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**Montgomery County Public Schools**

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**Applicant Tracking System (ATS)  
User's Guide**

***Hiring Managers***

**Version 1.0  
October 2009**



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# LOGGING IN

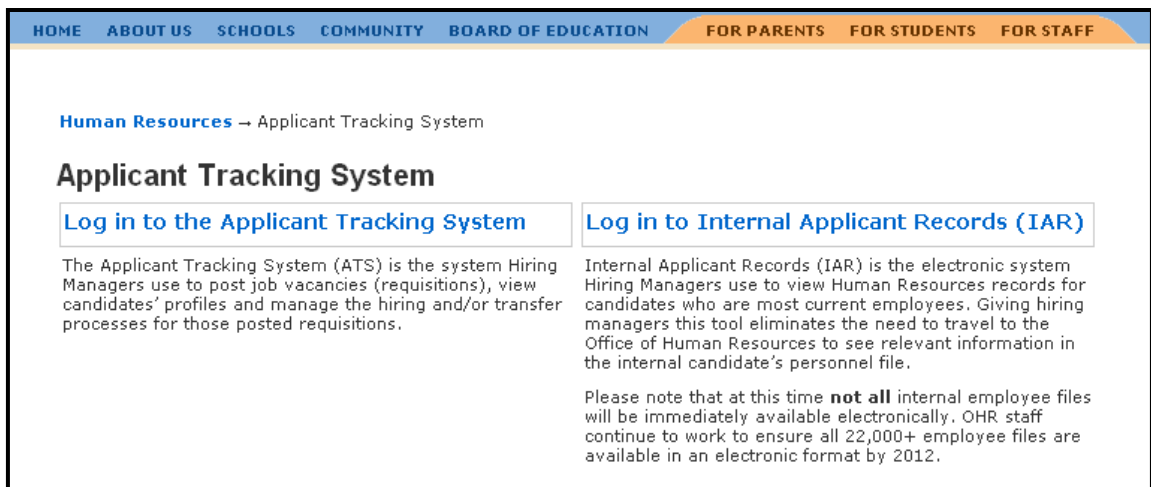
The Hiring Manager WebTop is a tool within the Applicant Tracking System (ATS) that allows hiring managers to complete essential recruiting tasks. The webtop enables users to post valid position vacancies, screen and evaluate candidates, and recommend candidates for hire.

A **hiring manager** is the person responsible within MCPS for managing the vacant position and making the recommendation to hire a candidate to fill that position.

A **collaborator** is the person responsible within MCPS for assisting the hiring manager in evaluating candidates who have applied to a vacancy.

Hiring managers are granted more access in the system than collaborators. Hiring managers have the option to create new requisitions, while collaborators do not.

Hiring managers and collaborators will access the Hiring Manager WebTop through the **MCPS Homepage > For Staff** tab – Under Tools and Resources, or via the MCPS Office of Human Resources website.



The screenshot shows the MCPS website navigation bar with links for HOME, ABOUT US, SCHOOLS, COMMUNITY, BOARD OF EDUCATION, FOR PARENTS, FOR STUDENTS, and FOR STAFF. The main content area is titled "Human Resources → Applicant Tracking System" and "Applicant Tracking System". It features two login buttons: "Log in to the Applicant Tracking System" and "Log in to Internal Applicant Records (IAR)". Below the buttons are two columns of text explaining the systems. The first column describes the ATS as the system for posting vacancies and managing hiring processes. The second column describes the IAR as the electronic system for viewing records of current employees. A note at the bottom states that not all internal employee files will be immediately available electronically by 2012.

Users will log in using their Outlook username and password.

**Please Enter Outlook User Name (do not include domain MCPSMD, ES, SEC)**

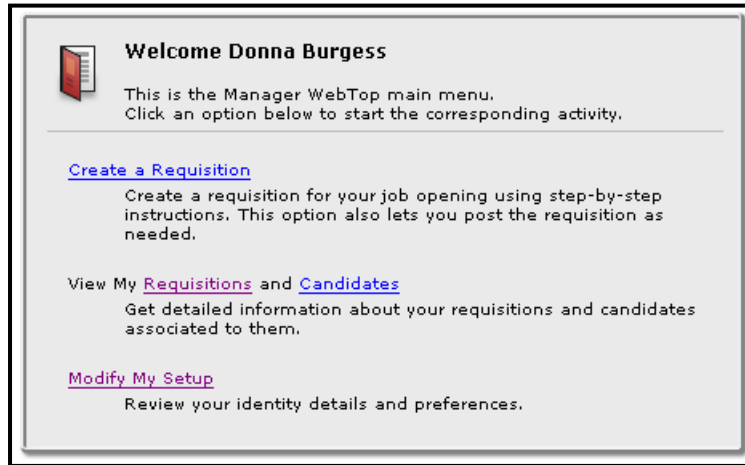
User Name:

Password

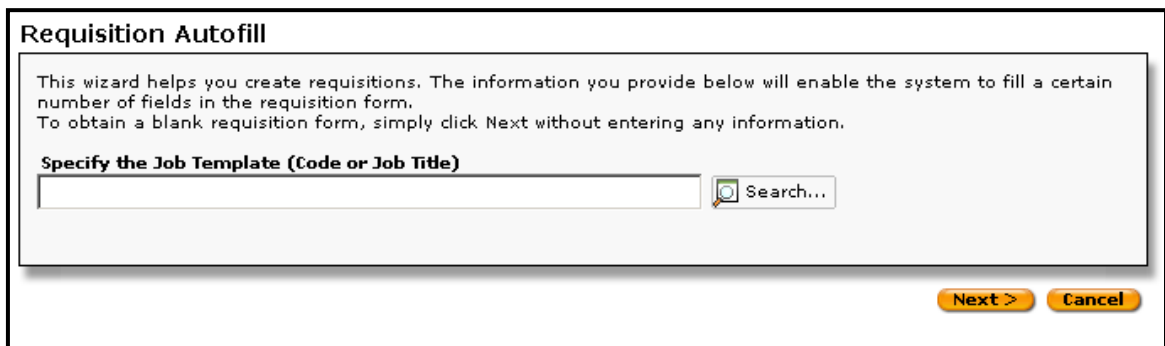
# MY REQUISITIONS

## Creating a Requisition

1. From the Hiring Manager WebTop, click on **Create a Requisition**.



2. In the **Specify a Job Template** field, either type a job title and click **Search**, or simply click Search. You may also search for job templates by using the job code on the MA-272 report.



3. To narrow your search, use the filters in the **Job Template Selector**. Click the radio button next to the desired template and click **Done**.

Job Template Selector -- Web Page Dialog

Job Template Selector - MCPS

Show Job Code contains teacher

Less Criteria

Title contains teacher

Not Specified

Any Criteria (Or) All Criteria (And) Refresh

Available Job Templates 1-20 out of 62

Job Code	Title	Category
0660-196	Coordinator, Staffing Teachers	Administrators
0738-235	Teacher Evaluation Coordinator	Business/Operations Management
1001-290	Teacher, Elementary	Elementary
1001-830	Teacher, Elementary Team Leader	Elementary
1002-291	Teacher, Middle School	Teacher
1003-871	Teacher, High School	Teacher
1004-292	Teacher, High School	Other
1005-293	Teacher, Academic Intervention	Other
1008-294	Teacher, Consulting	Other
1009-295	Teacher, Staff Development	Staff Development
1010-296	Teacher, Reading Recovery	Reading Specialist

Done Cancel

https://stgmcp.s.taleo.net/servlets/art.core.servlet.ModalDialogWorkaroundServlet?product Internet



**NOTE:** Selecting a job template will enable the system to fill in certain fields in the requisition form.

4. Click **Next**.

**Requisition Autofill**

This wizard helps you create requisitions. The information you provide below will enable the system to fill a certain number of fields in the requisition form. To obtain a blank requisition form, simply click Next without entering any information.

**Specify the Job Template (Code or Job Title)**

1001-290 - Teacher, Elementary Search...

Next > Cancel

5. Verify the **Job Category** and **Job Function** based on the template selected. These **Job** fields are used to categorize the vacancy so that candidates can search based on what is entered here. **Do not change this field.** These categorizations are maintained by Classification. If you do not agree with the categorization of this position, contact your staffer.

**The Job information has been populated based on the job template you selected. Select Organization and Primary Location for this position. Do not update the template used.** Page 1 of 9

**Structure**

User Group  
Main Group

Job  
Select...  
Job Category **Teachers**  
Job Function **Elementary**

Organization  
Select...  
Location Type **Not Specified**  
School **Not Specified**

Primary Location  
Select...  
City **Not Specified**

Other Locations  
+ -  
City  
The list of other locations is empty. Click + to add locations.

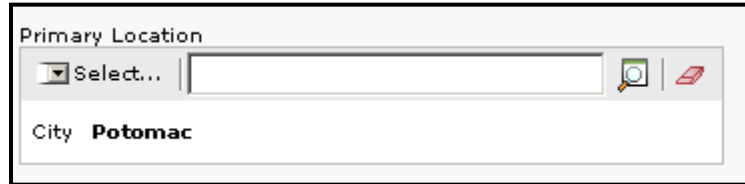
Template Used (Code and Job Title)  
1001-290 - Teacher, Elementary Search...

Save as Draft Next > Cancel

6. Type the name of the **organization** (i.e.: Bells Mill Elementary) and click on the Magnifying Lens or the enter key to select the **Organization**. To see a list of all organizations available for that position, click on the magnifying lens. (You can also click the dropdown arrow next to the word *Select*) The **Organization** fields are used to describe whether the vacancy is at an office or a specific school. *This information provides candidates more information about the vacancy. Candidates have the capability to narrow their job search based on this information.*

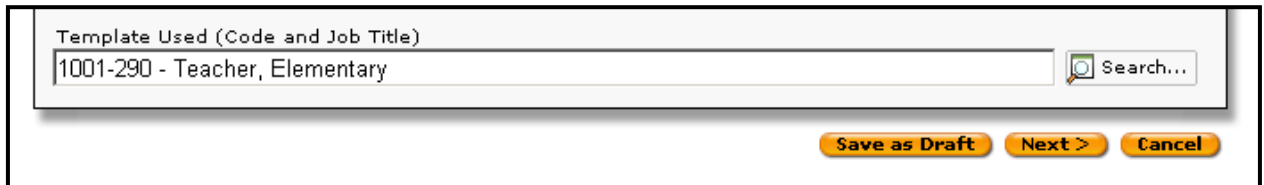
Organization  
Select...  
Location Type **Elementary Schools**  
School **Bells Mill Elementary School**  
[Organization Structure](#)

7. Type the name of the city and click on the Magnifying Lens to select the **Primary Location**. To see a list of all available cities, click on the magnifying lens. The **Primary Location** is the city of the work location where the vacancy exists. *This information provides candidates more information about the vacancy. Candidates have the capability to narrow their job search based on this information.*

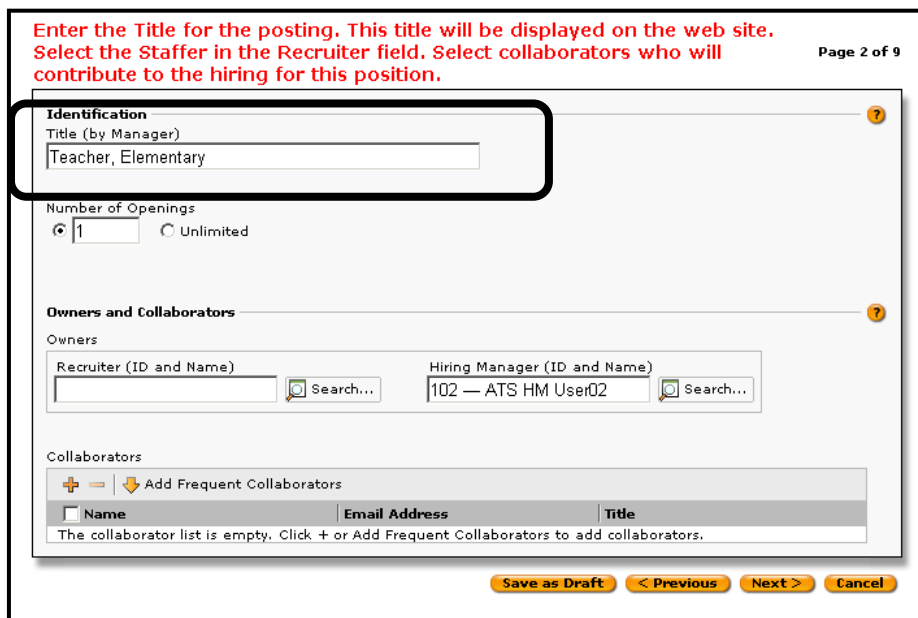


**NOTE:** Do not edit the *Template Used* field at the bottom of this page.

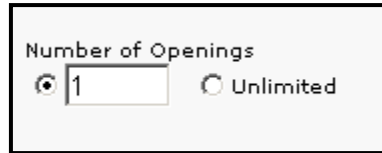
8. Click **Next**.



9. The **Title** field will be prefilled based on the Job Template selected.



10. Enter the number of openings for **this** position. Unless you are filling two identical positions, you will always keep this at one.



Number of Openings

1  Unlimited

11. Type the last name of the appropriate recruiter and click search. To see a list of available recruiters, simply click SEARCH. The Hiring Manager field will be pre-populated with the name of the Hiring Manager creating the requisition. If you are unsure who the recruiter is for the particular vacancy, you can check the MCPS website....

<http://www.montgomeryschoolsmd.org/departments/personnel/generalinfo/officestaff.shtm>



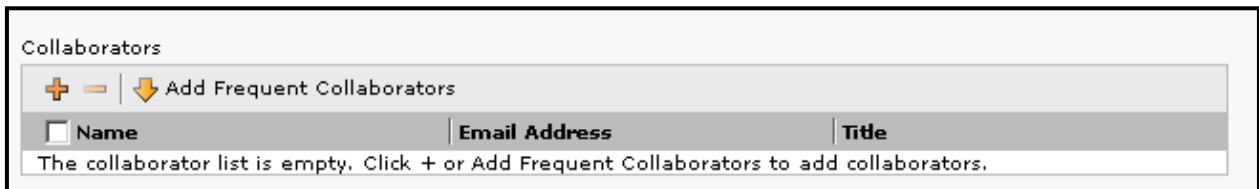
**Owners and Collaborators**

Owners

Recruiter (ID and Name) Hiring Manager (ID and Name)

Grace M Bestland Search... 102 — ATS HM User02 Search...

12. Click on the + to add a **Collaborator**.

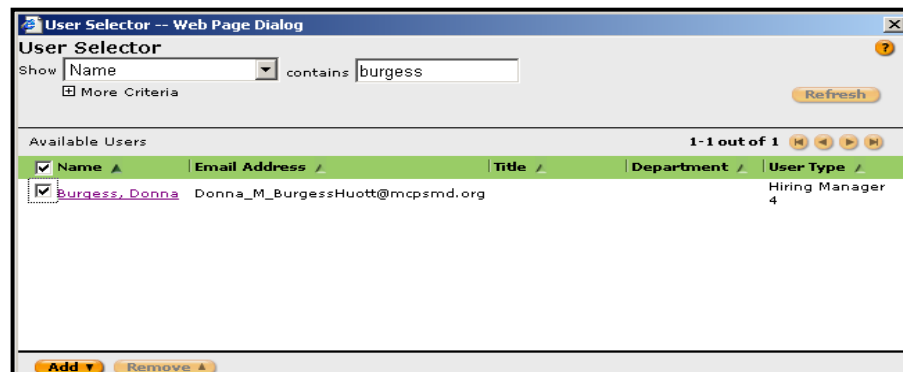


Collaborators

+ | Add Frequent Collaborators

Name	Email Address	Title
The collaborator list is empty. Click + or Add Frequent Collaborators to add collaborators.		

13. Use the dropdown menu to change the **Show** option to **Name**. Then, type the last name of the desired collaborator. Select the box next to the name and click **Add**.



User Selector -- Web Page Dialog

Show Name contains burgess

More Criteria Refresh

Available Users 1-1 out of 1

Name	Email Address	Title	Department	User Type
<input checked="" type="checkbox"/> Burgess, Donna	Donna_M_BurgessHuott@mcpsmd.org			Hiring Manager 4

Add Remove

14. Click **Done**.

Name	Email Address	Title	Department	User Type
<input type="checkbox"/> Burgess, Donna	Donna_M_BurgessHuott@mcpsmd.org			Hiring Manager 4

**Done** **Cancel**

15. Click **Next**.

**Identification** ?

Title (by Manager)

Number of Openings  
 1  Unlimited

**Owners and Collaborators** ?

Owners

Recruiter (ID and Name)  Search... Hiring Manager (ID and Name)  Search...

Collaborators

+ - Add Frequent Collaborators

Name	Email Address	Title
<input type="checkbox"/> Burgess, Donna	Donna_M_BurgessHuott@mcpsmd.org	

**Save as Draft** **< Previous** **Next >** **Cancel**

16. On page 3 of 9 you will see the EXTERNAL DESCRIPTION for this position. **DO NOT EDIT THIS PAGE. CLICK NEXT.** *This is the official MCPS job description. If you do not feel it is accurate, contact your staffer to get it updated.*

**DO NOT EDIT THIS INFORMATION. This is the Official MCPS Job Description. You should review the description to make sure you have selected the correct job. You can add specific job requirements on a later page.** Page 3 of 9

**External Description** ?  
The following information will be posted externally only.

Description Preview

Default Default

**SUMMARY DESCRIPTION:**  
Under direction of the school principal, plans and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure Success for Every Student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

Save as Draft < Previous Next > Cancel

17. On page 4 of 9 you will see the INTERNAL DESCRIPTION for this position. **DO NOT EDIT THIS PAGE.** Click NEXT. *This is the official MCPS job description. If you do not feel it is accurate, contact your staffer to get it updated.*

**DO NOT EDIT THIS INFORMATION. This is the Official MCPS Job Description. You should review the description to make sure you have selected the correct job. You can add specific job requirements on a later page.** Page 4 of 9

**Internal Description** ?  
The following information will be posted internally only.

Paste External Description in Internal Description Paste

Description Preview

Default Default

**SUMMARY DESCRIPTION:**  
Under direction of the school principal, plans and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure Success for Every Student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

Save as Draft < Previous Next > Cancel

18. The **Schedule**, **Shift**, and **Working Months** will be pre-populated. Use the dropdown menus to make necessary changes.
19. Use the drop down menu to select the **FTE/Hours**.
20. Use the drop down menu to select a **Requisition Justification**. If the position is not a new position, enter the name of the employee vacating the position.
21. Using the number found on your MA-272, enter the eleven digit **Position Number** for this requisition.



**NOTE:** *If you are unable to locate the position number, the recruiter will assist by entering this for you.*

22. If the job is a teaching position, use the drop down menu to select the appropriate teaching assignment.
23. If this is a non-school based position, use the drop down menu to select the appropriate work location.
24. Use the **Job Specific Information** field to enter optional job specific information or requests. I.e.: Bilingual individuals encouraged to apply.  
\*\*\*There is a **400 character limit** in the **Job Specific Information** field.



**NOTE:** *It is **critical** to keep in mind the legal ramifications of wording used in the Job Specific Information. Avoid any reference to race, gender, religion, veteran status, marital status, citizenship status, or proximity to workplace. Also avoid the use of words such as **required** and **must**.*

Select valid values for the fields that apply to your position. Enter Job Specific Requirements which will be displayed to candidates. Page 5 of 9

**Profile**

Schedule  
Full-time

Shift  
Day Job

**MCPS Fields**

Working Months: FTE/Hours Bi-weekly  
 9  10  11  12  
.....Not Specified.....

Requisition Justification: .....Not Specified..... Replacing: \_\_\_\_\_

Position Number: \_\_\_\_\_

Teaching Position: .....Not Specified.....

Job Specific Information  
\_\_\_\_\_  
\_\_\_\_\_

[Save as Draft](#) [< Previous](#) [Next >](#) [Cancel](#)

25. Do not enter any information into the Contribution Request screen. Click **Next**.

**Please skip this screen.** Page 7 of 9

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**Contribution Request** ?

Designated Contributor

Add this contributor to the list of collaborators defined for this requisition.

Comments

26. Review the requisition summary. If any changes are needed, use the buttons at the bottom of the summary to return to a previous screen. From this screen you can also print a copy of your requisition.

**Profile**

Schedule

Shift

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**MCPS Fields**

Working Months  FTE/Hours Bi-weekly

Requisition Justification  Replacing

Position Number

Teaching Position

Job Specific Information

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**Contribution Request**

Designated Contributor

Comments

27. Click **Finish** to post your vacancy. Vacancies will immediately be made available to candidates on the MCPS Careers site for which you posted.

*If this is a teacher position, uncheck the External site. We will not be posting specific teacher vacancies to non-MCPS employee candidates who have not been screened through the Office of Human Resources.*

*Once you post your vacancy the assigned recruiter will receive an email notification. The recruiter will check that the vacancy is valid, has been posted correctly and that any job specific information text is appropriate. The staffer will make any necessary changes.*

**POST ONLY VALID VACANCIES. Select all sites for Posting. During certain times of the year, posting for teacher and para educator positions should be internal only. HR will notify you of these times.** Page 9 of 9

**Posting** ?

Career Section Name	Visibility
<input checked="" type="checkbox"/> External	External
<input checked="" type="checkbox"/> RMI - Do Not Unpost	External
<input checked="" type="checkbox"/> Pre-Qualified Teachers Only	External
<input checked="" type="checkbox"/> Current MCPS Employees	Intranet

Post as "Urgent Need" job


Save as Draft
< Previous
Finish
Cancel

See the table below for a description of **Career Section Names**

External	This will make the vacancy visible to candidates who are NOT current MCPS employees. This site will not advertise specific teacher vacancies. There will be 5 pool requisitions available for teachers to apply to. The Office of Human Resources will manage these pool requisitions and screen candidates to ensure they meet the requirements to apply for specific teacher vacancies.
RMI – Request for More Information <b>DO NOT UNPOST</b>	This is the web site that a candidate will be directed to once OHR makes an offer of employment. At this point OHR will collect the candidate’s social security number and date of birth. Requisitions must be posted to this site if we are going to hire a non-MCPS employee.

Pre-Qualified Teachers Only	This is the web site that pre-screened teacher position candidates will be given access to once they have been pre-qualified by the Office of Human Resources. Specific teacher vacancies will be posted on this site.
Current MCPS Employees	This will make the vacancy visible to candidates who ARE current MCPS employees

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 **NOTE:** *If you do not wish to post this vacancy before it is reviewed by a recruiter, click Save as Draft and email or call the recruiter to have the requisition reviewed and posted.*

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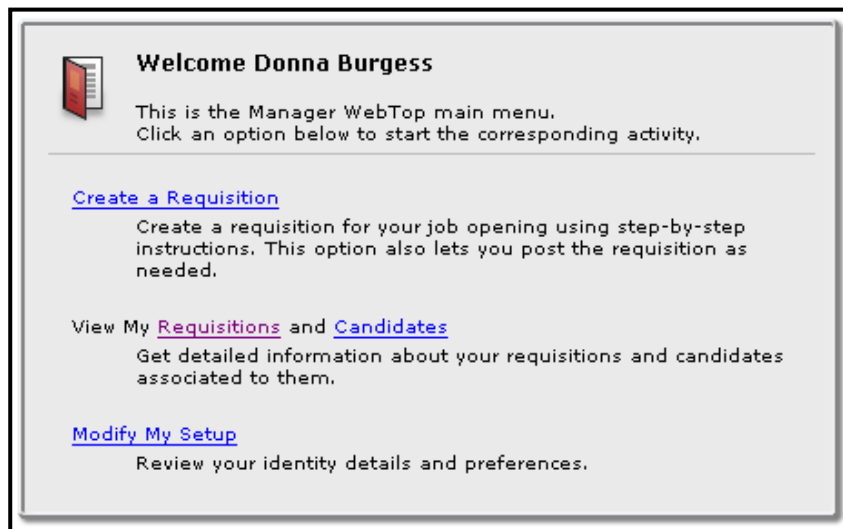


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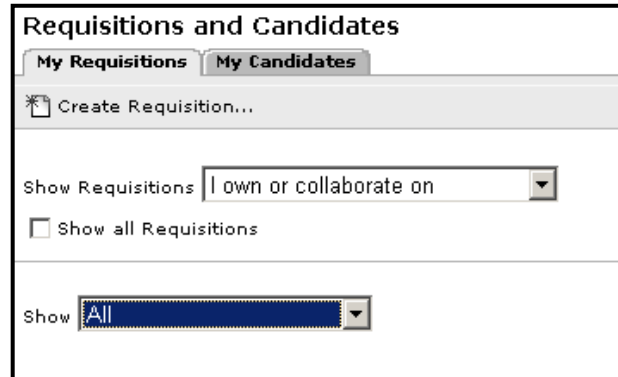
## Working with Requisitions

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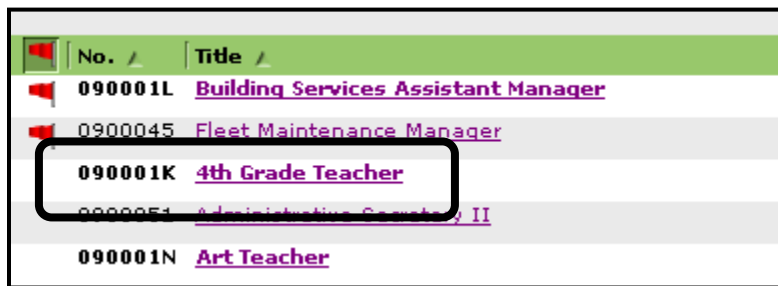
1. From the Hiring Manager WebTop, click on **View My Requisitions**.



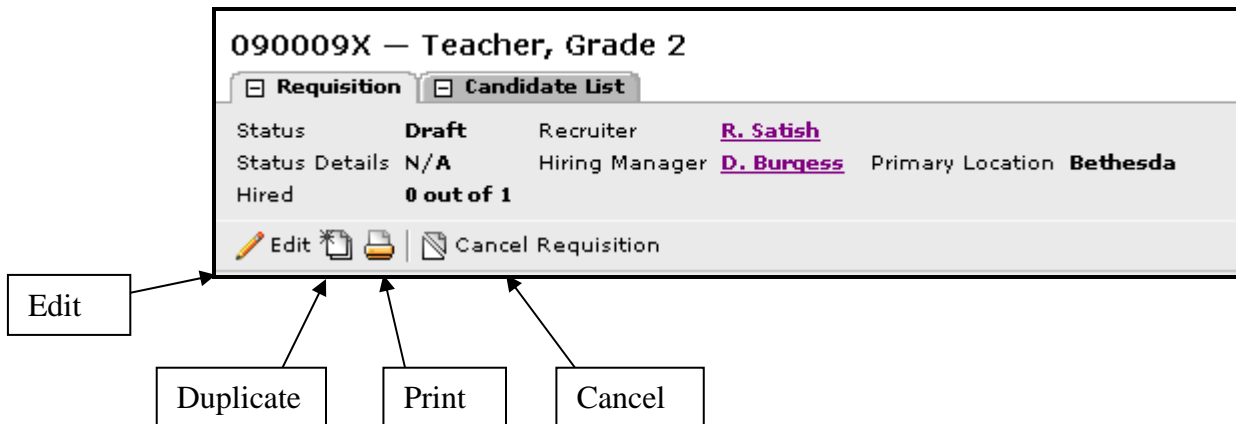
- Using the **Show Requisitions** and **Show** drop down filters, narrow down your list of requisitions, if desired.



- Click on a requisition to view by clicking the **Title** of the requisition.



- From this tab you can Edit, Duplicate, Print, or Cancel a requisition.





**NOTE:** The **EDIT** button is only available if a requisition has not been posted and is saved in **DRAFT** form. After posting, users are still able to add collaborators and change the number of openings while viewing the requisition.

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5. Click **Back to Req. List** to return to the list of requisitions.

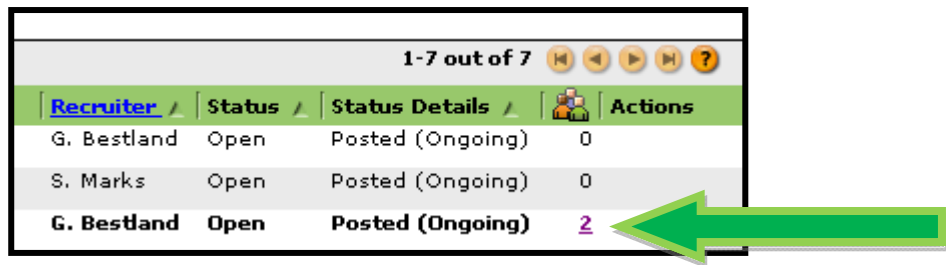
A screenshot of a button labeled "Back to Req. List" with a question mark icon to its right. The button is orange with a black border and is enclosed in a black rectangular box.

Back to Req. List ?

## MY CANDIDATES

### Viewing a Candidate

- To view the candidates for a requisition, click on the underlined number indicating the number of candidates attached to that requisition.



- View the candidate information as listed in the table below:


Candidate	Candidate Name
Step	Indicates the current step in the process. Hiring Managers should only change the status on candidates who are in the <b>HM REVIEW</b> step. 
	Indicates that candidate is <i>internal</i>
	Indicates that candidate is also in the selection process on at least one other open requisition
Sel. Status	Indicates where candidate is within the step
City	Candidates residence
HR Interview Score	Score assigned by HR staffer during interview
HR Interview Date	Date candidate was interviewed by HR
Education Level	Highest level of education
Employer	Most recent employer

- To view a specific candidate, click on the candidate's name.



- Use the tabs to review candidate information: Prescreening, Resume, Profile, and Tracking (to see the candidate's current status)



 **NOTE:** In order to view other documents/files on candidates who are current MCPS employees, return to the login screen on the For Staff page and click on **Log in to Internal Applicant Records (IAR)**



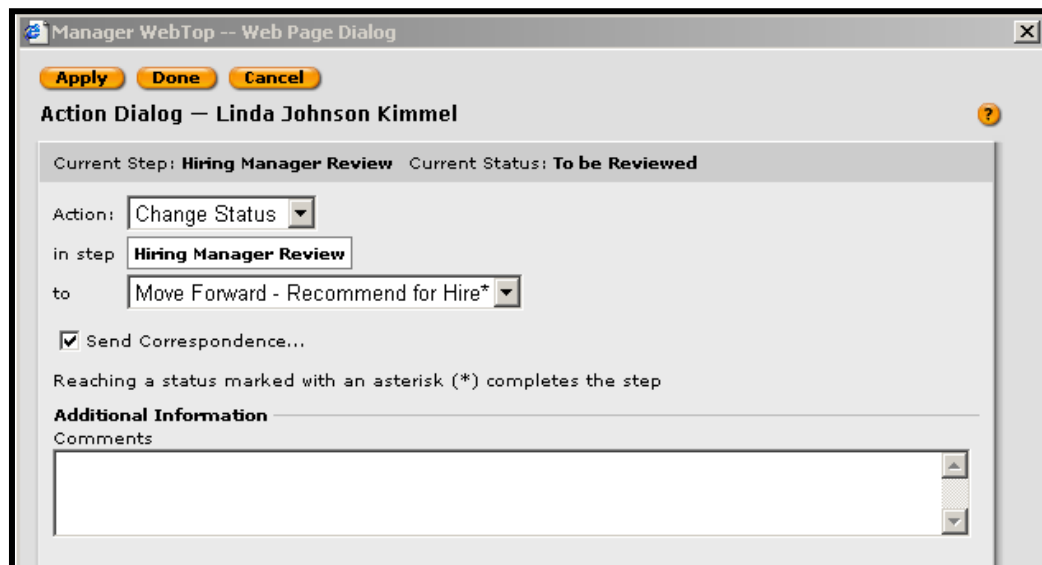
## Changing the Status of a Candidate

*Hiring managers should only change the status of candidates that are in the HM Review step. Although on some requisitions a hiring manager can view the candidates when they are in the HR Review step, they should not change the status. The Recruiter is responsible for managing the candidates through all step, with the exception of the HM Review Step.*

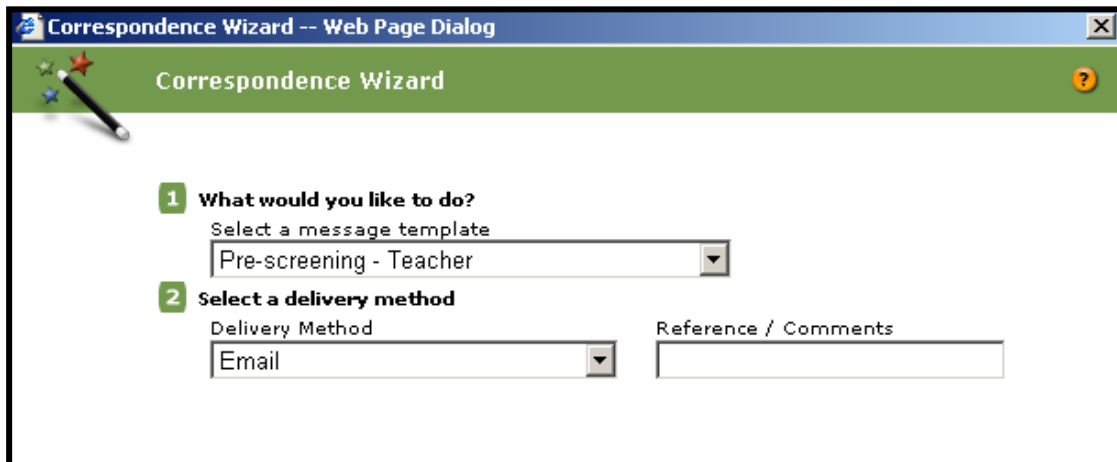
1. Click the dropdown arrow next to **More Action** and select **Change Status**. A dialog box will appear.



2. Change to the appropriate status within the current step. By changing the status within this step, the candidate is able to monitor his or her progress through the application process. After reaching a status marked with an asterisk, the step is considered complete and the candidate will be moved to the next step. For the Hiring Manager, the final status will be **Recommend for Hire**. By selecting this status, the system will notify OHR, and the staffer will determine if the candidate is eligible for the position. If the candidate is eligible, the staffer will move the candidate through the remaining required steps in the workflow. If the candidate is ineligible for the position, the HM will be notified and asked to select another candidate.



3. Add comments if desired.
4. To send correspondence, select the check box next to **Send Correspondence** and use the Correspondence Wizard to see a list of available options.

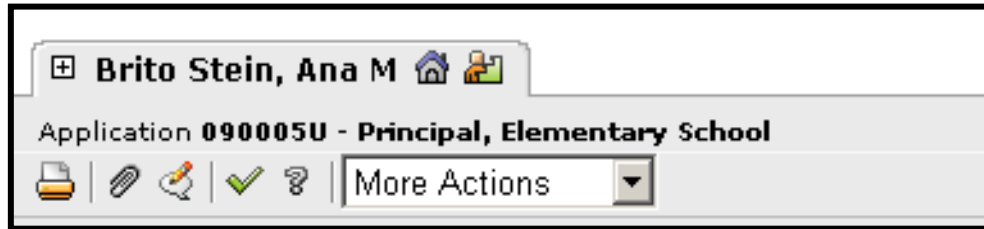








The screenshot shows a web page dialog titled "Correspondence Wizard -- Web Page Dialog". The dialog has a green header bar with the text "Correspondence Wizard" and a question mark icon. Below the header, there are two numbered steps:

- 1 What would you like to do?**  
Select a message template  
Pre-screening - Teacher
- 2 Select a delivery method**  
Delivery Method: Email  
Reference / Comments: [Empty text box]

## Other Options When Working With Candidates

After selecting a candidate's name from the requisition, several actions can be performed. See chart below for a list of options:



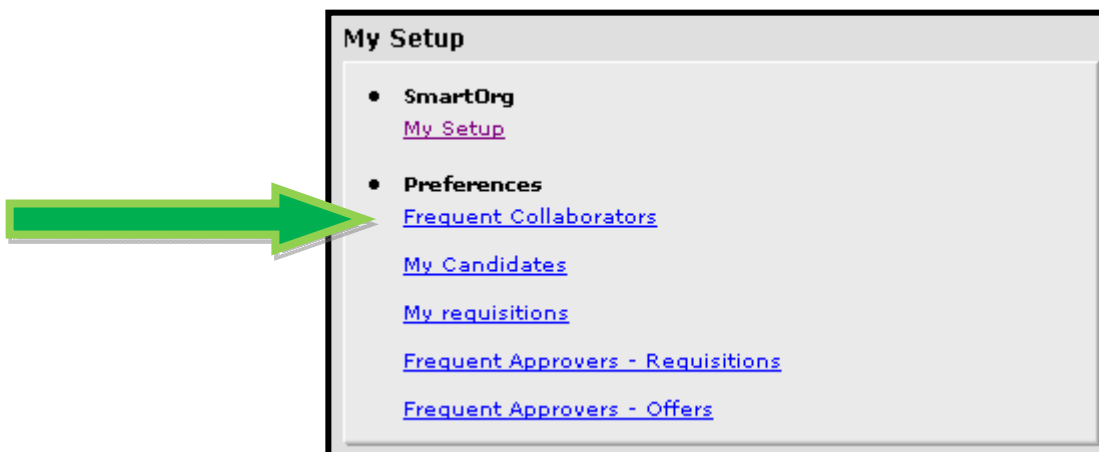
	Print candidate file
	Attach a file to this candidate file
	Add comments to this candidate file
	Change status to MOVE FORWARD
	Change status to UNDER CONSIDERATION
	Used to CHANGE STATUS (see <b>Changing the Status of a Candidate</b> )

## MY SETUP

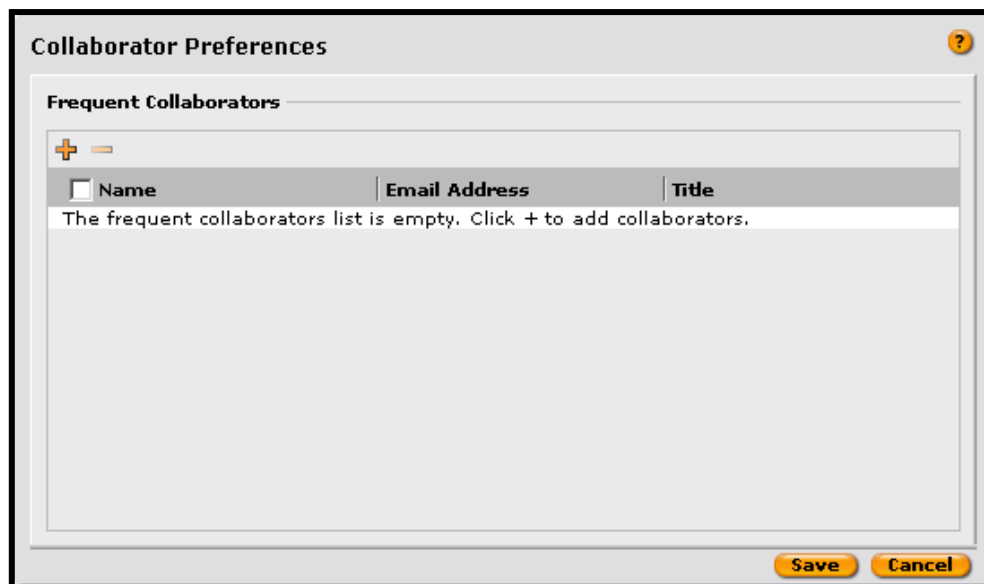
### Setting a List of Frequent Collaborators

*Setting up a list of Frequent Collaborators will save you time if you consistently use the same people to assist you in the hiring process.*

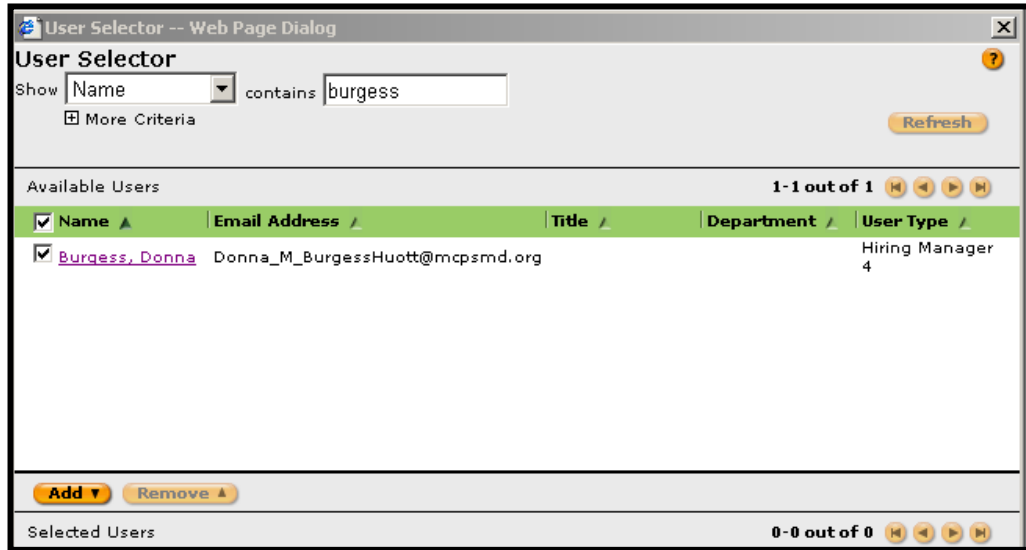
1. Click **Modify My Setup**
2. Under **Preferences**, click **Frequent Collaborators**



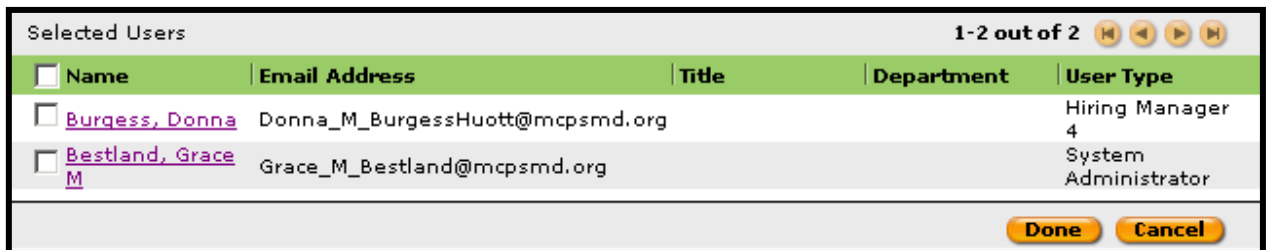
3. To add collaborators, click +, select the desired collaborators in the list, then click **Done**.



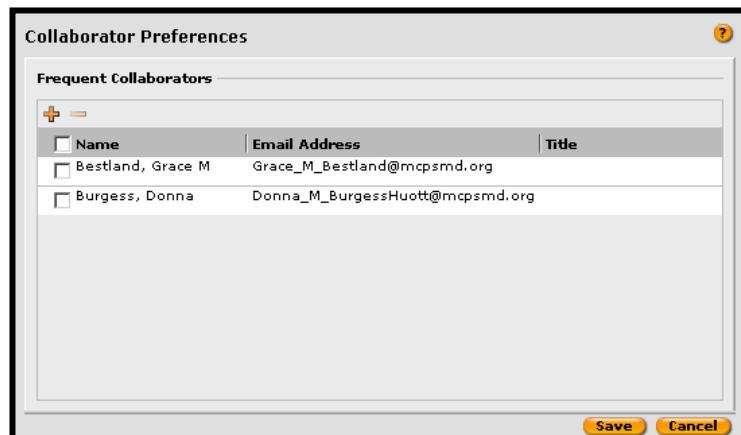
- To search for a specific collaborator, type the last name of the person and click refresh. Then click ADD.



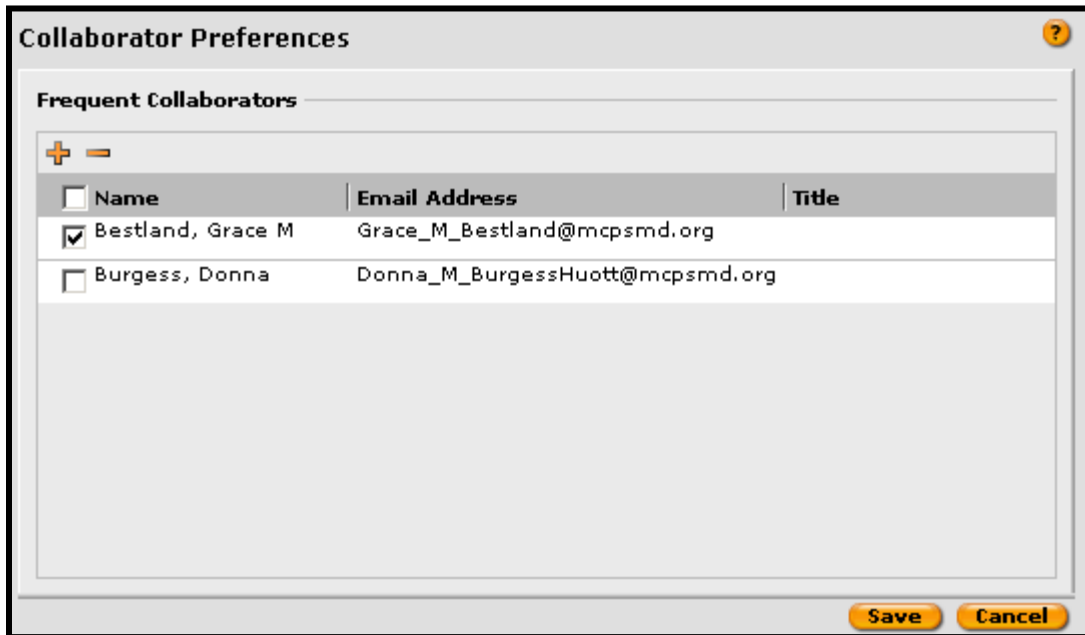
- After adding all of the desired Frequent Collaborators, click **Done**.



- Click **Save**.



7. To remove one or more collaborators from the list, select the check box next to the name, then click -. Click **Save**.

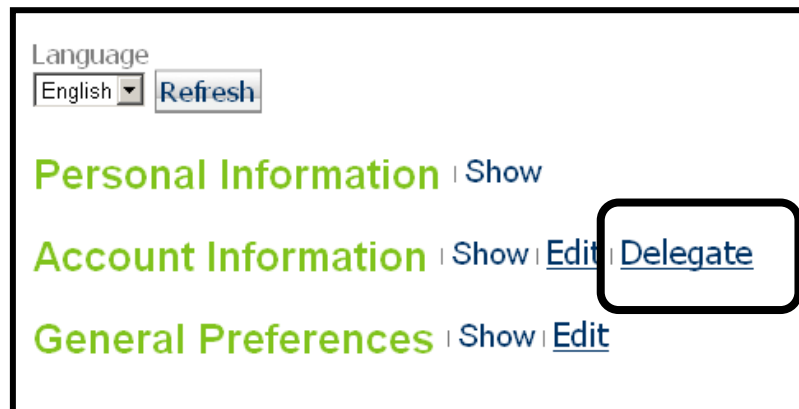


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## Delegating Requisitions and Work Items

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1. Click **My Setup**
2. Click **Delegate** next to account information



3. Click **Search** to open the **User Selector**



The screenshot shows a web form titled "Delegation" in green text. Below the title is a paragraph: "This page allows you to delegate work items to another user for a period of time. [More info](#)". A horizontal line separates this from the instruction: "Mandatory fields are marked with a red square." Below this, there are three input fields, each with a red square icon to its left. The first is labeled "Alternate User" and has a "Search" button to its right. The second is labeled "From" and has a calendar icon and a pencil icon to its right. The third is labeled "To" and also has a calendar icon and a pencil icon to its right. At the bottom of the form are two buttons: "Save" and "Cancel".

4. Select the user to whom you wish to delegate your work items.
5. Use the calendar icon to select the dates the delegation will begin and end.
6. Click **Save**.



**NOTE:** *Delegate* will be used when a hiring manager is on vacation and needs to assign the responsibility to another individual. The person to whom the work is delegated will have the same rights as a Hiring Manager

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