

Wabash Valley Online Application System - hosted by AppliTrack



Instructions on:

How to create a job posting.....pgs. 2-4

Sending teaching/administrative job openings to the Indiana Peer Network and education departments and career offices at Indiana and Illinois universities/colleges.....pgs. 5-6

Create New Posting

Use the Create New Posting link any time you need to create new vacancy postings.

Here's how:

- 1) Go to the Job Postings tab
- 2) Click "Create New Posting"
- 3) Choose how you want to start the posting.
Note: If this is your first posting, choose "A blank form."

The screenshot shows the 'Create New Job Posting' interface. The 'Job Postings' tab is selected (1). The 'Create New Posting' link is highlighted (2). The 'Start From' options are: 'A blank form', 'A template', 'An existing open posting', and 'An existing posting (open or closed)' (3).

Note:

The Start From options "A template", "An existing open posting", and "An existing posting (open or closed)" all display a screen similar to the one below where you are to click on the item you wish to start from.

Choose the title to copy from
24 Items

ID	Category	Post Title
132	Art	Art Teacher
111	Early Childhood	ESL Teacher
110	ESL	1st Grade Bilingual Teacher

Click the title

4) Fill out the Job Posting form to create and post the vacancy.

Here's how:

1) Enter a title. The title is what applicants will know this vacancy by.

2) The Type determines the Posting's Category and Position type. It is required. If you can not find an appropriate selection, you may need to go to Setup -> Edit Position List. The contents are drawn from it.

3) If supplied, the location is displayed to applicants.

4) Additional fields are not required but are displayed to applicants if supplied. Review the onscreen descriptions for more information.

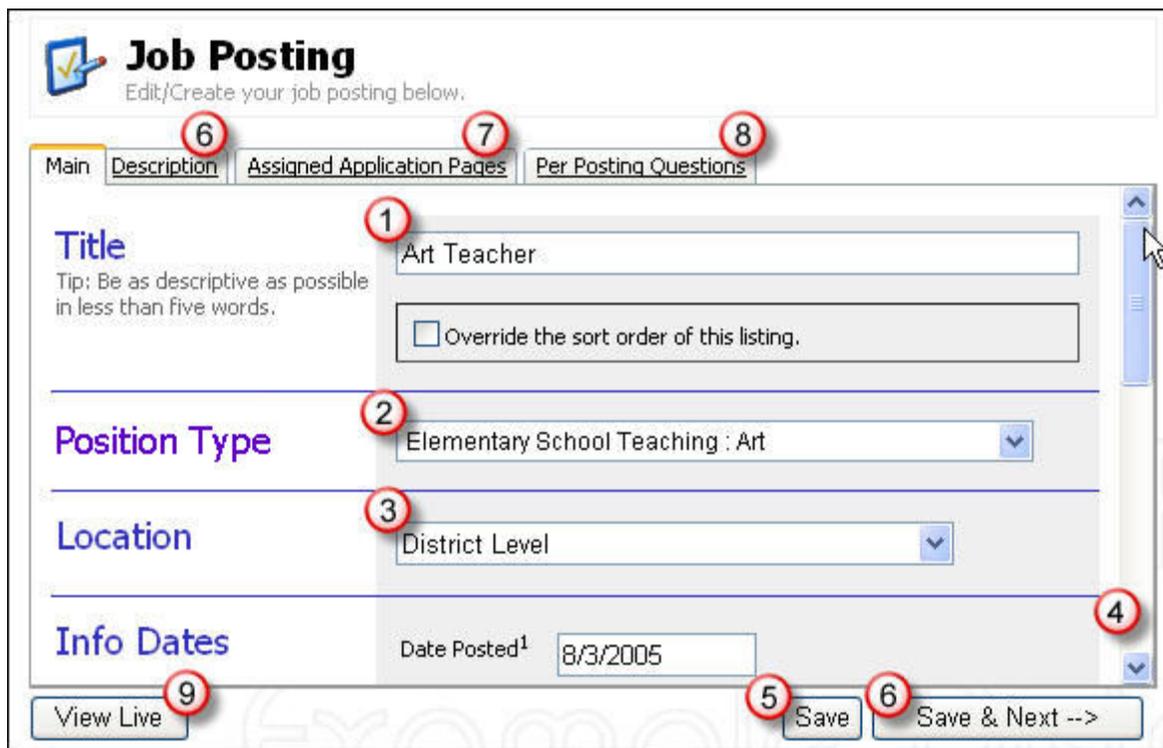
5) Click Save to save changes to the current tab

6) Enter the description on the Description tab by clicking the tab or clicking Save & Next. (You can spell check your description simply by clicking on the Spell Check button .)

7) Assign additional application pages, if needed

8) Include questions for just this posting on the Per Posting Questions tab

9) To see the posting as the applicant will see it, click View Live.



The screenshot shows the 'Job Posting' form interface. At the top, there is a title 'Job Posting' and a subtitle 'Edit/Create your job posting below.' Below this are four tabs: 'Main', 'Description', 'Assigned Application Pages', and 'Per Posting Questions'. The 'Main' tab is active. The form contains several fields: 'Title' (with a tip: 'Tip: Be as descriptive as possible in less than five words.'), 'Position Type', 'Location', and 'Info Dates' (with a 'Date Posted' field). At the bottom, there are three buttons: 'View Live', 'Save', and 'Save & Next -->'. Red circles with numbers 1 through 9 are overlaid on the form to indicate specific steps: 1 points to the Title field, 2 to the Position Type dropdown, 3 to the Location dropdown, 4 to the Date Posted field, 5 to the Save button, 6 to the Save & Next button, 7 to the Assigned Application Pages tab, 8 to the Per Posting Questions tab, and 9 to the View Live button.

10) The "Applications Accepted?" option let's you decide if the applicants for a position should complete an online application or not; for example, an hourly or substitute position might not require an online application.

The default selection is "Yes" which allows the applicants for the position to apply online. If you select, "No" the posting will be listed on your vacancy board, but you will not receive any applications online. There will be no "Apply" button for the applicants to click within the posting. Importantly, you will need to indicate how to apply in the description tab.

Job Posting
Edit/Create your job posting below.

Main | **Description** | Assigned Application Pages | Per Posting Questions

Status

Is Open¹ Yes No Auto
Is Active² Yes No Auto

1. Controls if applicants can see and apply for the position.
2. Controls if administrators can search for applicants for the position.

Applications Accepted? 10

Yes - Accept Online Applications for this posting.

* If No is selected, the posting will be listed on your vacancy board, but you will not receive any applications online.

Office Use Only

New/Replace

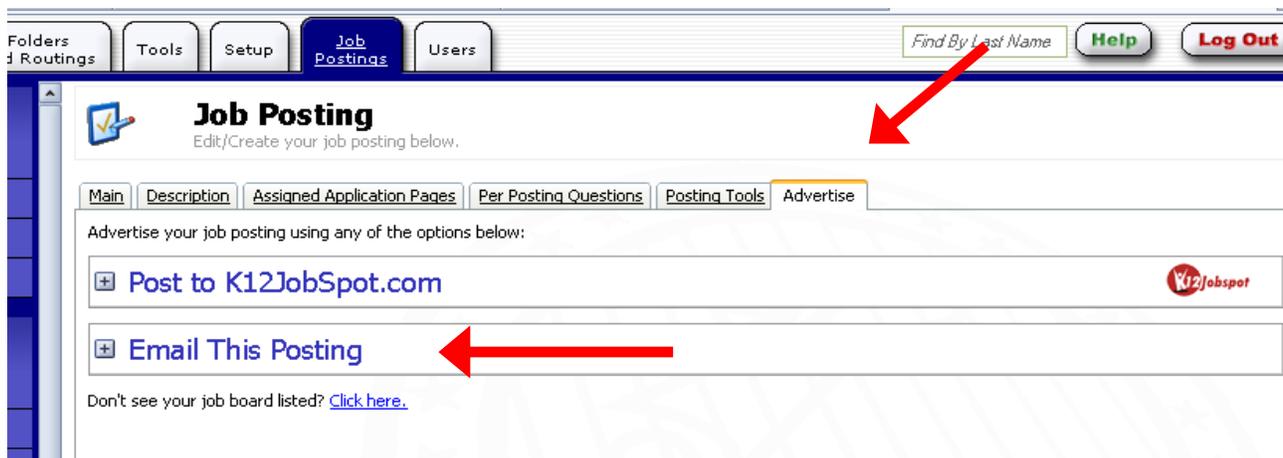
Not tracking.
 This is a newly created position.
 This vacancy is to find a replacement for a position.

Email Teaching/Administrative Postings to Universities

Teaching and administrative positions openings can be sent to Indiana and Illinois colleges and universities for their education departments and career offices to post.

Here's how:

- 1) Open any Job Posting.
- 2) Click on the "Advertise" tab
- 3) Expand the Email This Posting section.



The screenshot shows a web interface for managing job postings. At the top, there is a navigation bar with tabs for 'Folders and Routings', 'Tools', 'Setup', 'Job Postings', and 'Users'. To the right of these tabs are buttons for 'Find By Last Name', 'Help', and 'Log Out'. Below the navigation bar, the main content area is titled 'Job Posting' with the subtitle 'Edit/Create your job posting below.'. A horizontal menu contains tabs for 'Main', 'Description', 'Assigned Application Pages', 'Per Posting Questions', 'Posting Tools', and 'Advertise'. The 'Advertise' tab is selected and highlighted. Below the menu, the text reads 'Advertise your job posting using any of the options below:'. There are two expandable options: 'Post to K12JobSpot.com' and 'Email This Posting'. A red arrow points to the 'Advertise' tab, and another red arrow points to the 'Email This Posting' option. At the bottom of the main content area, there is a link: 'Don't see your job board listed? [Click here.](#)'

4) Fill out the email form and click Send.

1) The "from" address is the reply-to for the sent emails. 2) The "To" field can be a comma or semicolon delimited list of addresses (i.e. career@collegeA.edu; jobs@collegeB.edu; etc.). This field is already populated with addresses for education departments and career offices at colleges & universities throughout the state.

Modify the 3) subject and 4) body to suit your preference. The subject defaults to the posting's title and organization title. The body defaults to the same information seen on the public job board (the description, dates, location, etc.).

When ready, click the 5) Send Email button. Note that separate emails are sent so recipients will not see each other's names or addresses.

The screenshot shows a web interface for emailing a job posting. At the top, there are navigation tabs: Main, Description, Assigned Application Pages, Per Posting Questions, Posting Tools, and Advertise. The main heading is "Email This Posting". Below this is a note: "Note: Recipients will not see each other's names or email addresses." The form fields are: "From:" with the value "support@generalasp.com (AppliTrack Support)" (marked with a red circle 1); "To:" with a list of email addresses (marked with a red circle 2); "Subject:" with the value "3rd Grade Teacher - District 123" (marked with a red circle 3); and a rich text editor for the body (marked with a red circle 4). The rich text editor contains the text: "District 123 has a vacancy for your consideration. Please find the details below." followed by a blue banner for "3rd Grade Teacher" with an "Apply Online" link, and then "Category: Elementary School Teaching/K - 7th grade", "Date Posted: 9/8/2008", and "Location: Perspectives". A "Send Email" button is located to the right of the "From:" field (marked with a red circle 5).