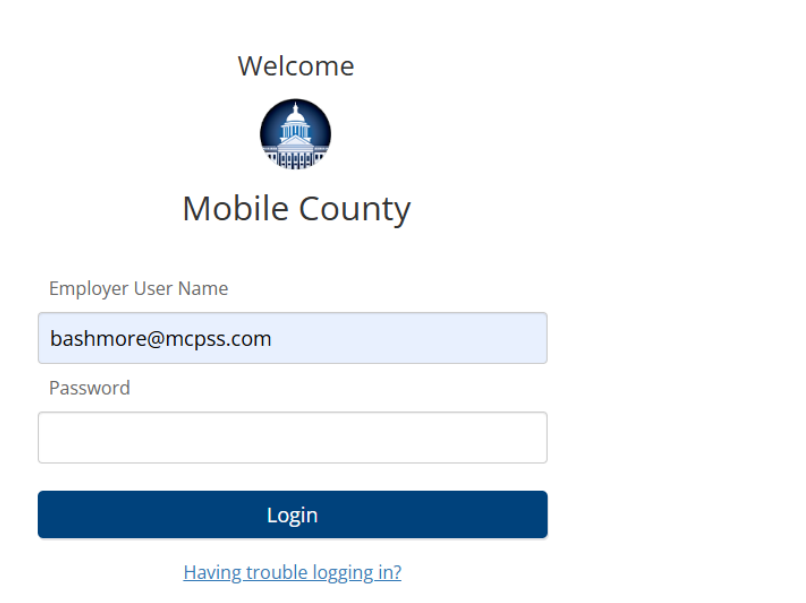
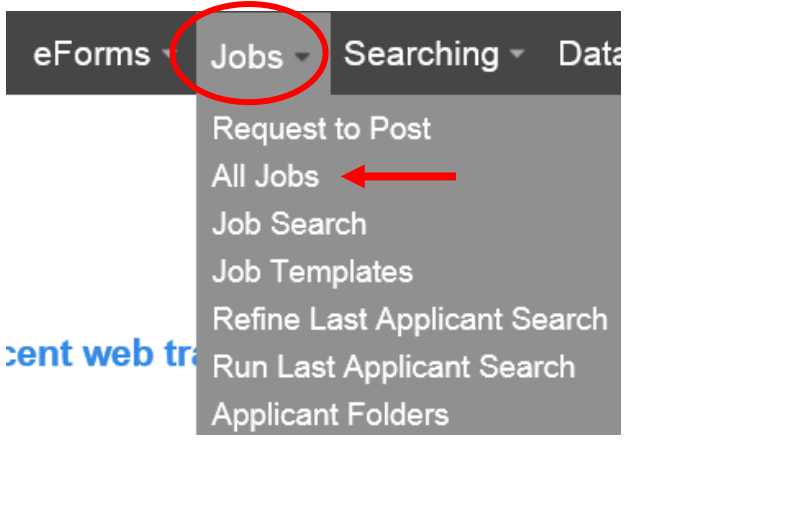
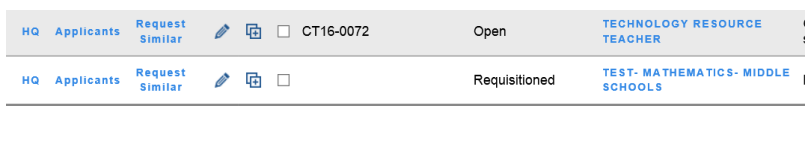

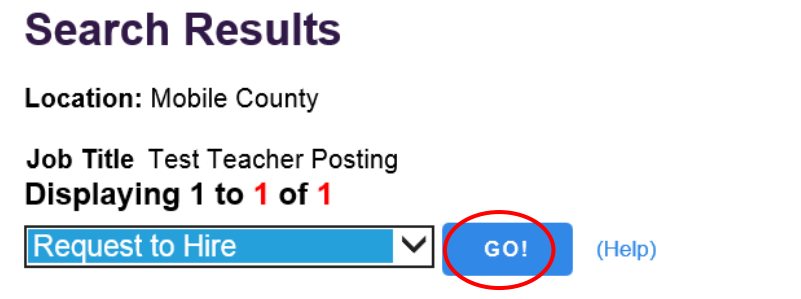
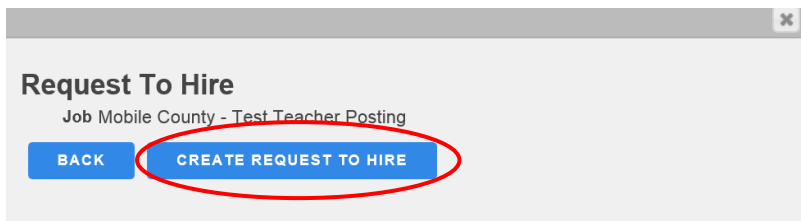
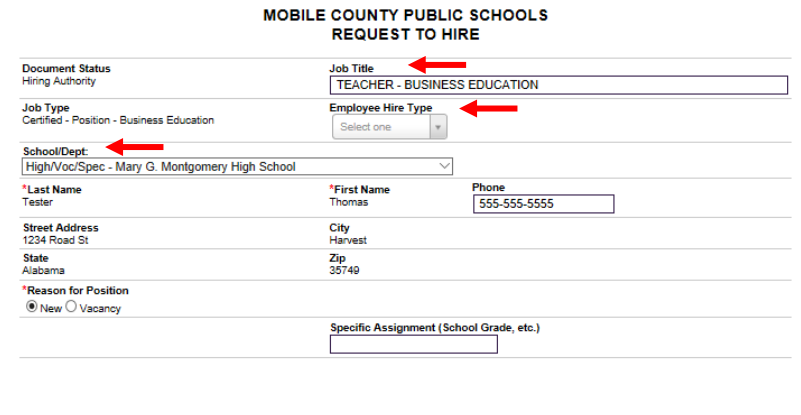
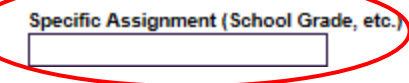




Objective: To create an electronic Request to Hire and route for appropriate approval, the Principal/Hiring Authority utilizes the "Request to Hire" function in SearchSoft following the instructions below.

<ol style="list-style-type: none"> 1. Log in to Teach in Alabama at: https://ats1.atenterprise.powerschool.com/ats/emp_login?COMPANY_ID=WA003908 2. Enter User Name and Password. 3. Click on the "Login" button. 	
<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. 	
<ol style="list-style-type: none"> 6. Click on "Applicants" to the left of the job posting. 	
<ol style="list-style-type: none"> 7. Click in the box next to the successful applicant. 	



<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. "Specific Assignment (School Grade, etc.)": Enter specific job assignment.</p>	 <p>Specific Assignment (School Grade, etc.)</p> <p>[Text Input Field]</p>



<p>13. "Reason for Position" Select New or Vacancy</p> <p>14. For Vacant position a section will pop open requesting:</p> <ul style="list-style-type: none"> ■ the name and Employee # of the employee being replaced ■ Date the position became vacant 	<p>Reason for Position <input type="radio"/> New <input checked="" type="radio"/> Vacancy</p> <hr/> <p style="text-align: center;">EMPLOYEE REPLACED</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Replacing</td> <td style="width: 50%;">Employee #</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td colspan="2">End Date (date position became vacant):</td> </tr> <tr> <td colspan="2"><input type="text"/></td> </tr> </table>	Replacing	Employee #	<input type="text"/>	<input type="text"/>	End Date (date position became vacant):		<input type="text"/>	
Replacing	Employee #								
<input type="text"/>	<input type="text"/>								
End Date (date position became vacant):									
<input type="text"/>									
<p>15. Funding Source Select the correct funding source, if known.</p>	<p>Funding Source</p> <p><input type="text" value="Select one or more"/></p>								
<p>16. General Ledger Click "ADD" button to reveal GL entry boxes, if GL is known. If GL is not known, skip this step.</p>	<p>General Ledger (0) (click the Edit sub-form to add GL accounts)</p> <p style="text-align: center;"><input type="button" value="ADD"/></p>								
<p>17. Applicant(s) Interviewed 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 style="text-align: center;">APPLICANT(s) REVIEWED</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">*Applicant Interviewed</td> <td style="width: 50%;">*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>	<p style="text-align: center;">TRANSPORTATION GROUP</p> <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>	<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"/></p> <p>School Serviced - 1: <input type="text"/> School Serviced - 2: <input type="text"/> School Serviced - 3: <input type="text"/> School Serviced 4: <input type="text"/> 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 	<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</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"/> 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" 	<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>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 style="border: 1px solid gray; padding: 5px;"> <p style="text-align: center; background-color: #f2f2f2; margin: -5px -5px 5px -5px;">POSITION CONTROL INFORMATION</p> <p>Unit Change from Original Posting If yes, please explain</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No </p> <hr/> <p style="text-align: right;">School Year (YY/YY) </p> <p>Hours Per Day 8</p> </div>
<p>24. 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>25. 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 style="background-color: #f2f2f2; padding: 10px; display: inline-block;">View the application</p> </div>
<p>26. Click on "Request to Hire Workflow" to view workflow and approvals.</p>	<div style="border: 1px solid gray; padding: 5px; text-align: center;"> <p style="background-color: #f2f2f2; padding: 10px; display: inline-block;">View "Request to Hire" Workflow</p> </div>
<p>27. Select an action: Click on appropriate action from dropdown list.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>(Select an action) ▼ (Help) Back Undo</p> <div style="border: 1px solid gray; padding: 2px; width: fit-content;"> <p>(Select an action)</p> <p>Submit</p> <p>Cancel</p> </div> </div>
<ul style="list-style-type: none"> ✓ Select 'Cancel' to cancel Request to Hire. 	<div style="border: 1px solid gray; padding: 5px;"> <p>Cancel (Help) Back Undo</p> </div>



<p>✓ Select 'Submit' to submit Request to hire applicant.</p> <p>Note: Select your assigned Personnel Administrator Review user from the dropdown list.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <input type="text" value="Submit"/> (Help) Back Undo </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p style="text-align: right;">Extra Instructions:</p> <p>Submit Request to Hire Applicant</p> <p style="text-align: center;">Next user document assigned to: 'MCPS - Personnel Administrator Review' user</p> <p style="text-align: center;">*User <input type="text" value="Select One"/></p> <p style="text-align: right;"><input checked="" type="checkbox"/> Update Apply Job Status to "Interviewed - Recommended"</p> </div>
<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 style="border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center;">Enter password in signature box below to confirm and/or approve the above document</p> <p>* Signature (Hire Enterprise Password): <input style="width: 100%;" type="password"/></p> <p>Comment: <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div></p> <div style="text-align: center; margin-top: 10px;"> Submit </div> </div>