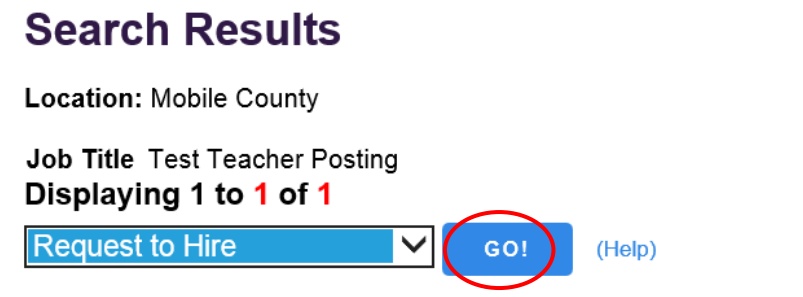
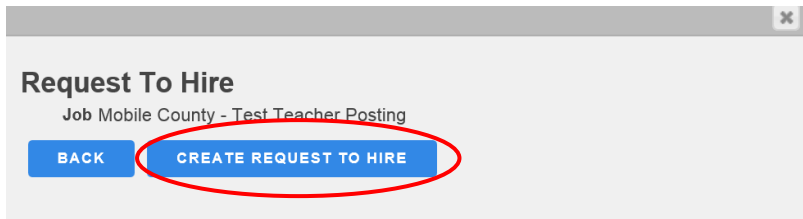
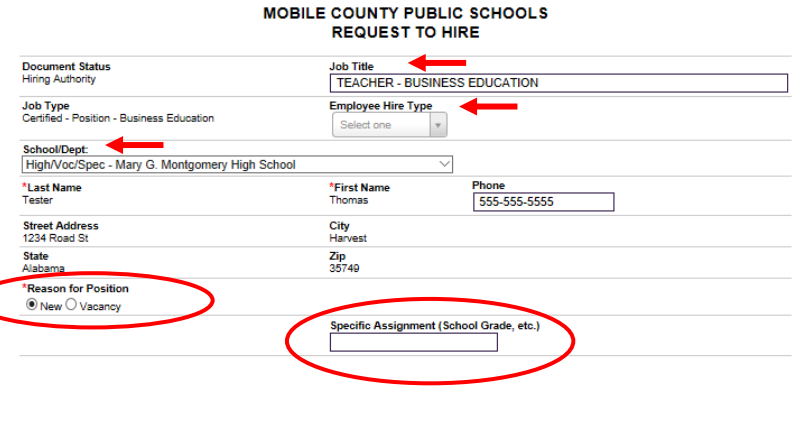
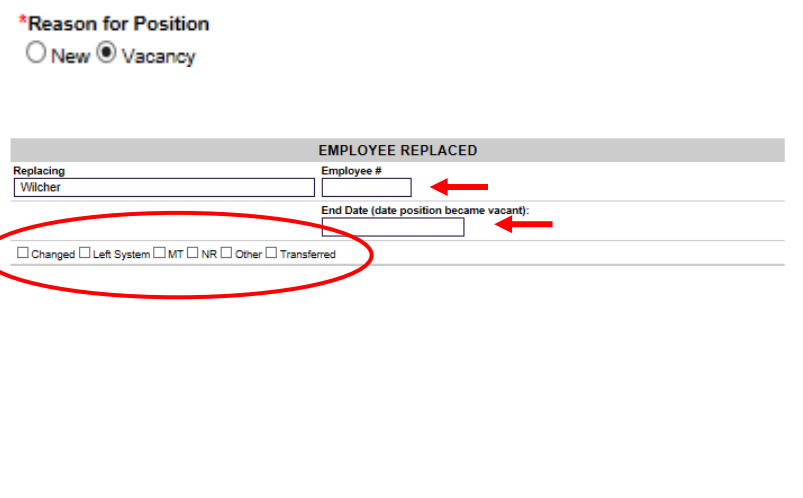




Objective: To create an electronic Request to Hire and route for appropriate approval, the Principal/Hiring Authority utilizes the "Request to Hire" function in SearchSoft following the instructions below.

<ol style="list-style-type: none"> Log in to Teach in Alabama at: https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=00008512 Enter User Name and Password. Click on the "Login" button. 													
<ol style="list-style-type: none"> Click on the "Jobs" Tab at top of page. Click on "All Jobs" from panel on left of page. 													
<ol style="list-style-type: none"> Click on "Applicants" to the left of the job posting. 	<table border="1"> <thead> <tr> <th>HQ</th> <th>Applicants</th> <th>Request Similar</th> <th>CT16-0072</th> <th>Open</th> <th>TECHNOLOGY RESOURCE TEACHER</th> </tr> </thead> <tbody> <tr> <td>HQ</td> <td>Applicants</td> <td>Request Similar</td> <td></td> <td>Requisitioned</td> <td>TEST- MATHEMATICS- MIDDLE SCHOOLS</td> </tr> </tbody> </table>	HQ	Applicants	Request Similar	CT16-0072	Open	TECHNOLOGY RESOURCE TEACHER	HQ	Applicants	Request Similar		Requisitioned	TEST- MATHEMATICS- MIDDLE SCHOOLS
HQ	Applicants	Request Similar	CT16-0072	Open	TECHNOLOGY RESOURCE TEACHER								
HQ	Applicants	Request Similar		Requisitioned	TEST- MATHEMATICS- MIDDLE SCHOOLS								
<ol style="list-style-type: none"> Click in the check box next to the applicant being selected. 	<table border="1"> <thead> <tr> <th>PREVIEW</th> <th><input checked="" type="checkbox"/></th> <th>Tester</th> <th>Thomas</th> </tr> </thead> </table>	PREVIEW	<input checked="" type="checkbox"/>	Tester	Thomas								
PREVIEW	<input checked="" type="checkbox"/>	Tester	Thomas										



<p>8. Select "Request to Hire" from dropdown list.</p> <p>9. Click "Go!"</p>	 <p>Search Results</p> <p>Location: Mobile County</p> <p>Job Title Test Teacher Posting Displaying 1 to 1 of 1</p> <p>Request to Hire [v] GO! (Help)</p>
<p>Window appears – "Request To Hire" with the name of the open position.</p> <p>10. Click "Create Request to Hire" button.</p>	 <p>Request To Hire</p> <p>Job Mobile County - Test Teacher Posting</p> <p>BACK CREATE REQUEST TO HIRE</p>
<p>11. Review job and applicant information for accuracy.</p> <p>Note: For Various School Postings only</p> <ul style="list-style-type: none"> Under Job Title field, remove the words "Various Schools". Use the pull down menu for the School/Dept field and select your specific school. 	 <p>MOBILE COUNTY PUBLIC SCHOOLS REQUEST TO HIRE</p> <p>Document Status: Hiring Authority Job Title: TEACHER - BUSINESS EDUCATION</p> <p>Job Type: Certified - Position - Business Education Employee Hire Type: [Select one]</p> <p>School/Dept: High/Voc/Spec - Mary G. Montgomery High School</p> <p>*Last Name: Testler *First Name: Thomas Phone: 555-555-5555</p> <p>Street Address: 1234 Road St City: Harvest</p> <p>State: Alabama Zip: 35749</p> <p>*Reason for Position: <input checked="" type="radio"/> New <input type="radio"/> Vacancy</p> <p>Specific Assignment (School Grade, etc.): []</p>
<p>12. Under "Reason for Position", Select New or Vacancy</p> <p>13. For Vacant positions a new section will open requesting the following information on the incumbent:</p> <ul style="list-style-type: none"> The Name and Employee Number Date the position became vacant Reason for the vacancy 	 <p>*Reason for Position</p> <p><input type="radio"/> New <input checked="" type="radio"/> Vacancy</p> <p>EMPLOYEE REPLACED</p> <p>Replacing: Wilcher Employee #: []</p> <p>End Date (date position became vacant): []</p> <p><input type="checkbox"/> Changed <input type="checkbox"/> Left System <input type="checkbox"/> MT <input type="checkbox"/> NR <input type="checkbox"/> Other <input type="checkbox"/> Transferred</p>



<p>14. "Specific Assignment (School Grade, etc.)":</p> <p>Enter the specific job assignment.</p>	<p>Specific Assignment (School Grade, etc.)</p> <input type="text"/>								
<p>15. Funding Source</p> <p>Select the correct funding source</p>	<p style="text-align: center;">FUNDING SOURCE</p> <p>Funding Source</p> <p><input checked="" type="radio"/> Foundation <input type="radio"/> Local <input type="radio"/> Other <input type="radio"/> State <input type="radio"/> Title I <input type="radio"/> Title II</p>								
<p>16. General Ledger</p> <p>Click "ADD" button to reveal GL entry boxes.</p>	<p>General Ledger (0)</p> <p>(click the Edit sub-form to add GL accounts)</p> <p style="text-align: center;">ADD</p>								
<p>17. Applicant(s) Reviewed</p> <p>Enter applicant name and date interviewed.</p> <p>Note: Enter applicant(s) interviewed who were not selected to fill the position.</p>	<p style="text-align: center;">APPLICANT(S) REVIEWED</p> <table border="1"> <tr> <td>*Applicant Interviewed</td> <td>*Date Interviewed</td> </tr> <tr> <td>Amy Applicant</td> <td>06/21/2016</td> </tr> <tr> <td>Applicant Interviewed</td> <td>Date Interviewed</td> </tr> <tr> <td>Candy Candidate</td> <td>06/28/2016</td> </tr> </table>	*Applicant Interviewed	*Date Interviewed	Amy Applicant	06/21/2016	Applicant Interviewed	Date Interviewed	Candy Candidate	06/28/2016
*Applicant Interviewed	*Date Interviewed								
Amy Applicant	06/21/2016								
Applicant Interviewed	Date Interviewed								
Candy Candidate	06/28/2016								



<p>18. Transportation Group</p> <p><i>For Transportation Employees Only Complete Steps 19-22. Otherwise Select NO and continue with Step 23.</i></p> <ul style="list-style-type: none"> Select "Yes" Under 'Open Transportation Employee Group?' 	<p style="text-align: center;">TRANSPORTATION GROUP</p> <p>*Open Transportation Employee Group? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>19. School/Bus Data</p> <ul style="list-style-type: none"> Select "Sign in/Park Site" from dropdown list. Enter "Bus Number" in box. Select "Payroll Hub" from dropdown list. Select "School Serviced" from each dropdown list as necessary. 	<p style="text-align: center;">SCHOOL/BUS DATA</p> <p>Sign In/Park Site: <input type="text" value="Select one"/> Bus Number: <input type="text" value=""/></p> <p>School Serviced - 1: <input type="text" value=""/> School Serviced - 2: <input type="text" value=""/> School Serviced - 3: <input type="text" value=""/> School Serviced 4: <input type="text" value=""/> School Serviced - 5: <input type="text" value=""/></p> <p>Payroll Hub: <input type="text" value="Select one"/> Howell's Ferry Main/Halls Mill North Mobile Padgett Switch Whistler</p>
<p>20. Driver/Aide Status</p> <ul style="list-style-type: none"> New Driver/Aide - Select "Yes" or "No" Salary Type - Select "Single", "Dual", or "Dual Plus" Review "Effective Start Date" (<i>auto populated from Request to Post – can be edited</i>) Driver/Aide Transfer - Select "Yes" or "No" Hub Change - Select "Yes" or "No" To (location): If Driver/Aide Transfer or "Hub Change" is "Yes", select TO (location) from dropdown list From (location): If Driver/Aide Transfer or "Hub Change" is "Yes", select From (location) from dropdown list 	<p style="text-align: center;">DRIVER/AIDE STATUS</p> <p>New Driver/Aide: <input checked="" type="radio"/> Yes <input type="radio"/> No Salary Type: <input checked="" type="radio"/> Single <input type="radio"/> Dual <input type="radio"/> Dual Plus Effective Start Date: <input type="text" value="06/17/2016"/></p> <p>Driver/Aide Transfer: <input checked="" type="radio"/> Yes <input type="radio"/> No Hub Change: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>To (location): <input type="text" value=""/> From (location): <input type="text" value=""/></p>
<p>21. Transferred Driver/Aide Salary Change</p> <ul style="list-style-type: none"> Salary Change – Select "Yes" or "No" New Salary will be - Select "Single", "Dual", or "Dual Plus" 	<p style="text-align: center;">TRANSFERRED DRIVER/AIDE SALARY CHANGE</p> <p>Salary Change: <input checked="" type="radio"/> Yes <input type="radio"/> No New Salary will be: <input type="radio"/> Single <input type="radio"/> Dual <input checked="" type="radio"/> Dual Plus</p>



<p>22. Position Control Information</p> <ul style="list-style-type: none"> ✓ Unit Change from Original Posting - Select "Yes" if you are using the vacancy created by another unit for this hire. <i>For example, a 2nd grade vacancy is being used for a 4th grade teacher hire.</i> Note: If "Yes" is selected, enter explanation in text box. ✓ School Year - Enter school year of employment. 	<div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #f0f0f0; margin: -5px -5px 5px -5px;">POSITION CONTROL INFORMATION</p> <p>Unit Change from Original Posting <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, please explain</p> <div style="border: 1px solid gray; height: 60px; width: 100%;"></div> <p style="text-align: right;">School Year (YYYY) <input type="text"/></p> <p>Hours Per Day 8</p> </div>
<p>23. Click on "View Attachment" to view applicant or other interested applicants.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Applicant snapshot View Attachment</p> <hr/> <p>Interested Applicants Snapshot View Attachment</p> </div>
<p>24. Click on "View the application" to view applicant's entire application detail.</p>	<div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>View the application</p> </div>
<p>25. Click on "Request to Hire Workflow" to view workflow and approvals.</p>	<div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p>View "Request to Hire" Workflow</p> </div>
<p>26. Select an action: Click on appropriate action from dropdown list.</p> <ul style="list-style-type: none"> ✓ Select 'Cancel' to cancel the processing of the Request to Hire. 	<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid gray; padding: 2px;">(Select an action)</div> <div style="margin-left: 10px;">(Help)</div> <div style="margin-left: 10px;">BACK</div> <div style="margin-left: 10px;">UNDO</div> </div> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> Cancel Submit Submit for Dept Mgr Approval </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid gray; padding: 2px;">Cancel</div> <div style="margin-left: 5px;">▼</div> <div style="margin-left: 10px;">(Help)</div> <div style="margin-left: 10px;">BACK</div> <div style="margin-left: 10px;">UNDO</div> </div> </div>



<p>✓ Select 'Submit' to submit Request to hire applicant</p> <p>Note: Select your assigned Personnel Administrator from the dropdown list.</p>	<p>Submit (Help) BACK UNDO</p> <hr/> <p>Extra Instructions:</p> <p>Submit Request to Hire Applicant</p> <p>Next user document assigned to: 'MCPS - Personnel Administrator Review' user</p> <p>*User <input type="text" value="Select One"/> ✓</p> <p><input checked="" type="checkbox"/> Update Apply Job Status to "Interviewed - Recommended"</p>
<p>✓ Select 'Submit for Dept Mgr. Approval' to submit the Request to Hire for the applicant where Department Manager approval is required.</p> <p>Note: Select your assigned Department Manager from the dropdown list.</p>	<p>Submit for Dept Mgr Approval (Help) BACK UNDO</p> <hr/> <p>Next user document assigned to: 'MCPS - DEPT Manager Review' user</p> <p>*User <input type="text" value="Select One"/> ✓</p>
<p>27. Enter your SearchSoft Password as your digital signature.</p> <p>28. Comments can be added in the Comment text box directed to those involved in the approval process. Comments will not be visible on the job posting.</p> <p>29. Click "Submit" to complete the action selected in Step 27.</p>	<p>* Signature (SearchSoft Password): <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>SUBMIT</p>