SchoolData.net

JOB APPLICATION SYSTEM
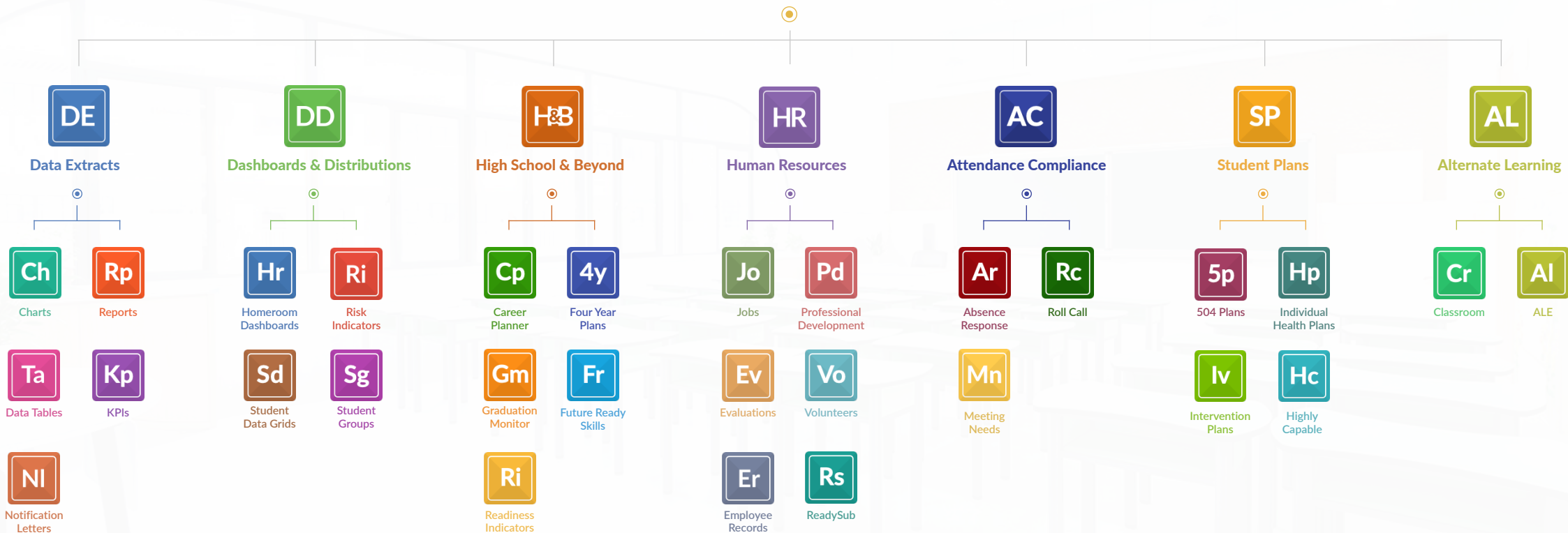
PRESENTED BY:

SchoolData.net

SCHOOLDATA.NET INTEGRATED SUITE

SchoolData.net

DE Data Extracts
- **Ch** Charts
- **Rp** Reports
- **Ta** Data Tables
- **Kp** KPIs
- **Nl** Notification Letters

DD Dashboards & Distributions
- **Hr** Homeroom Dashboards
- **Ri** Risk Indicators
- **Sd** Student Data Grids
- **Sg** Student Groups

H&B High School & Beyond
- **Cp** Career Planner
- **4y** Four Year Plans
- **Gm** Graduation Monitor
- **Fr** Future Ready Skills
- **Ri** Readiness Indicators

HR Human Resources
- **Jo** Jobs
- **Pd** Professional Development
- **Ev** Evaluations
- **Vo** Volunteers
- **Er** Employee Records
- **Rs** ReadySub

AC Attendance Compliance
- **Ar** Absence Response
- **Rc** Roll Call
- **Mn** Meeting Needs

SP Student Plans
- **5p** 504 Plans
- **Hp** Individual Health Plans
- **Iv** Intervention Plans
- **Hc** Highly Capable

AL Alternate Learning
- **Cr** Classroom
- **Al** ALE

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

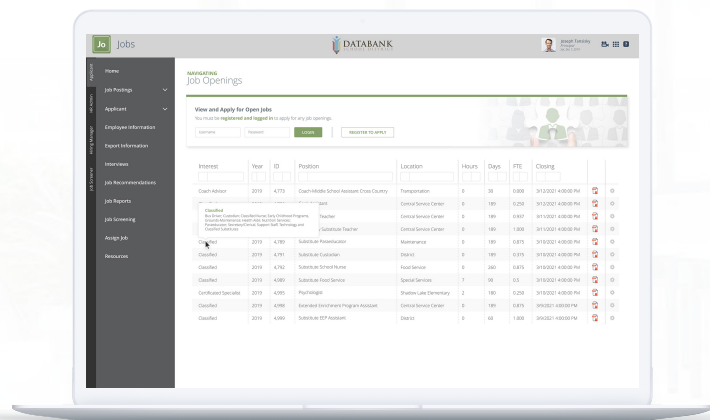- Approves Job Requests for Posting
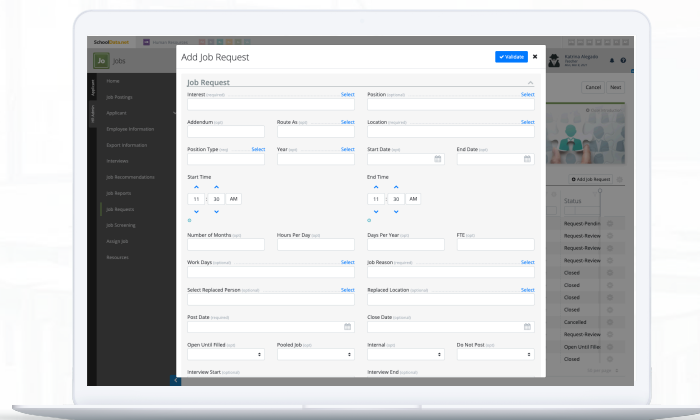- Onboards New Employees
- Produces HR Reporting
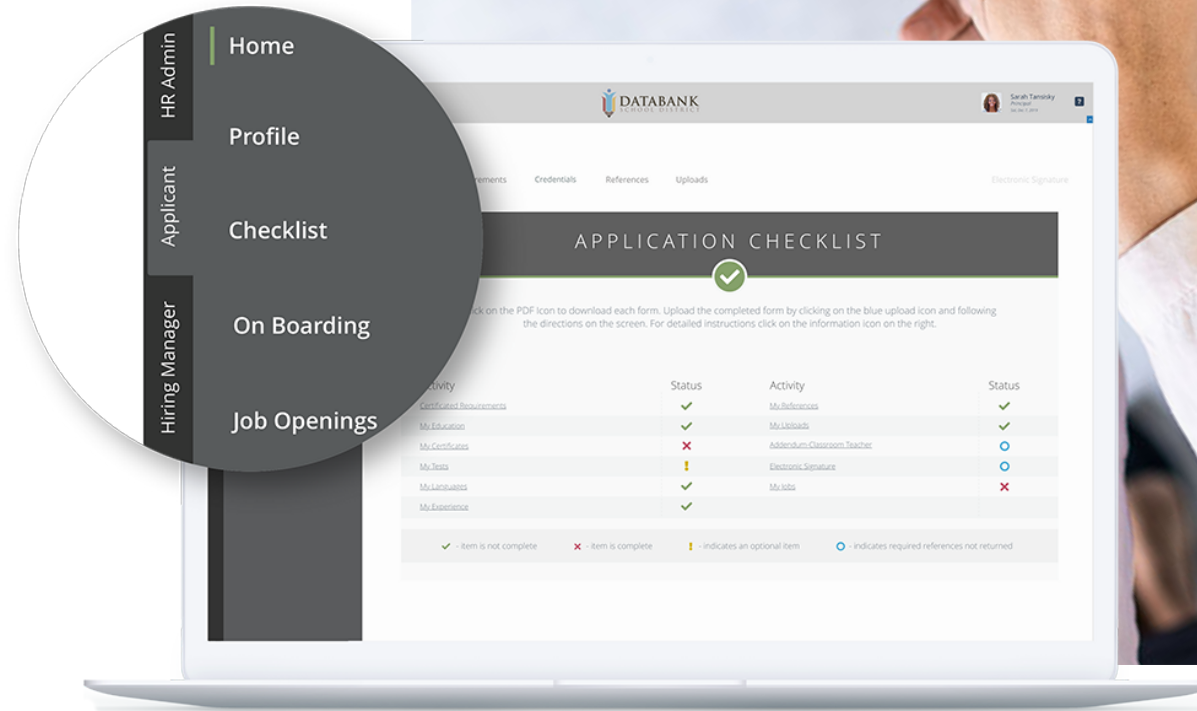
HIRING MANAGER:
COMPOSE JOB OPENING

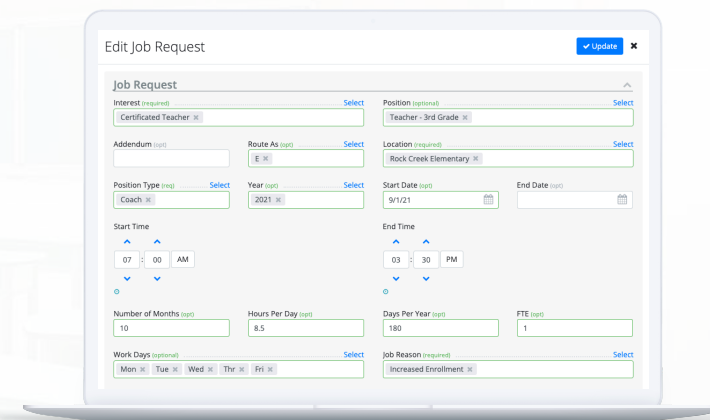The hiring manager can easily create and edit new job openings.

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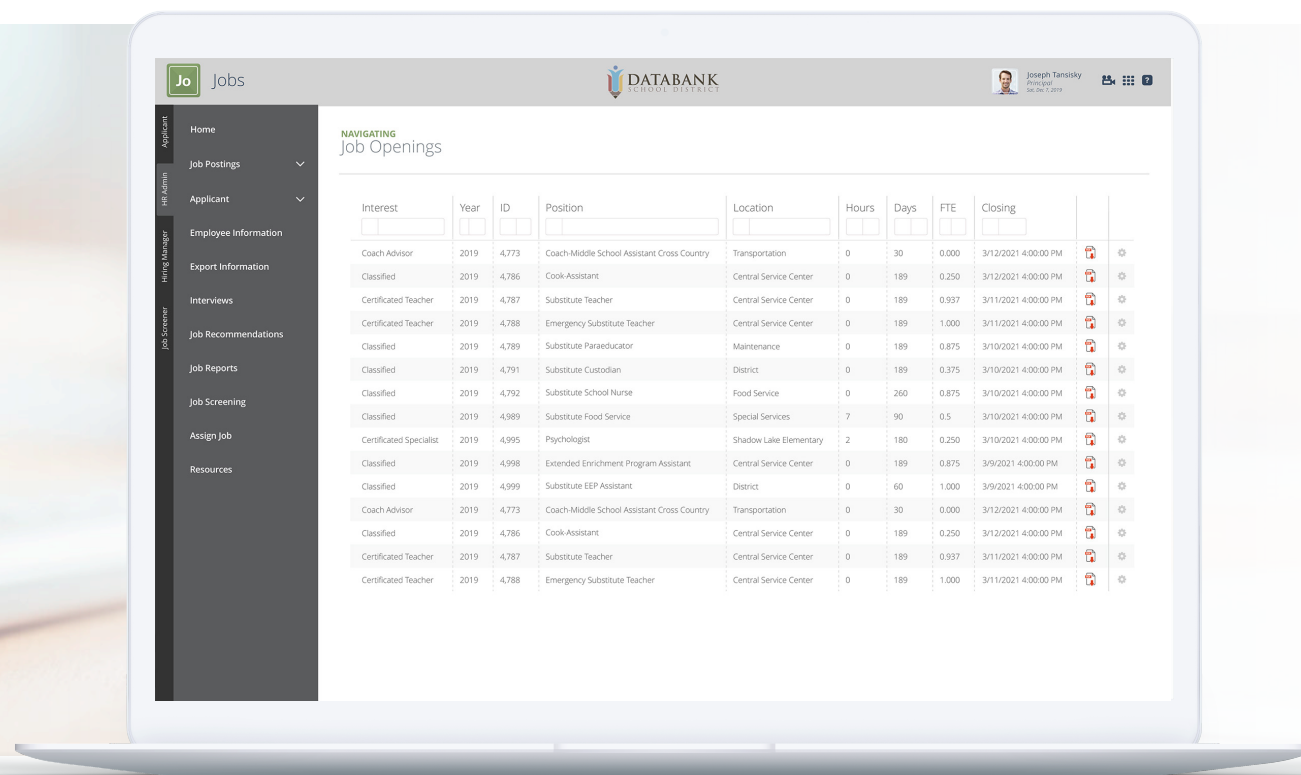
Edit Job Opening
Hiring managers can make changes to their requested job openings until they are approved and posted by Human Resources.

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.

Jo Jobs

DATABANK SCHOOL DISTRICT

Joseph Tansisky
Principal
Sat. Dec. 7, 2019

Home

Job Postings

Applicant

Employee Information

Export Information

Interviews

Job Recommendations

Job Reports

Job Screening

Assign Job

Resources

NAVIGATING
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	3/11/2021 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.

Jo Jobs

DATABANK
SCHOOL DISTRICT

Joseph Tansisky
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.

| Username | Password | LOGIN | REGISTER TO APPLY |

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	4,774	Coach 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		
Classified	2019	4,789	Substitute Paraeducator	Maintenance	0	189	0.875	3/10/2021 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		

Classified
Bus Driver; Custodian; Classified Nurse; Early Childhood Programs, Grounds-Maintenance; Health Aide; Nutrition Services; Paraeducator; Secretary/Clerical, Support Staff, Technology and Classified Substitutes

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

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 | HR Human Resources

Jo Jobs

SOMERVILLE PUBLIC SCHOOLS

Katrina Alegado
Teacher
Mon, Mar 8, 2021

Applicant
- Applicant Home
- Applicant Profile
- Checklist
- Job Openings
- My Jobs
- Onboarding-Checklist

HR Admin

Checklist

Cancel | Next

Overview | Requirements ▾ | Credentials ▾ | References | Addendum ▾ | Uploads | Signature

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.
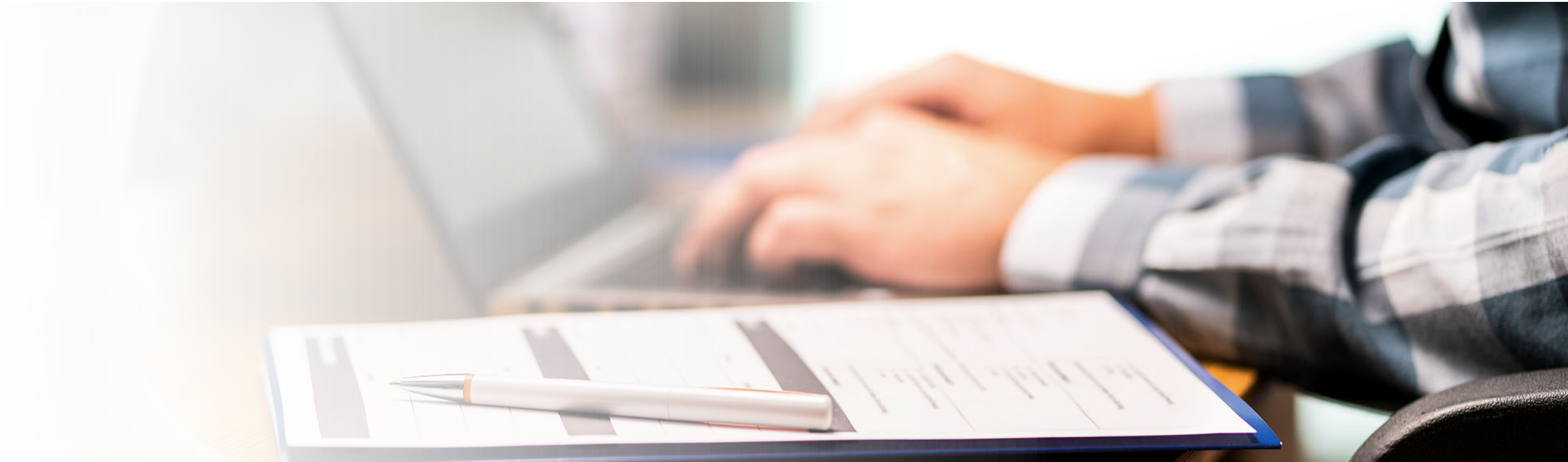
HR MANAGER:
SCREEN APPLICANTS

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

Verify

Customize

Qualify

Integrate

SchoolData.net

1-509-688-9536   contact@schooldata.net   www.schooldata.net
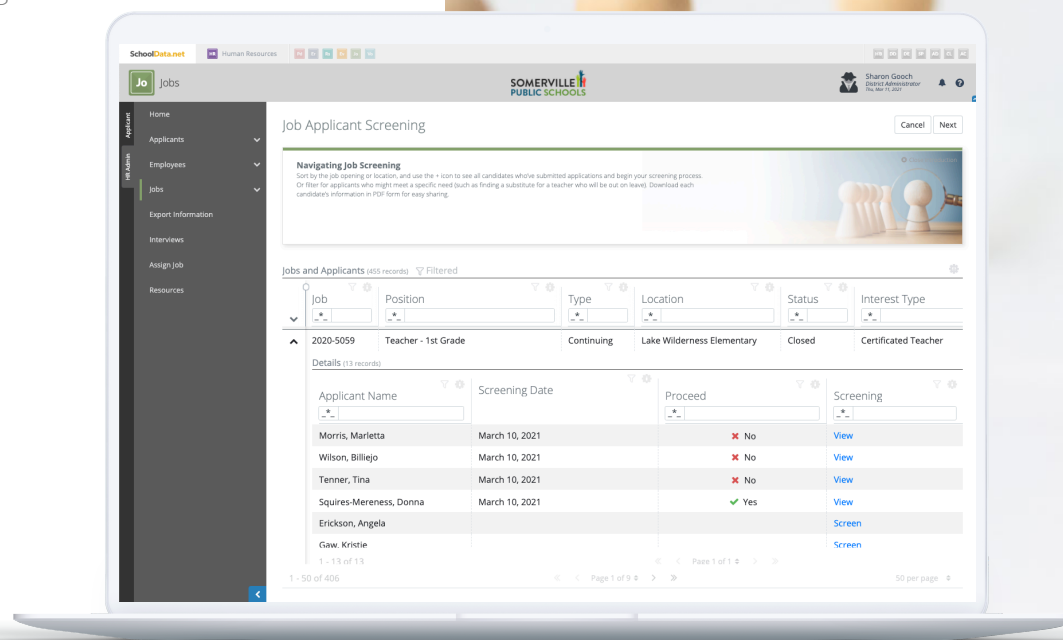
HR MANAGER:
SCHEDULE INTERVIEWS

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.
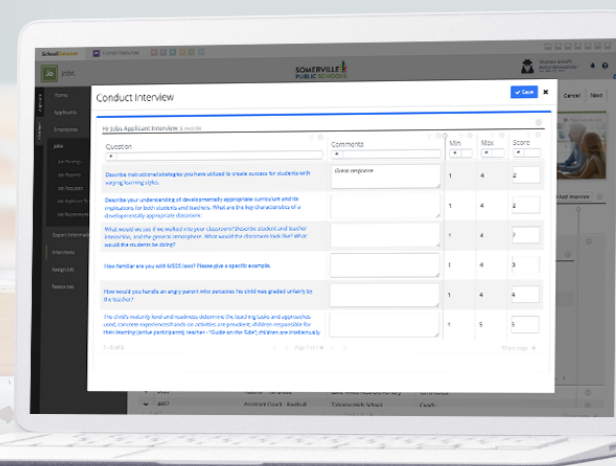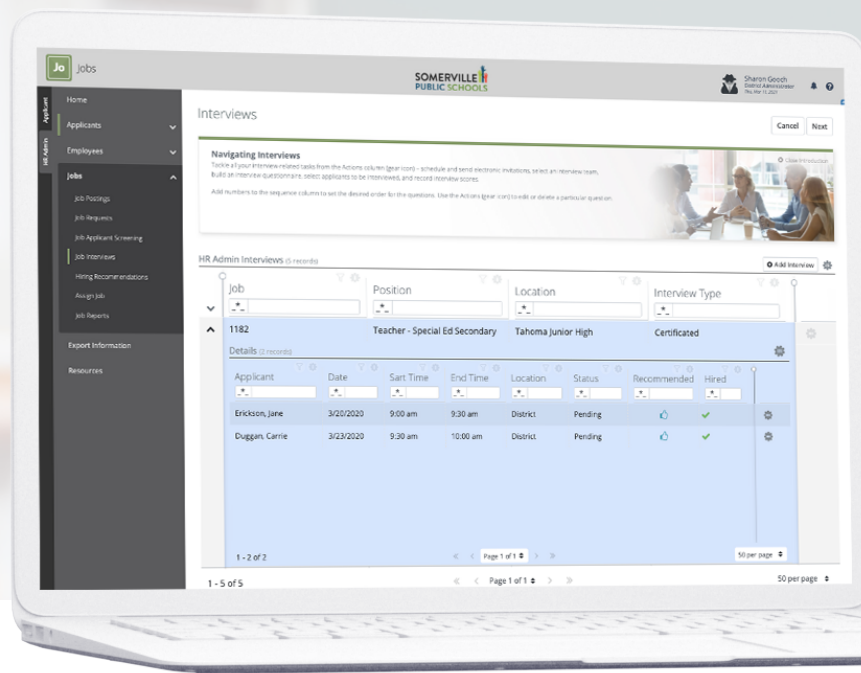
HIRING MANAGER: HIRE

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

Recommendations

Job Offer

Verbal Acceptance

Notifications

SchoolData.net

1-509-688-9536   contact@schooldata.net   www.schooldata.net
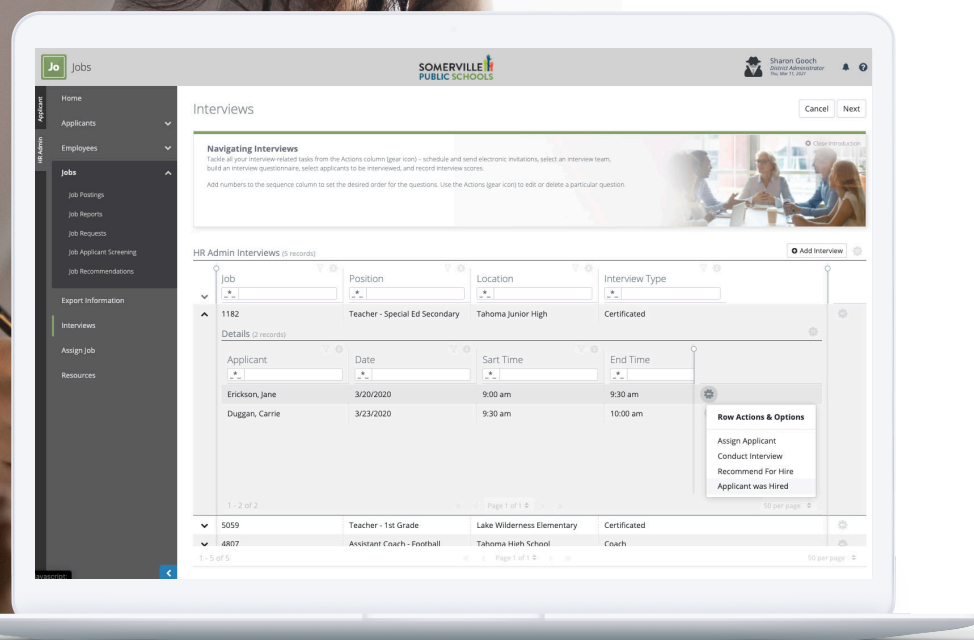
The hiring process automatically initiates data transfer between our systems.

SchoolData.net
Human Resources Applications

Jo Pd Ev Vo Er

1ʰ HOURLY EXPORTS

CSV — Employees
CSV — Administrators
CSV — Substitutes

RS ReadySub

NIGHTLY IMPORTS

CSV

Absences/Openings with Substitute **Requests**
Fulfillments/Assignments with assigned **Substitutes**
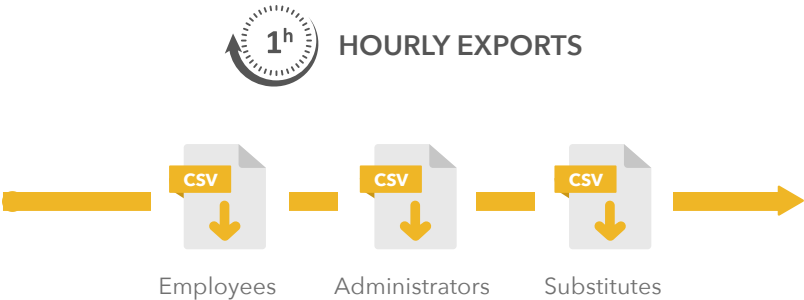
ELIMINATE DOUBLE ENTRY

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

New Employee Information
Sent to ReadySub
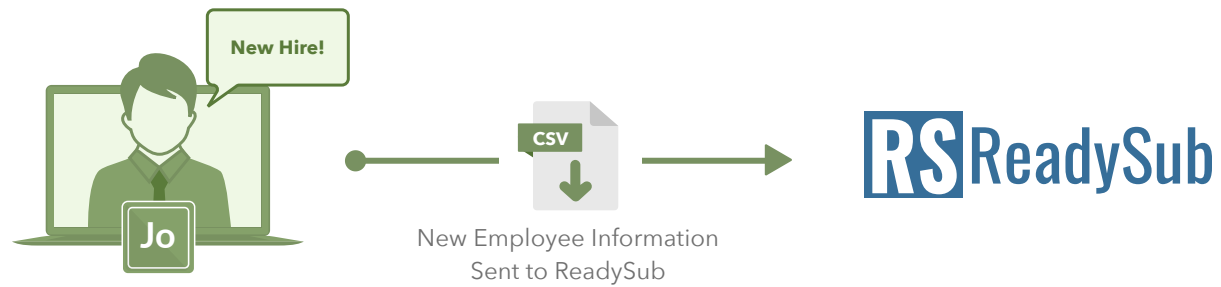
NEW HIRE:
ONBOARD CHECKLIST

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.
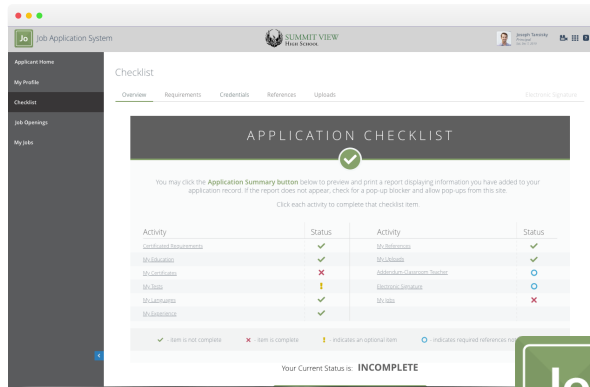
Job Application System
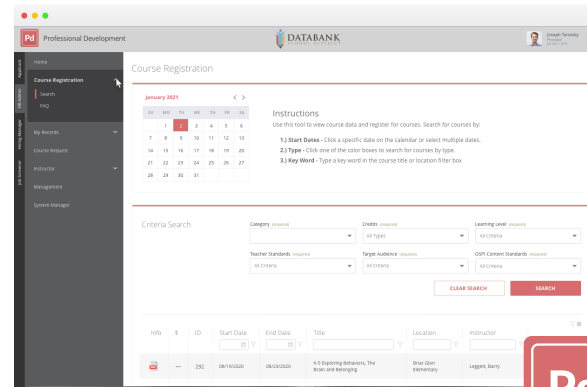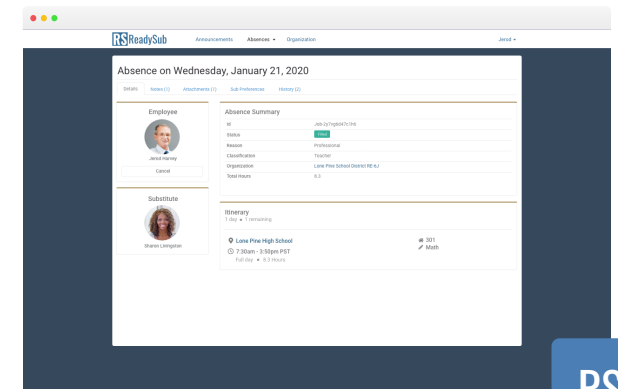

Professional Development
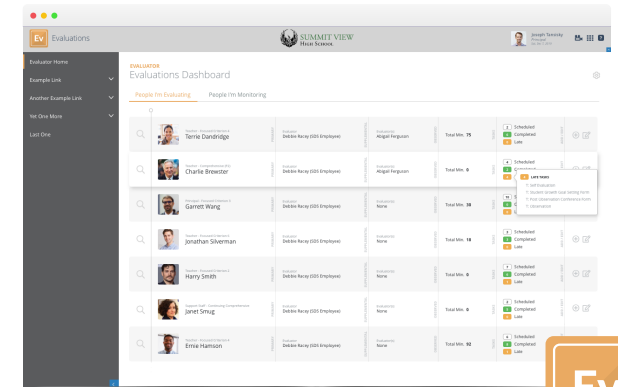
Evaluations
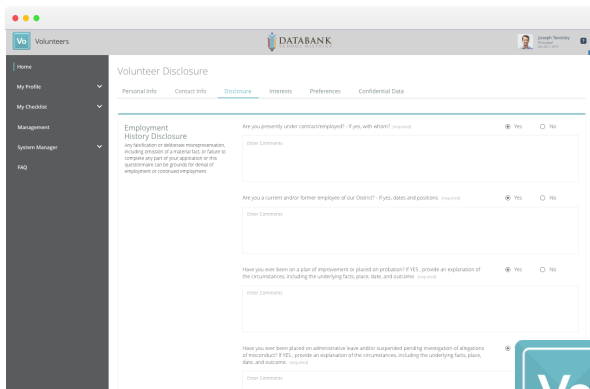
Volunteers
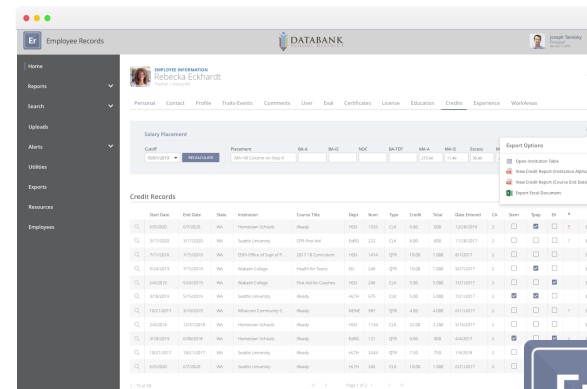
Employee Records

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

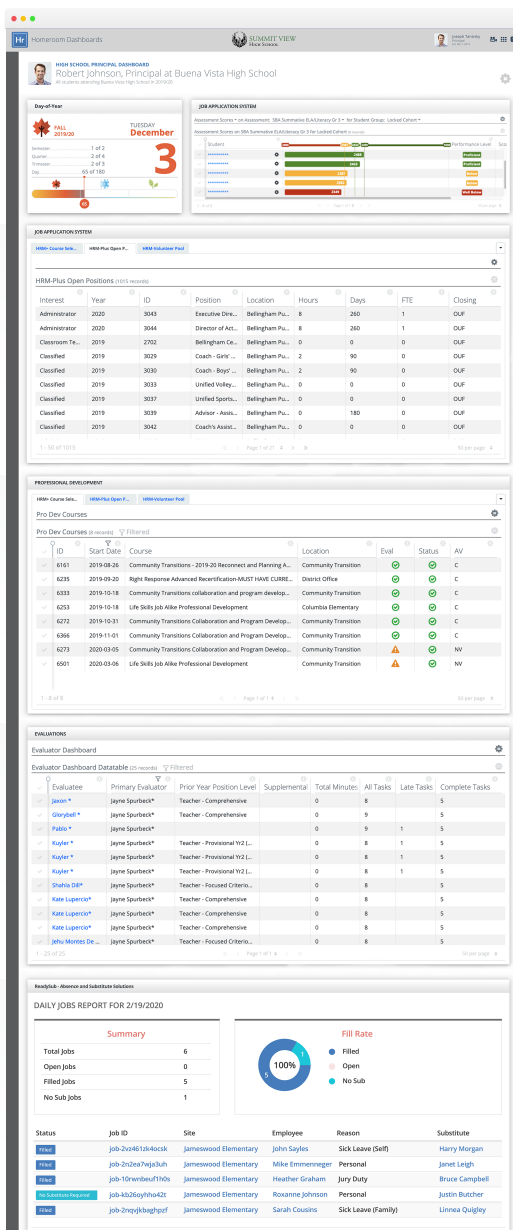Show upcoming absence data on teacher/staff Homeroom Dashboards

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.

THANK YOU!