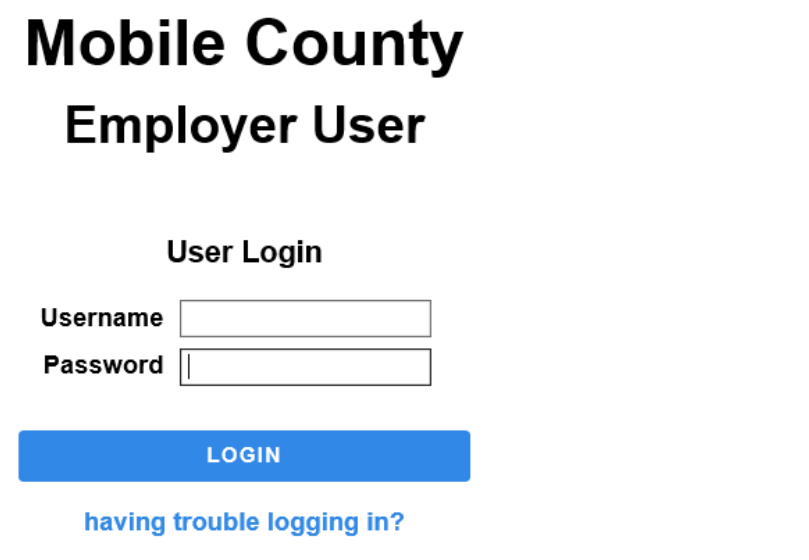
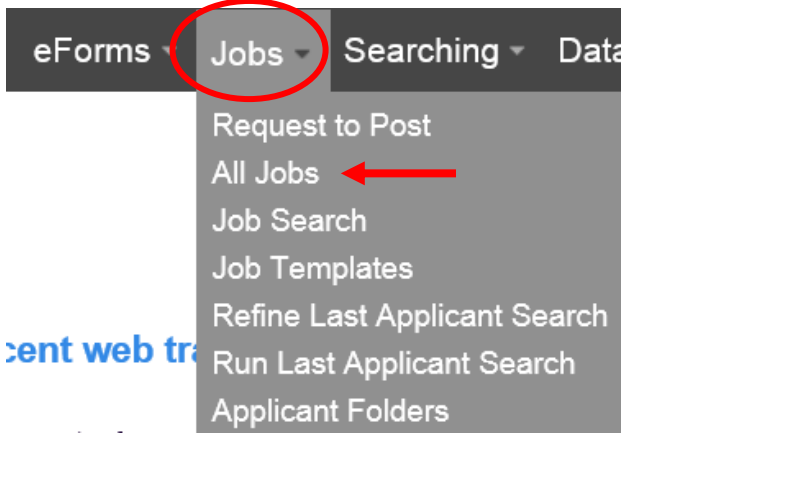
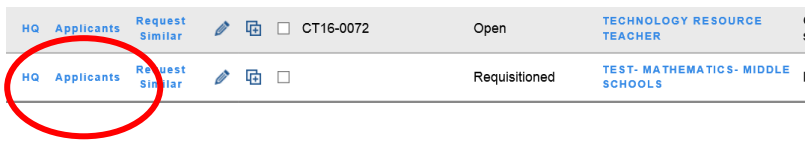

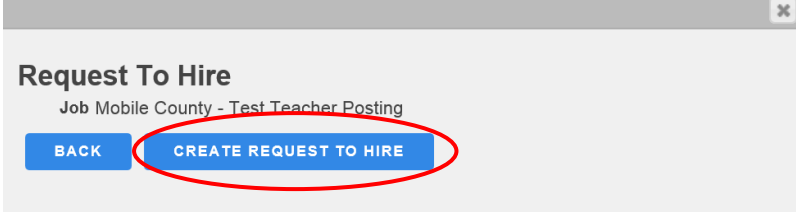
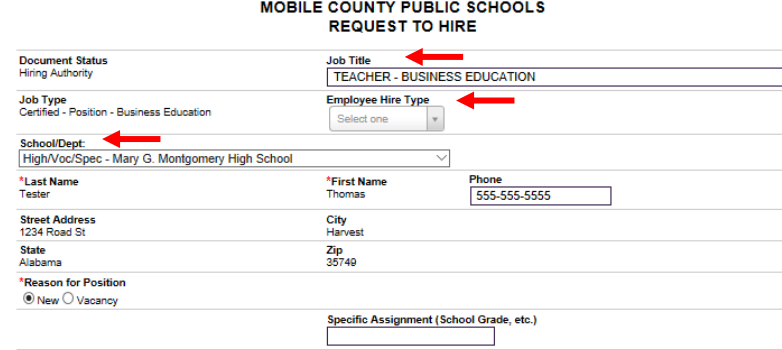
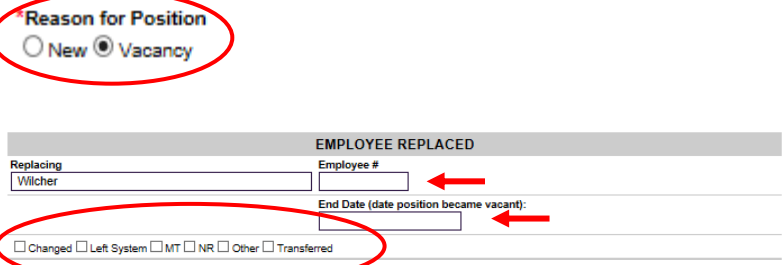




Objective: To create an electronic Request to Hire and route for appropriate approval, the Principal/Hiring Authority utilizes the "Request to Hire" function in SearchSoft following the instructions below.

<ol style="list-style-type: none"> 1. Log in to Teach in Alabama at: https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=00008512 2. Enter User Name and Password. 3. Click on the "Login" button. 	 <p>The screenshot shows the 'Mobile County Employer User' login page. It has a 'User Login' section with 'Username' and 'Password' input fields, a blue 'LOGIN' button, and a link 'having trouble logging in?' below it.</p>
<ol style="list-style-type: none"> 4. Click on the "Jobs" Tab at top of page. 5. Click on "All Jobs" from panel on left of page. 	 <p>The screenshot shows the top navigation bar with 'eForms', 'Jobs', 'Searching', and 'Data'. The 'Jobs' tab is circled in red. A dropdown menu is open under 'Jobs', showing options: 'Request to Post', 'All Jobs' (indicated by a red arrow), 'Job Search', 'Job Templates', 'Refine Last Applicant Search', 'Run Last Applicant Search', and 'Applicant Folders'.</p>
<ol style="list-style-type: none"> 6. Click on "Applicants" to the left of the job posting. 	 <p>The screenshot shows a table of job postings. The first row is for 'CT16-0072' (Open) for a 'TECHNOLOGY RESOURCE TEACHER'. The second row is for 'TEST- MATHEMATICS- MIDDLE SCHOOLS' (Requisitioned). In the second row, the 'Applicants' link is circled in red.</p>
<ol style="list-style-type: none"> 7. Click in the box next to the successful applicant. 	 <p>The screenshot shows a list of applicants. At the top, there are sort buttons for 'LAST NAME' and 'FIRST NAME'. Below is a table with applicant information. The first applicant is 'Tester' with the name 'Thomas'. A checkbox next to 'Tester' is circled in red.</p>



<p>8. Select "Request to Hire" from dropdown list.</p> <p>9. Click "Go!"</p>	<h2>Search Results</h2> <p>Location: Mobile County</p> <p>Job Title Test Teacher Posting Displaying 1 to 1 of 1</p> <p><input type="text" value="Request to Hire"/> <input type="button" value="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>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>12. "Reason for Position" Select New or Vacancy</p> <p>13. For Vacant position a section will pop open requesting:</p> <ul style="list-style-type: none">■ the Employee # of the employee being replaced■ Date the position became vacant■ Check the reason vacant	



<p>14. "Specific Assignment (School Grade, etc.)": Enter specific job assignment.</p>	<p>Specific Assignment (School Grade, etc.)</p> <input type="text"/>								
<p>15. Funding Source Select the correct funding source</p>	<p>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 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>ADD</p>								
<p>17. Applicant(s) Reviewed Enter applicant name and date interviewed.</p> <p>18. Note: Enter applicant(s) interviewed who were <i>not selected</i> to fill the position.</p> <p>Three applicants must be interviewed unless no other candidates exist.</p>	<p>APPLICANT(s) REVIEWED</p> <table border="1"><tr><td>*Applicant Interviewed</td><td>*Date Interviewed</td></tr><tr><td><input type="text" value="Amy Applicant"/></td><td><input type="text" value="06/21/2016"/></td></tr><tr><td>Applicant Interviewed</td><td>Date Interviewed</td></tr><tr><td><input type="text" value="Candy Candidate"/></td><td><input type="text" value="06/28/2016"/></td></tr></table>	*Applicant Interviewed	*Date Interviewed	<input type="text" value="Amy Applicant"/>	<input type="text" value="06/21/2016"/>	Applicant Interviewed	Date Interviewed	<input type="text" value="Candy Candidate"/>	<input type="text" value="06/28/2016"/>
*Applicant Interviewed	*Date Interviewed								
<input type="text" value="Amy Applicant"/>	<input type="text" value="06/21/2016"/>								
Applicant Interviewed	Date Interviewed								
<input type="text" value="Candy Candidate"/>	<input type="text" value="06/28/2016"/>								



<p>19. Transportation Group 'Open Transportation Employee Group?' Select "Yes" if you are submitting a hire within Transportation. This will open "School/Bus Data"</p> <p>If "No" is selected, skip to Step 22.</p>	<div>TRANSPORTATION GROUP</div> <p>*Open Transportation Employee Group? <input checked="" type="radio"/> Yes <input type="radio"/> No</p>
<p>20. 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. <p>Select "School Serviced" from each dropdown list as necessary.</p>	<div>SCHOOL/BUS DATA</div> <p>Sign In/Park Site: <input type="text" value="Select one"/></p> <p>Bus Number: <input type="text"/></p> <p>School Serviced - 1: <input type="text"/></p> <p>School Serviced - 2: <input type="text"/></p> <p>School Serviced - 3: <input type="text"/></p> <p>School Serviced 4: <input type="text"/></p> <p>School Serviced - 5: <input type="text"/></p> <p>Payroll Hub: <input type="text" value="Select one"/> Howell's Ferry Main/Halls Mill North Mobile Padgett Switch Whistler</p>
<p>21. 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"✓ 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	<div>DRIVER/AIDE STATUS</div> <p>New Driver/Aide: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Salary Type: <input checked="" type="radio"/> Single <input type="radio"/> Dual <input type="radio"/> Dual Plus</p> <p>Driver/Aide Transfer: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Hub Change: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>To (location): <input type="text"/></p> <p>From (location): <input type="text"/></p>
<p>22. 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"	<div>TRANSFERRED DRIVER/AIDE SALARY CHANGE</div> <p>Salary Change: <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>New Salary will be: <input type="radio"/> Single <input type="radio"/> Dual <input checked="" type="radio"/> Dual Plus</p>



<p>23. 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> <div>POSITION CONTROL INFORMATION</div> <div> <div>Unit Change from Original Posting</div> <div> <input checked="" type="radio"/> Yes <input type="radio"/> No </div> <div>If yes, please explain</div> <div></div> </div> <div> <div>School Year (YY/YY)</div> <div></div> </div> <div> <div>Hours Per Day</div> <div>8</div> </div> </div>
<p>24. Click on "View Attachment" to view applicant or other interested applicants.</p>	<div> <div>Applicant snapshot</div> <div>View Attachment</div> <div>Interested Applicants Snapshot</div> <div>View Attachment</div> </div>
<p>25. Click on "View the application" to view applicant's entire application detail.</p>	<div>View the application</div>
<p>26. Click on "Request to Hire Workflow" to view workflow and approvals.</p>	<div>View "Request to Hire" Workflow</div>
<p>27. Select an action: Click on appropriate action from dropdown list.</p>	<div> <div>(Select an action)</div> <div> <div>(Select an action)</div> <div> <div>HR ONLY - Classified Sub Pending Driver Record Check</div> <div>HR ONLY- Classified Sub Review Complete</div> <div>HR ONLY - Certified Sub Renewal (<6 months)</div> <div>HR ONLY Cert Sub- Send Sub Info for Training</div> <div>HR ONLY: Expedited SUB</div> <div>HR Only: Retiree Sub (less than 2 yrs)</div> <div>HR ONLY - Certified Sub Renewal (6 months - 2 years)</div> <div>Cancel</div> <div>Sub Restricted - Cancel</div> <div>Submit</div> <div>Submit for Dept Mgr Approval</div> </div> </div> <div>(Help) Back Undo</div> </div>



- ✓ Select 'HR ONLY-Classified Sub Pending Driver Record Check' to submit the Request to Hire pending driver record check.

Note: Select your assigned MCPS-Applications Clerk CLASSIFIED user from the dropdown list, if necessary.

HR ONLY - Classified Sub Pending Driver Record Check (Help) Back Undo

Next user document assigned to: 'MCPS - Applications Clerk CLASSIFIED' user

*User Select One

☒ Email "URGENT - DO NOT DELETE - HR Processing" : Subject User

- ✓ Select 'HR ONLY-Classified Sub Review Complete' to submit the Request to Hire if sub review is complete.

HR ONLY- Classified Sub Review Complete (Help) Back Undo

☒ Email "MCPSS Background Clearance" : Subject User

☒ Update Apply Job Status to "Notified"

- ✓ Select 'HR ONLY- Certified Sub Renewal (<6 months)' to submit the Request to Hire if processing a Sub License Renewal for someone who has been retired from MCPSS for less than 6 months.

HR ONLY- Certified Sub Renewal (<6 months) (Help) Back Undo

Extra Instructions:
Use this transition when processing a renewal for a substitute teacher who has worked for MCPSS within the last 6 months.

Next user document assigned to: 'MCPS - Certified Sub Clerk' user

*User Todd, Shawn <stodd>

☒ Email "MCPSS Drug Screen - SUBSTITUTE RENEWAL" : Subject User

☒ Email "MCPSS Substitute Renewal Process - ITEMS NEEDED" : Subject User

☒ Update Apply Job Status to "Notified"

- ✓ Select 'HR ONLY-Cert Sub-Send Sub Info for Training' to submit the Request to Hire sub info for Training.

Note: Select your assigned MCPS-Certified Sub Clerk' user from the dropdown list.

HR ONLY Cert Sub- Send Sub Info for Training (Help) Back Undo

Next user document assigned to: 'MCPS - Certified Sub Clerk' user

*User Select One

☒ Email "Substitute Teacher Training Process" : Subject User

☒ Update Apply Job Status to "Notified"

- ✓ Select 'HR ONLY: Expedited SUB' to submit the Request to Hire sub for processing a Principal-requested substitute.

HR ONLY: Expedited SUB (Help) Back Undo

☒ Email "MCPSS Substitute Next Steps" : Subject User

☒ Update Apply Job Status to "Notified"

- ✓ Select 'HR ONLY-Retiree Sub (less than 2 yrs)' to submit the Request to Hire sub for processing.

HR Only: Retiree Sub (less than 2 yrs) (Help) Back Undo

☒ Email "MCPSS Substitute Hiring (Retiree)" : Subject User

☒ Update Apply Job Status to "Notified"



- ✓ Select 'HR ONLY – Certified Sub Renewal (6 months – 2 years)' to submit the Request to Hire if processing a Sub License Renewal for someone who has been retired from MCPSS for more than 6 months, but less than 2 years.

HR ONLY - Certified Sub Renewal (6 months - 2 years) (Help) Back Undo

Extra Instructions:

Use this transition when processing a renewal for a substitute teacher who has worked for MCPSS within the last 2 years, but not within the last 6 months.

Next user document assigned to: 'MCPS - Certified Sub Clerk' user

*User Todd, Shawn <stodd>

☒ Email 'MCPS Substitute Renewal Process - ITENS NEEDED' Subject User

☒ Update Apply Job Status to 'Notified'

- ✓ Select 'Cancel' to cancel Request to Hire.

Cancel (Help) Back Undo

- ✓ Select 'Sub Restricted-Cancel' to cancel Request to Hire.

Sub Restricted - Cancel (Help) Back Undo

☒ Update Applicant Status to "Not Eligible for Work"

☒ Email "Restricted Status" : Subject User

- ✓ Select 'Submit' to submit Request to hire applicant.

Submit (Help) Back Undo

Note: Select your assigned Personnel Administrator Review user from the dropdown list.

Extra Instructions:

Submit Request to Hire Applicant

Next user document assigned to: 'MCPS - Personnel Administrator Review' user

*User Select One

☒ Update Apply Job Status to "Interviewed - Recommended"

- ✓ Select 'Submit for Dept Mgr Approval' to submit the Request to Hire for the applicant where Department Manager approval is required.

Submit for Dept Mgr Approval (Help) Back Undo

Note: Select your assigned MCPS-DEPT Manager Review user from the dropdown list.

Next user document assigned to: 'MCPS - DEPT Manager Review' user

*User Select One



<p>28. Enter your SearchSoft Password as your digital signature.</p> <p>29. 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>30. Click "Submit" to complete the action selected in Step 27.</p>	<div>Enter password in signature box below to confirm and/or approve the above document</div> <div>* Signature (Hire Enterprise Password): <input type="password"/></div> <div>Comment: <input type="text"/></div> <div>Submit</div>
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