



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

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.

Mobile County

Employer User

User Login

Username

Password

LOGIN

having trouble logging in?

4. Click on the "Jobs" Tab at top of page.

5. Click on "All Jobs".

eForms

Jobs

Searching

Data

Request to Post

All Jobs

Job Search

Job Templates

Refine Last Applicant Search

Run Last Applicant Search

Applicant 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 Support - Paraprofessional

Augusta Evans School K-12

05/16/

Pending Open Date

SPECIAL EDUCATION ONE-ON-ONE PARAPROFESSIONAL - AUGUSTA EVANS

Exceptional Education Support - Paraprofessional

Augusta Evans School K-12

05/16/

Open

PRINCIPAL - BURNS MIDDLE SCHOOL

Middle/Junior High School

Burns Middle School

04/21/



<p>7. Click on "Applicants".</p> <p>You will see all applicants who have applied for the job.</p>	<div><div>INTERNAL NUMBER</div><div>JOB STATUS</div><div>JOB</div></div> <table><tr><td>Applicants</td><td>Request Similar</td><td>CL16-0046</td><td>Pending Open Date</td><td>SPEC PARA - AUG</td></tr><tr><td>Applicants</td><td>Request Similar</td><td>CL16-0047</td><td>Pending Open Date</td><td>SPEC ONE- PARA - AUG</td></tr></table>	Applicants	Request Similar	CL16-0046	Pending Open Date	SPEC PARA - AUG	Applicants	Request Similar	CL16-0047	Pending Open Date	SPEC ONE- PARA - AUG
Applicants	Request Similar	CL16-0046	Pending Open Date	SPEC PARA - AUG							
Applicants	Request Similar	CL16-0047	Pending Open Date	SPEC ONE- PARA - AUG							
<p>8. Click on "Preview" to see a snapshot of the application.</p>	<div><div>LAST NAME</div><div>FIRST NAME</div><div>PHONE</div><div>APPLI</div></div> <table><tr><td>PREVIEW</td><td>Alford</td><td>Michael</td><td>205-792-2454</td><td>Standa</td></tr></table>	PREVIEW	Alford	Michael	205-792-2454	Standa					
PREVIEW	Alford	Michael	205-792-2454	Standa							
<p>9. Click on the applicant's name to see the full application.</p> <p>On the left you will see each section of the application so you can navigate quickly to a specific section of the application.</p>	<div><div>Record 1 of 48</div><div>or Results</div><div>Return To List</div></div> <div><div>General Information</div><div>Address</div><div>Employment Preferences</div><div>Record of Educational And ...</div><div>Certification</div><div>Praxis Exams Taken and Passed</div><div>Administrative Internship Experience</div></div> <div><div>General Information</div><p>This page is for providing basic inf you have finished filling out the pa move on to the next page in the a you back one page in the applicati this page.</p><div><div>Applicant Type</div><div>Administrative</div><div>Change Type</div></div><div><div>Composite Score</div></div><div><div>Account Status</div><div>Active</div></div><div><div>*First Name</div><div>Michael</div></div><div><div>*Social Security Number (no da</div><div></div></div></div>										