

Applicant Tracking System (ATS) Quick Guide for Submitting Requisitions

1. Select Template

Specify the Job Template (Code or Job Title)

2. Job Category and Function: Will populate from template selected

Job

Select... [] [] []

Job Category Teachers

Job Function Elementary

3. Organization: Enter school name or select Offices from drop down

Organization

Select... [] [] []

Location Type Elementary Schools

School Maryvale Elementary School

[Organization Structure](#)

4. Location: Enter City

Primary Location

Select... [] [] []

City Rockville

5. Title: Enter in this order: Position, Grade/Subject, School, FTE

Identification

Title (by Manager)

Teacher, Grade 1, Maryvale Elementary, (FTE 1.0)

6. Number of Openings: Leave at 1

Number of Openings

1 Unlimited

7. Recruiter: Enter name of HR Staffing Coordinator

Owners and Collaborators

Owners

Recruiter (ID and Name)	Hiring Manager (ID and Name)
Jane F Butler [Search...]	Grace M Bestland [Search...]
	Hiring Manager Assistant (ID and Name)
	Donna Burgess [Search...]

8. Hiring Manager: Indicates staff member posting requisition
Assistant Hiring Manager: Enter name of requisition co-owner (optional)

9. **Schedule:**
Full-time = 1.0 FTE Only
Part-time = less than 1.0 FTE
10. **FTE/Hours Bi-weekly:**
Select from drop down menu
11. **Requisition Justification:** Select from drop down menu, Include name of employee vacating position, if applicable.
12. **Position Number:**
11-digit number can be found on your MA-272 Report.
13. **Teaching Position:** Select from drop down, if applicable
14. **Job Specific Information:**
Enter information, if desired
15. **Add Approver:** Click Add Approver and add the name of your staffer. The staffer name must be listed in both places.

The screenshot shows a 'Profile' form with the following sections and fields:

- Profile**
 - Schedule:** Full-time (dropdown)
 - Shift:** Day Job (dropdown)
- NCPS Fields**
 - Working Months:** 10 (radio button selected)
 - FTE/Hours Bi-weekly:** 1.000 (80 hours bi-weekly) (dropdown)
- Requisition Justification:** Retirement (dropdown)
- Replacing:** John M. Smith (text field)
- Position Number:** 04424100300 (text field)
- Teaching Position:** Grade 1 (dropdown)
- Job Specific Information:**
 - Text area containing: "Not required to complete but is helpful to applicants. May include: *Specific workdays/hours *Specific work experiences required *Classes to be assigned *Who to contact at your school with specific questions about the position."

The screenshot shows the 'Approvers' section of the form:

- Approvers Table:**

Decision	Approvers
Pending	Jane F Butler
- Buttons:** Add Approvers... (orange), Remove (grey)
- Text:** After the approval process, assign the next task to
- Search:** Jane F Butler (text field), Search... (magnifying glass icon)
- Comments:**
 - Text area containing: "This field is required. Please enter a comment to the staffer/recruiter here."

16. **Comments:** Enter a comment. This is a mandatory field.
17. Review requisition and click **submit** for approval.