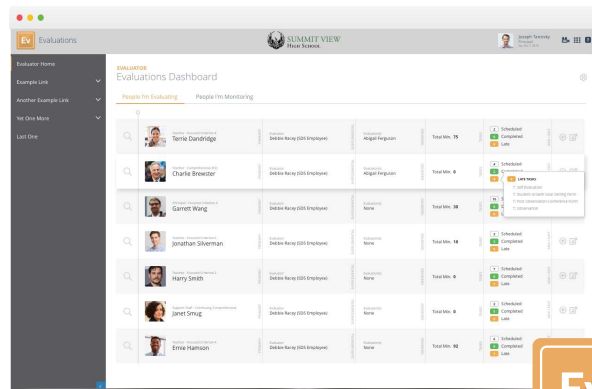
The bundle’s six applications together create a seamless Human Resources experience for applicants, managers, and administrators.



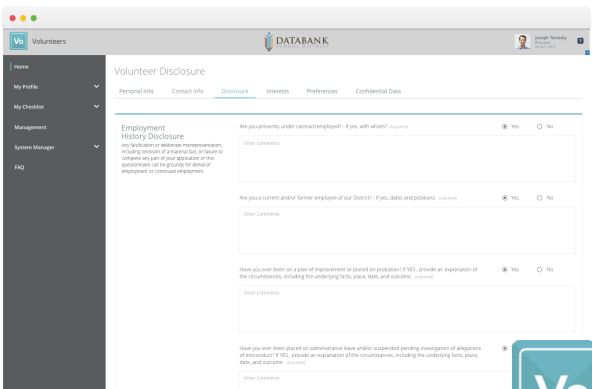
Job Application System



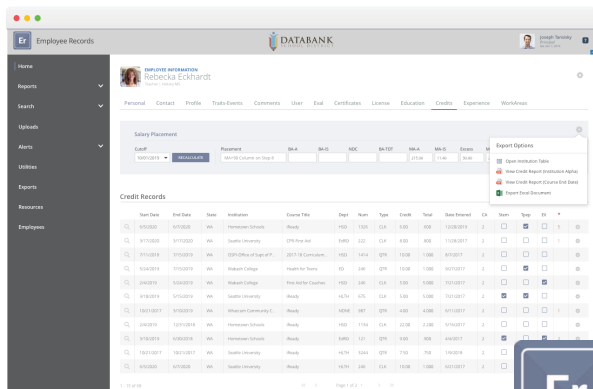
Professional Development



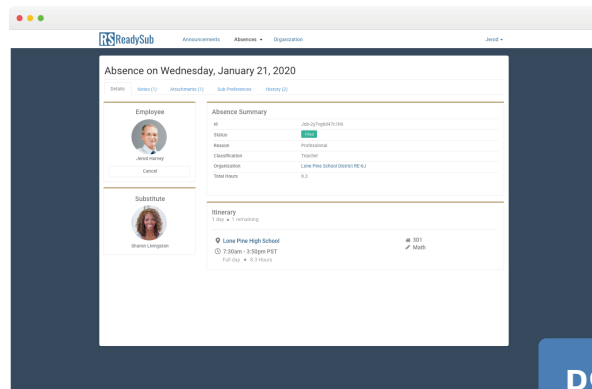
Evaluations



Volunteers



Employee Records



ReadySub



SchoolData.net and ReadySub **WORKING** TOGETHER

Working together to create a seamless, end-to-end management experience.

The seamless integration between SDS and RS synchronizes data across the various systems and streamlines HR processes like PD management, applicant tracking and hiring, and absence and substitute management.



Automatically move new substitute hire data from the Job Application System to ReadySub



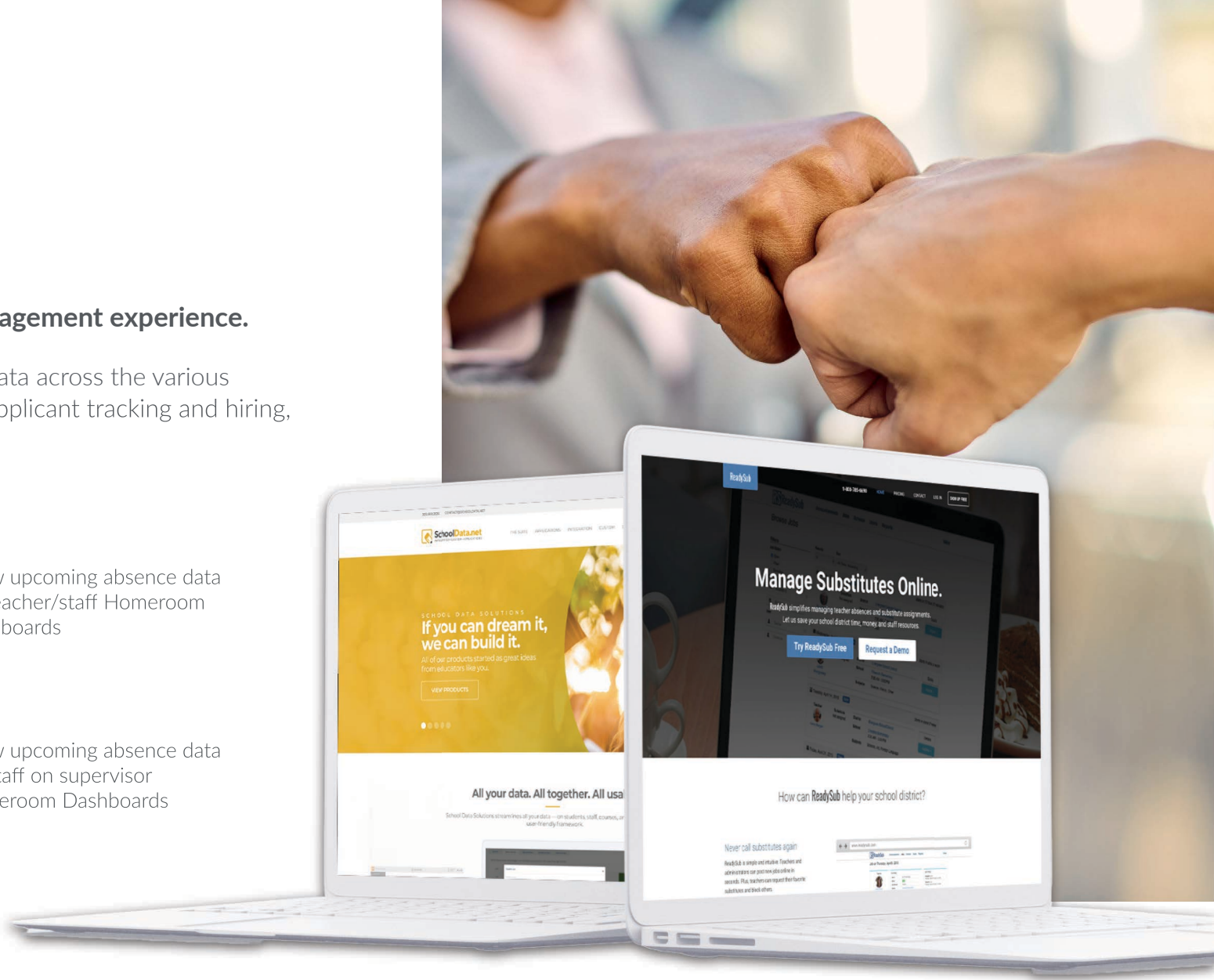
Show upcoming absence data on teacher/staff Homeroom Dashboards

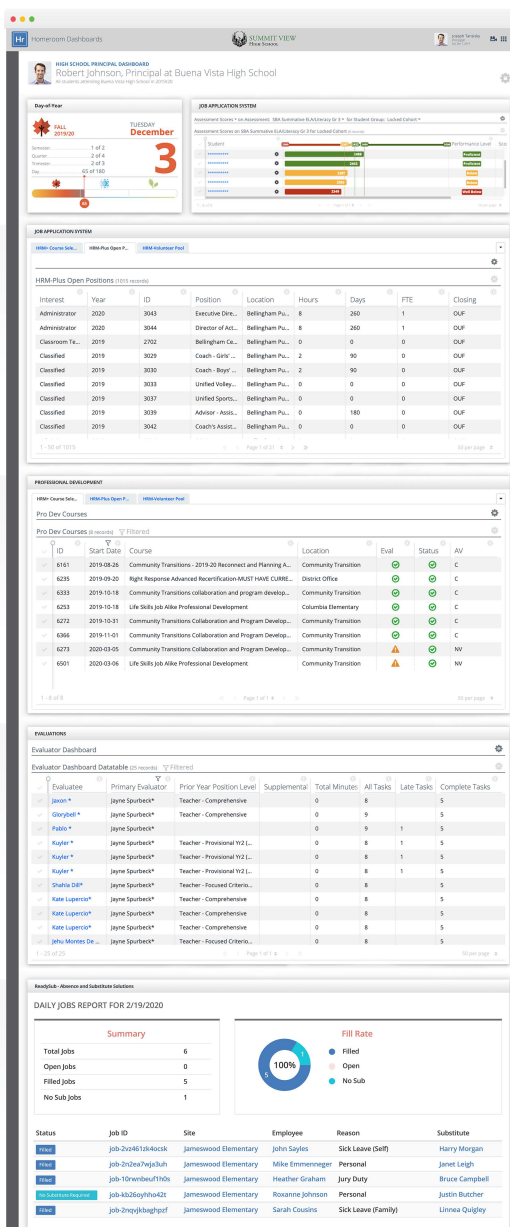


Integrate professional development reasons and automatically generate absences in ReadySub



Show upcoming absence data for staff on supervisor Homeroom Dashboards





DATA INTEGRATIONS VIA DASHBOARDS

When you integrate Homeroom Dashboards with your other School Data Solutions applications, you get powerful perspectives into what's helping your schools or holding them back.



Job Application System

View job openings from your dashboard, beside all of your personalized, critical data. Monitor the status of your current job applications. Enjoy one-click access to the Jobs application.



Professional Development

View all upcoming professional development opportunities. Enjoy one-click access to sign up for classes. And monitor for completed classes that require an evaluation to receive clock hours.



Evaluations

Monitor evaluation tasks directly from your dashboard, including results of in-class observations, reminders to schedule upcoming observations, full contents of self-evaluations, and indicators of current, completed, or late tasks.



ReadySub

The seamless integration between SDS and RS synchronizes data across the various systems and streamlines HR processes like PD management, applicant tracking and hiring, and absence and substitute management.

A hand is pointing down towards a group of stylized human figures (men, women, and children) holding hands in a circle. The background is a solid blue color.

THANK YOU!

PRESENTED BY:

