

Objective: To provide work instructions for the Principal/Hiring Manager to review applicants specific to their school/department and job posting.

1. 2.	Log in to Teach in Alabama at: <u>https://ats1.atenterprise.pow</u> <u>erschool.com/ats/emp_login</u> <u>?COMPANY_ID=WA003908</u> Enter User Name and Password.	Employer User	Welcome	.y					
з.	Click on the Login button.	bashmore@mcpss.com Password Login Having trouble logging in?							
4.	Click on the "Jobs" Tab at top of page.	_							
5.	Click on "All Jobs".	e⊦orms	Jobs	Searching - Data					
			Request	to Post					
				rch					
		cent web	Job Tem Refine La	Job Templates Refine Last Applicant Search Run Last Applicant Search					
			Applican	t Folders					
6.	You will see only the jobs in your department/school and those that are posted for various locations.	JOB STATUS 🔷 JOB TITLE 🔷 JOB TYPE 💠 SYSTEM/SCHOOL 🔻 POST							
		Pending Open Date	SPECIAL EDUCATION PARAPROFESSIONAL - AUGUSTA EVANS	Exceptional Education Augusta Evans School 05/16/ Support - K-12 Paraprofessional					
		Pending Open Date	SPECIAL EDUCATION ONE-ON-ONE PARAPROFESSIONAL - AUGUSTA EVANS	Exceptional Education Augusta Evans School 05/16/ Support - K-12 Paraprofessional					
		Open	PRINCIPAL - BURNS MIDDLE SCHOOL	Middle/Junior Burns Middle School 04/21/ High School 04/21/					



7	Click on "Applicante"										
1.	Click of Applicants .					ERNAL	NUMBER 🔶	JOB STATUS	÷	JOB .	
	You will see all applicants									SPEC	
	who have applied for the job.	Applicants Simila	st 🥖	•	CL1	6-0046		Pending Open Date		PARA	
										- AUG	
		Reque	st .	_				Pending Open		SPEC	
		Applicants Simila	ur 🖉	中山	CL1	6-0047		Date		PARA	
0	Click on "Providw" to acc a									- AUC	
0.	snapshot of the application.										
					ST NA	ME	FIRST	NAME 0	Pł	IONE	
		PREVIEW					Micha	el			
			/						-		
9.	Click on the applicant's										
	name to see the full						Gonor	al Infor	na	tio	
	application.						General mormation				
On	the left you will see each	😏 Record 1 of 48 🧭					This page is for providing basic inf				
sec	ction of the application so you						you have finished filling out the pa move on to the next page in the ar you back one page in the applicati				
car	n navigate quickly to a specific	r Results Return To List									
sec	ction of the application.						this page.				
		General Information									
		Address				1	Administrative Change Type				
		Address									
		Employment Preferences									
		Record of Educational And					Account Status Active				
		Certification					*First Name				
		Praxis Exams Taken and Passed					Michael				
		Administrative Internship Experience					*Social S	ecurity Numb	er (r	no da	
For assistance screening postings, please contact certified@mcpss.com or classified@mcpss.com											
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