
Montgomery County Public Schools

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

Hiring Managers

**Version 3.0
Revised March 2011**

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LOGGING IN

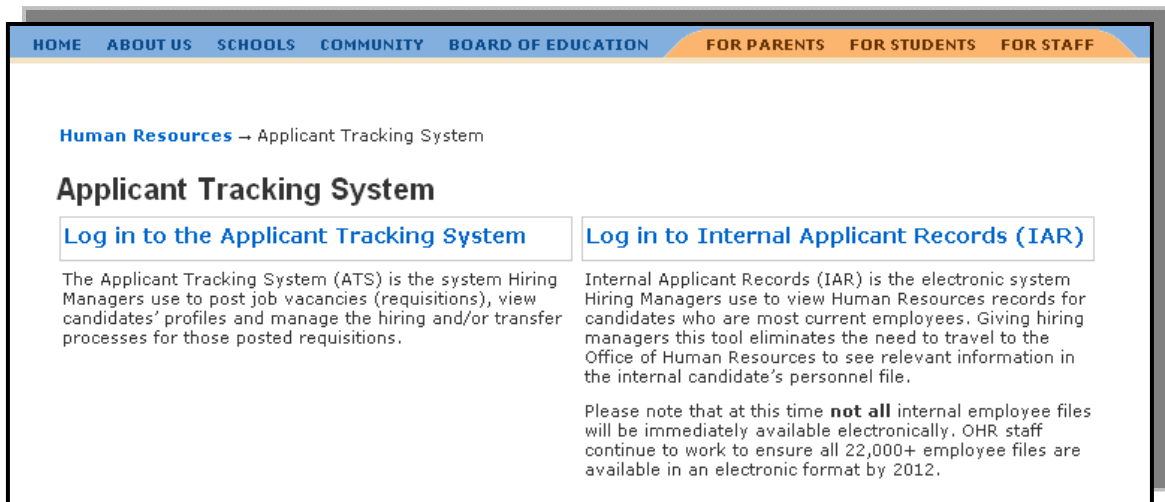
The Hiring Manager WebTop is a tool within the Applicant Tracking System (ATS) that allows hiring managers to complete essential recruiting tasks. The webtop enables users to post valid position vacancies, screen and evaluate candidates, and recommend candidates for hire.

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 a web page with a navigation bar at the top containing links: HOME, ABOUT US, SCHOOLS, COMMUNITY, BOARD OF EDUCATION, FOR PARENTS, FOR STUDENTS, and FOR STAFF. Below the navigation bar, the page title is "Human Resources → Applicant Tracking System". The main heading is "Applicant Tracking System". There are two prominent buttons: "Log in to the Applicant Tracking System" and "Log in to Internal Applicant Records (IAR)".

Log in to the Applicant Tracking System

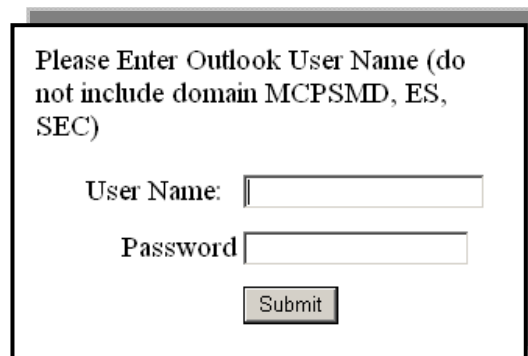
The Applicant Tracking System (ATS) is the system Hiring Managers use to post job vacancies (requisitions), view candidates' profiles and manage the hiring and/or transfer processes for those posted requisitions.

Log in to Internal Applicant Records (IAR)

Internal Applicant Records (IAR) is the electronic system Hiring Managers use to view Human Resources records for candidates who are most current employees. Giving hiring managers this tool eliminates the need to travel to the Office of Human Resources to see relevant information in the internal candidate's personnel file.

Please note that at this time **not all** internal employee files will be immediately available electronically. OHR staff continue to work to ensure all 22,000+ employee files are available in an electronic format by 2012.

Users will log in using their Outlook username and password.



The screenshot shows a login form with the following text: "Please Enter Outlook User Name (do not include domain MCPSMD, ES, SEC)". Below this text are two input fields: "User Name:" followed by a text box, and "Password" followed by a text box. At the bottom of the form is a "Submit" button.

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

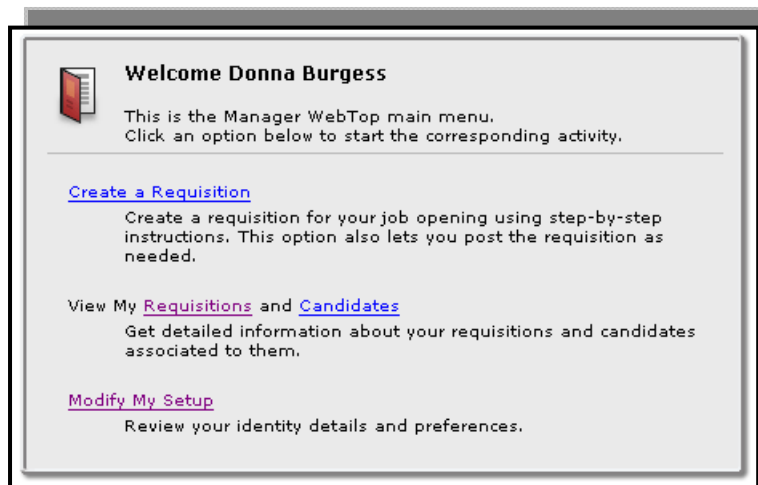
User Name:

Password

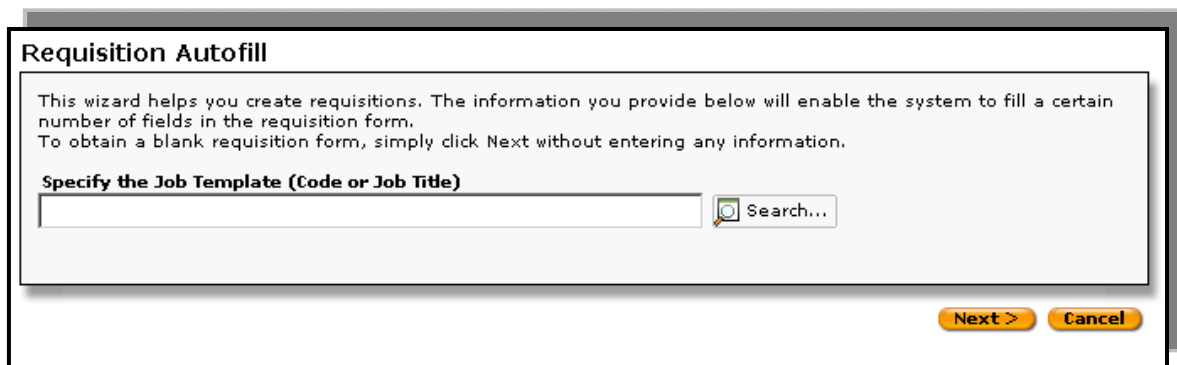
MY REQUISITIONS

Creating a Requisition

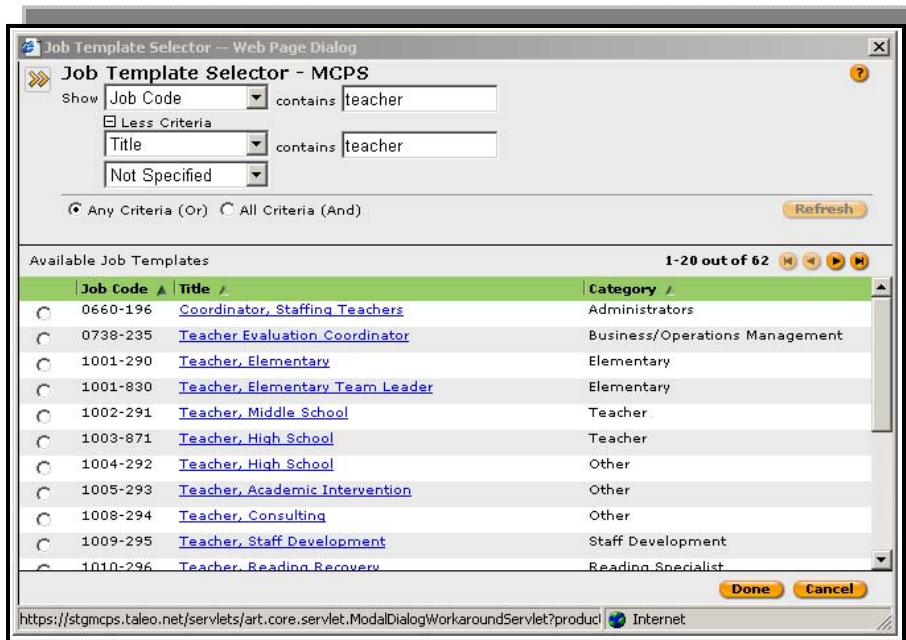
1. From the Hiring Manager WebTop, click on **Create a Requisition**.




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.

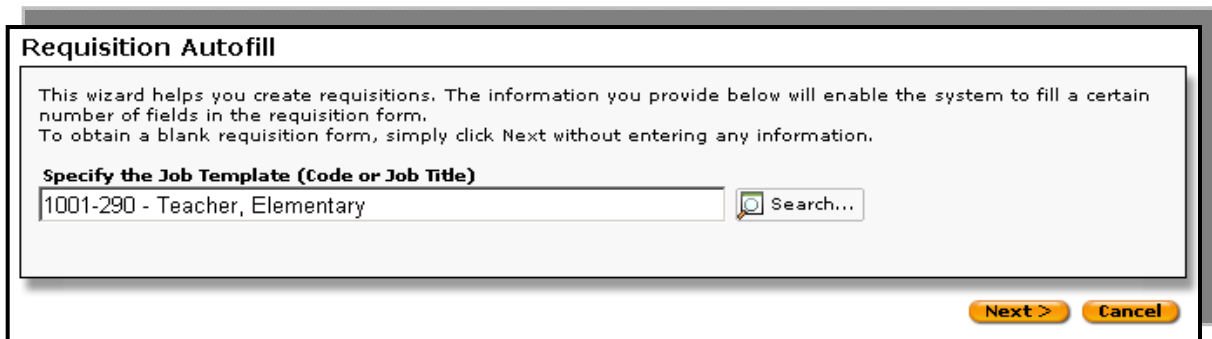


3. To narrow your search, use the filters in the **Job Template Selector**. Click the radio button next to the desired template and click **Done**.



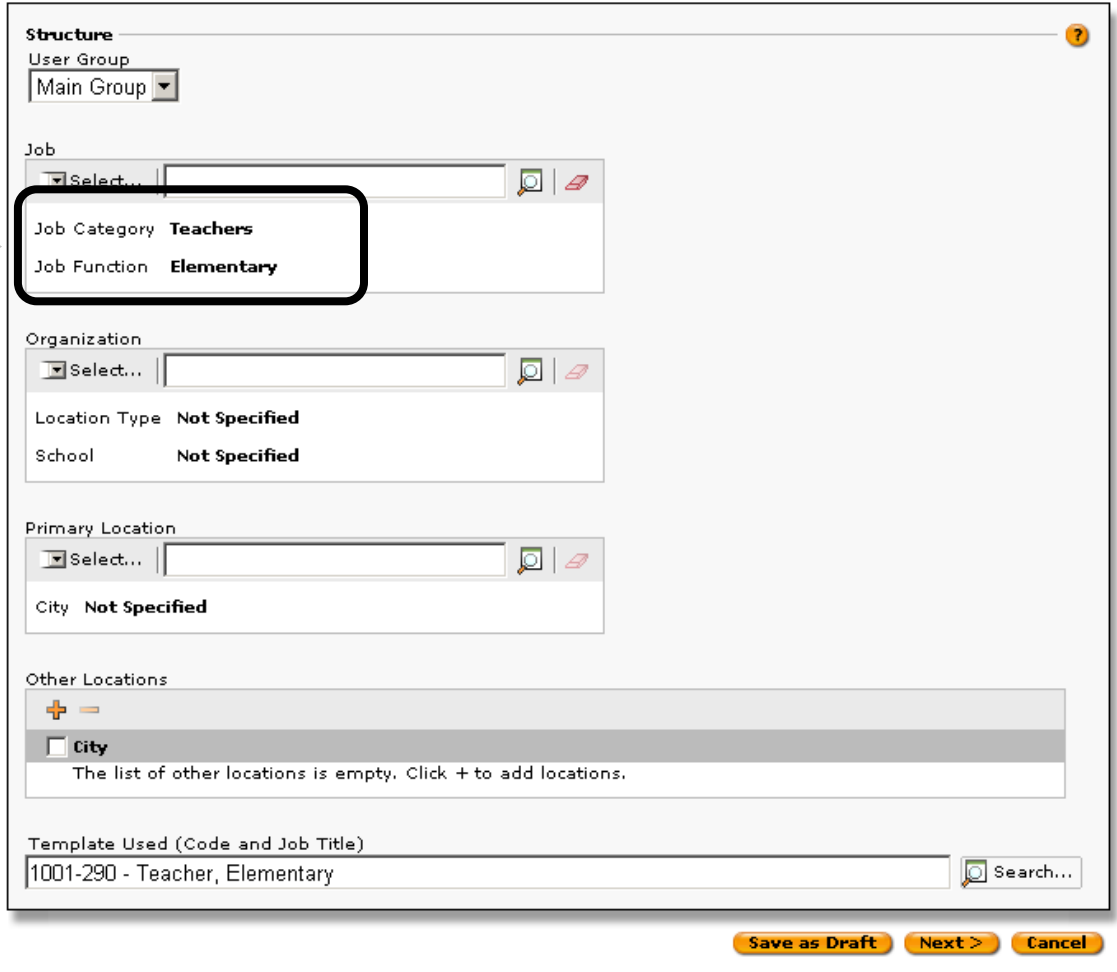
 **NOTE:** Selecting a job template will enable the system to prefill certain fields in the requisition form.

4. Click **Next**.



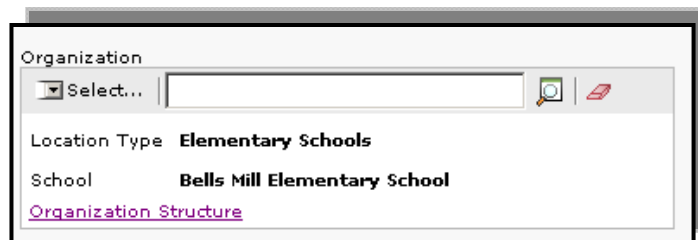
5. Verify the **Job Category** and **Job Function** based on the template selected. These **Job** fields are used to categorize the vacancy so that candidates can search based on what is entered here. **Do not change this field.** These categorizations are maintained by Classification. If you do not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



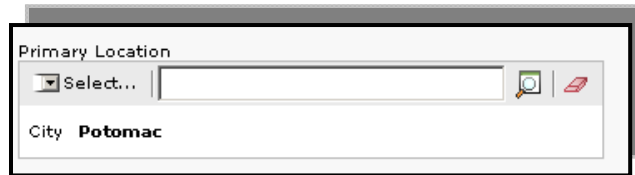
The screenshot shows a web form for job information. A green arrow points to the 'Job Category' field, which is set to 'Teachers' and 'Job Function' is set to 'Elementary'. Other fields include 'User Group' (Main Group), 'Organization' (Select...), 'Location Type' (Not Specified), 'School' (Not Specified), 'Primary Location' (Select...), and 'City' (Not Specified). At the bottom, there is a 'Template Used' field with the value '1001-290 - Teacher, Elementary' and buttons for 'Save as Draft', 'Next >', and '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.*




The screenshot shows the 'Organization' field with a dropdown menu open. The dropdown menu is set to 'Elementary Schools' and shows 'Bells Mill Elementary School' as a selected option. Below the dropdown, there is a link for '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 additional information about the vacancy*



Primary Location
Select...
City Potomac

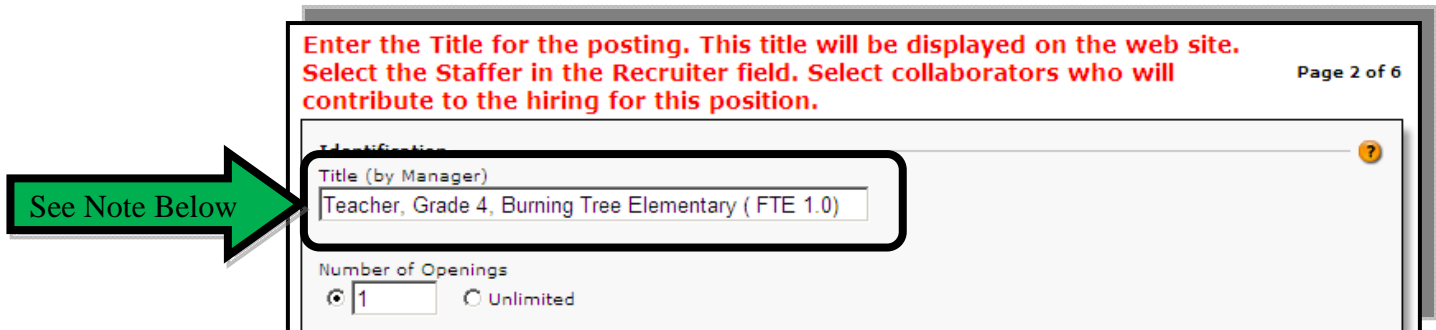
 **NOTE:** Do not edit the **Template Used** field at the bottom of this page. Do not select the **Multiple Locations** option. This is for **internal use only**.

8. Click **Next**.



Template Used (Code and Job Title)
1001-290 - Teacher, Elementary
Search...
Save as Draft Next > Cancel


9. The **Title** field will be prefilled based on the Job Template selected. Please edit this field based on the criteria in the NOTE below.



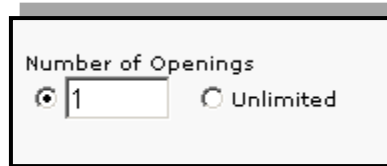
Enter the Title for the posting. This title will be displayed on the web site. Select the Staffer in the Recruiter field. Select collaborators who will contribute to the hiring for this position. Page 2 of 6

Requisition Title
Title (by Manager)
Teacher, Grade 4, Burning Tree Elementary (FTE 1.0)

Number of Openings
 1 Unlimited

 **NOTE:** In order to maintain a consistency in Requisition Title, please use the following format: **Teacher/Position, Grade Level/Subject, Work Location, FTE**, i.e.: *Teacher, Grade 4, Burning Tree Elementary (FTE 1.0) Secondary Level Example: Teacher, Physics, Walter Johnson High School (FTE 1.0)*

-
-
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/staffer 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>

The Hiring Manager Assistant field allows 'co-owners' of a requisition. As co-owners, either can post the requisition and/or recommend for hire. Both Hiring Manager and Hiring Manager Assistant must have the required level of access to be a Hiring Manager.



Owners and Collaborators ?

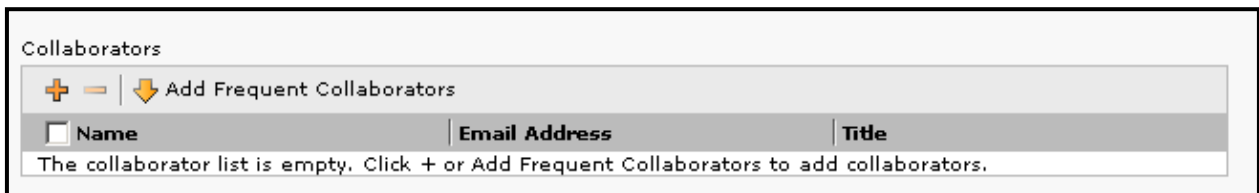
Owners

Recruiter (ID and Name)

Hiring Manager (ID and Name)

Hiring Manager Assistant (ID and Name)

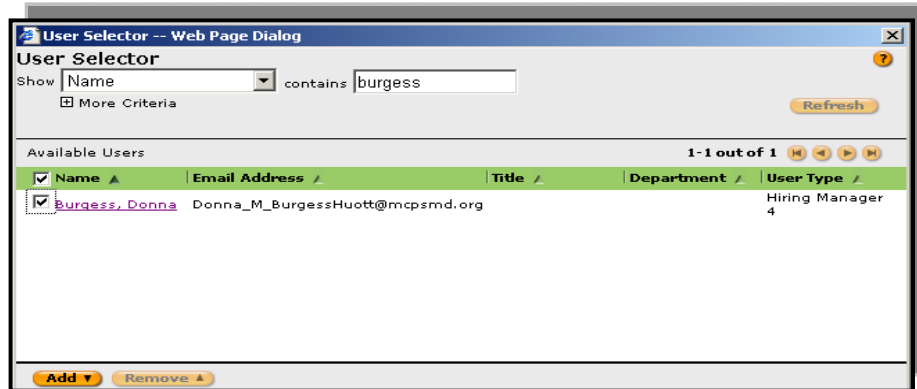
12. Click on the + to add a **Collaborator**.



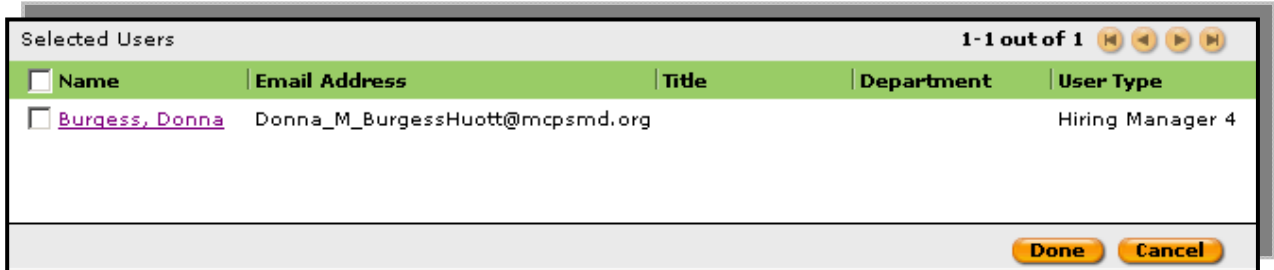
Collaborators

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

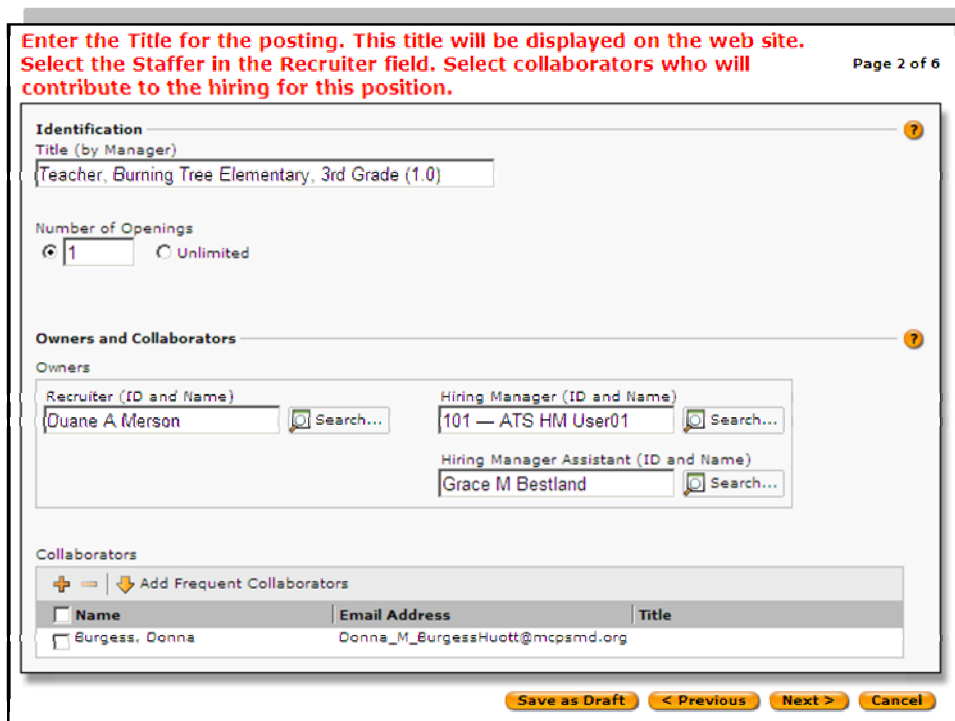
13. Use the dropdown menu to change the **Show** option to **Name**. Then, type the last name of the desired collaborator. Select the box next to the name and click **Add**.



14. Click **Done**.



15. Click **Next**.



16. The **Schedule**, **Shift**, and **Working Months** will be pre-populated. Use the dropdown menus to make necessary changes.
17. Use the drop down menu to select the **FTE/Hours**.
18. 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.
19. Using the number found on your MA-272, enter the eleven digit **Position Number** for this requisition.
20. If the job is a teaching position, use the drop down menu to select the appropriate teaching assignment.

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

Page 3 of 6

Profile ?

Schedule

Shift

MCPS Fields

Working Months FTE/Hours Bi-weekly

09

10

11

12

00

Requisition Justification Replacing

Position Number **From MA-272**

Teaching Position

Example: 04424100300

04 = High School

424 = School Number

1003 = Position Code

00 = Account

21. 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.

22. After entering optional Job Specific Information, click **Next**.

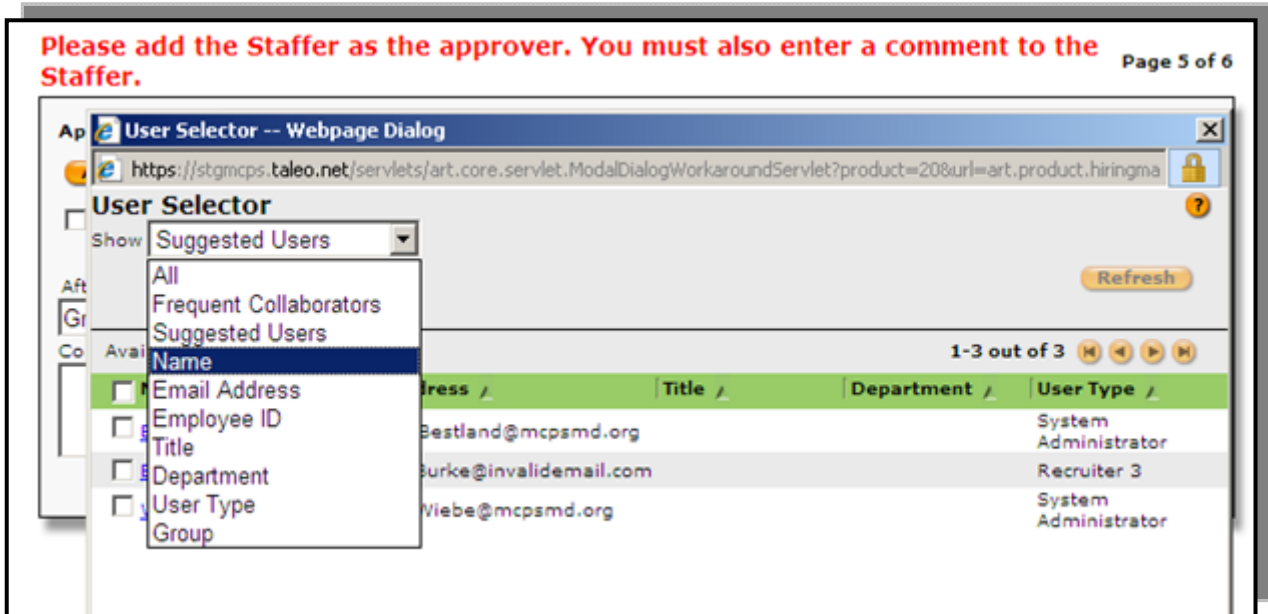
The screenshot shows a form titled "Job Specific Information". A large green arrow points from the right side of the form towards the left, with the text "Enter Optional Job Information Here" inside it. At the bottom of the form, there are four buttons: "Save as Draft", "< Previous", "Next >", and "Cancel". The "Next >" button is highlighted with a yellow background.

23. **CHANGE IN PROCESS:** All requisitions will now be submitted for approval prior to posting. The approver will be the same person as the recruiter/staffer selected in the **Owners and Collaborators** section on page 8 of this user guide.

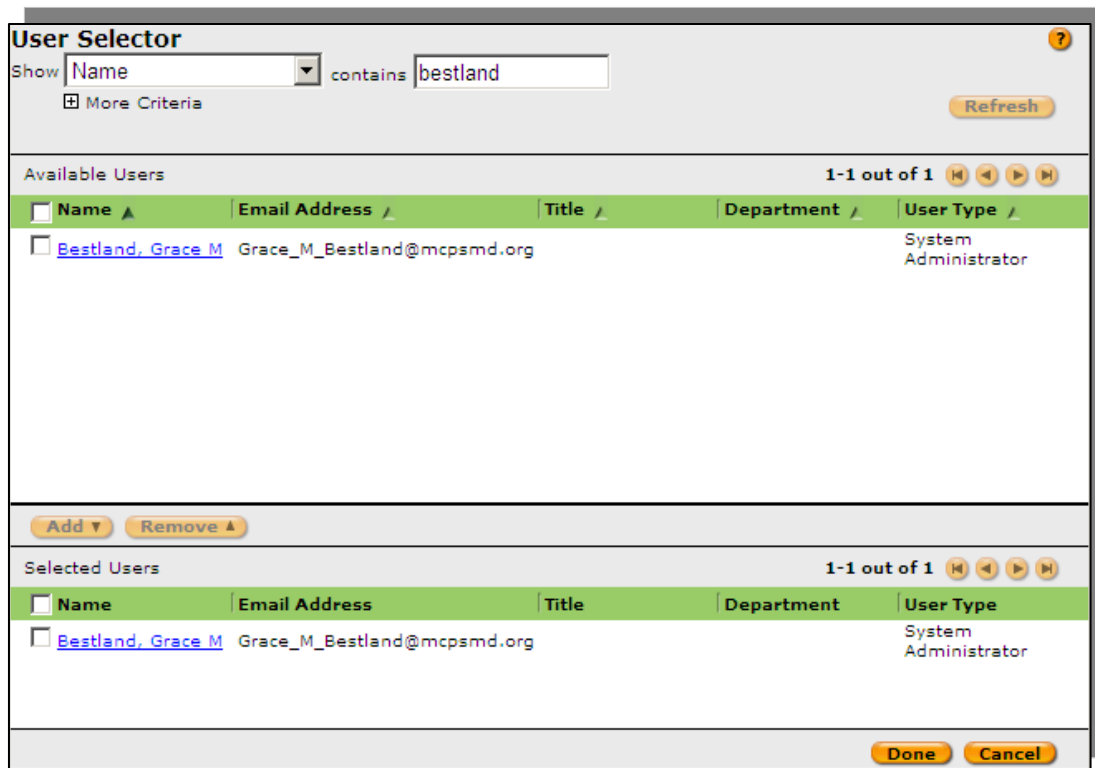
24. Click **Add Approvers...**

The screenshot shows the "Approval Path" section of a form. At the top, there is a red message: "Please add the Staffer as the approver. You must also enter a comment to the Staffer." Below this, there is a section titled "Approval Path" with a question mark icon. Underneath, there are two buttons: "Add Approvers..." and "Remove". The "Add Approvers..." button is highlighted with a yellow background. Below the buttons, there is a checkbox with the text "Add the approvers displayed above to the list of collaborators defined for this requisition". A large green arrow points from the right side of the form towards the left, with the text "Please disregard" inside it. Below the checkbox, there is a text input field containing "Grace M Bestland" and a "Search..." button. Below the search field, there is a "Comments*" section with a text area. At the bottom of the form, there are four buttons: "Save as Draft", "< Previous", "Next >", and "Cancel". The "Next >" button is highlighted with a yellow background.

25. Set the dropdown menu to Show **Name** and search for the appropriate recruiter/staffer name.



26. Click the checkbox next to the appropriate name; click **ADD** to add the name to Selected Users and click **DONE**.



27. Add a comment to the **Comments** field. Although there is no requirement for a specific comment, something must be entered in this field. You may use this field to communicate with your recruiter/staffer or simply type the words “Thank you” or “Please post.”
28. Click **Next**.

Please add the Staffer as the approver. You must also enter a comment to the Staffer. Page 5 of 6

Approval Path ?

	Approvers	Decision
<input type="checkbox"/>	1 Grace M Bestland	Pending

Add the approvers displayed above to the list of collaborators defined for this requisition

After the approval process, assign the next task to

Grace M Bestland

Comments*

You must add a comment in this space before proceeding to the next page.

29. Review your requisition and use the yellow navigational buttons to return to a previous screen for editing, if necessary. Click **Finish** to submit your requisition for approval.

Please review your requisition. Once approved by HR, it will be posted to MCPS Careers. Page 6 of 6

Structure

Job

Job Category **Teachers**

Job Function **Elementary**

Organization

Location Type **Elementary Schools**

School **Burning Tree Elementary School**

Approval Path

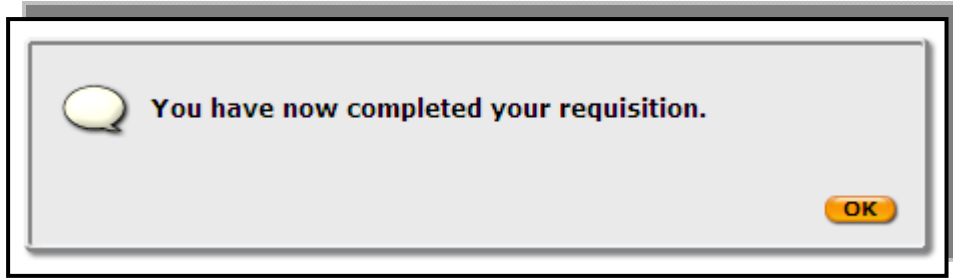
	Approvers	Decision
<input type="checkbox"/>	Grace M Bestland	Pending

After the approval process, assign the next task to

Comments

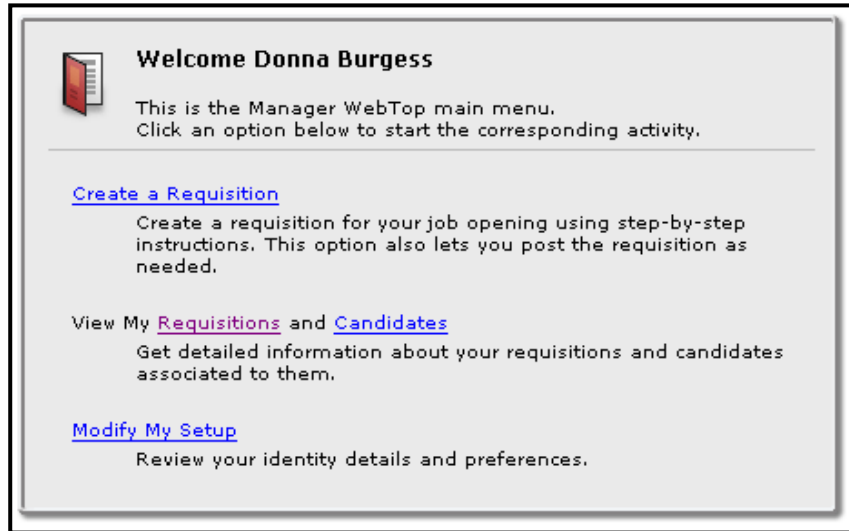
You must add a comment in this space before proceeding to the next page.

30. Your requisition will be reviewed and posted by the recruiter/staffer.

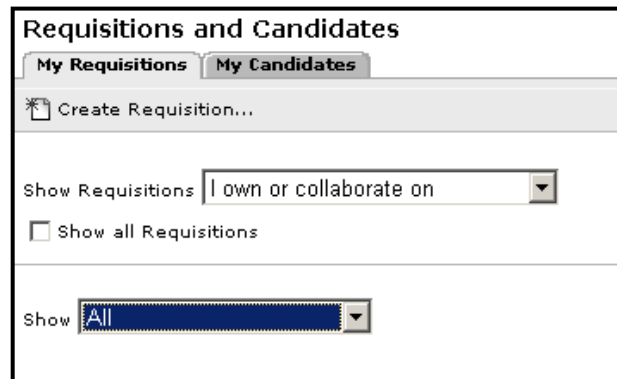


Working with Requisitions

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



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



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

No.	Title
090001L	Building Services Assistant Manager
0900045	Fleet Maintenance Manager
090001K	4th Grade Teacher
0900051	Administrative Secretary II
090001N	Art Teacher

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


090009X – Teacher, Grade 2

Requisition Candidate List

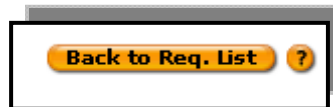
Status **Draft** Recruiter **R. Satish**
Status Details **N/A** Hiring Manager **D. Burgess** Primary Location **Bethesda**
Hired **0 out of 1**

Edit Duplicate Print Cancel Requisition

Edit Duplicate Print Cancel

 **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.

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






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. **For supporting services requisitions, this number will be '0' until after the closing date of the requisition, at which time staffers will screen and push the qualified candidates forward to the "hiring manager review" stage.



- 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 HM REVIEW 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)***



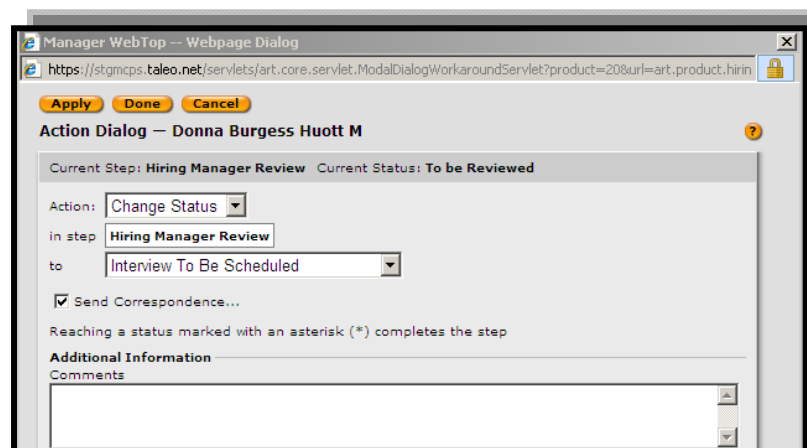
Changing the Status of a Candidate

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 not in the HR Review step, they should not change the status. The Recruiter is responsible for managing the candidates through all steps, 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. 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 wizard will begin once the **Done** button is clicked in the **Change Status** window.



-
-
5. Select the message template you would like to use.

The screenshot shows a web browser window titled "Correspondence Wizard -- Webpage Dialog" with the URL <https://stgmcps.taleo.net/servlets/art.cors.servlet.ModalDialogWorkaroundServlet?product=208&url=art.product>. The dialog box has a green header with the title "Correspondence Wizard" and a question mark icon. At the top, there are buttons for "Apply", "Done", and "Cancel". The main content area contains two steps:

- 1 What would you like to do?**
Select a message template
HM - Call to Schedule
- 2 Select a delivery method**
Delivery Method: Email
Reference / Comments: (empty text box)

At the bottom of the dialog box, there are buttons for "Context", "Back", "Continue", and "Cancel".

6. Click **Continue**.
7. This window displays the template choice that was selected in the previous window.

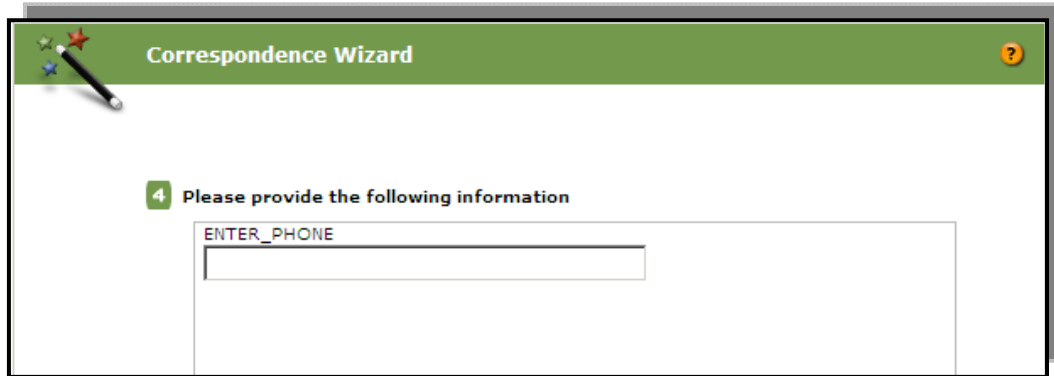
The screenshot shows the same "Correspondence Wizard" dialog box, now at step 3. The header and top buttons remain the same. The main content area contains:

- 3 Select the paragraphs to include in the message**
 [Call to schedule](#)

The text "Call to schedule" is a blue hyperlink. Below the list is a large empty rectangular box. At the bottom of the dialog box, there are buttons for "Context", "Back", "Continue", and "Cancel".

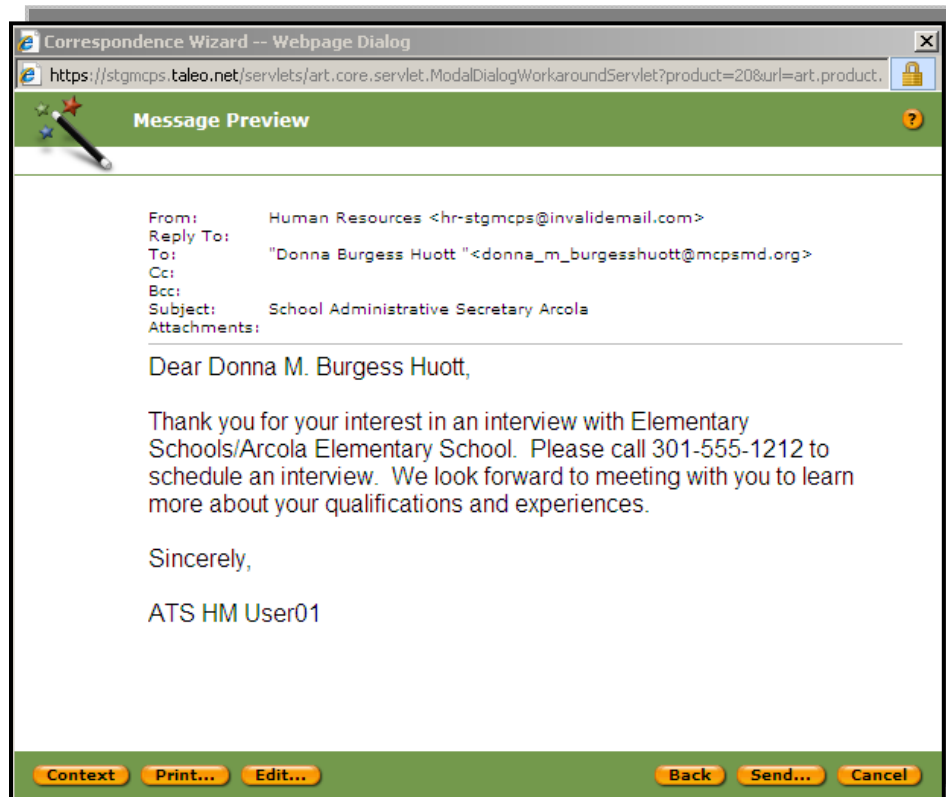
8. Click **Continue**.

- For this template, enter the phone number the candidate should call to schedule the interview. Depending on the template selected, this window may vary.



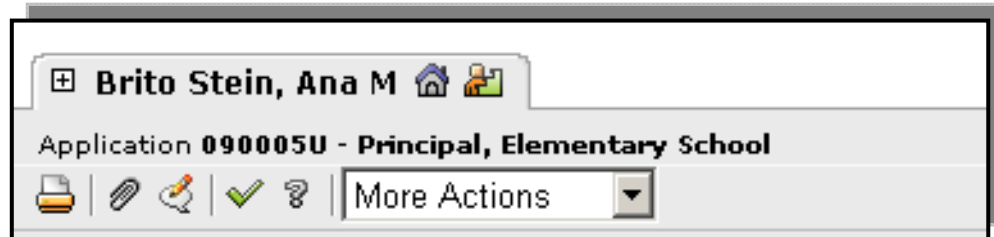
- Click **Continue**.







- Preview the correspondence. To edit, print, cancel or send, select the appropriate option from the bottom of the preview window.



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:



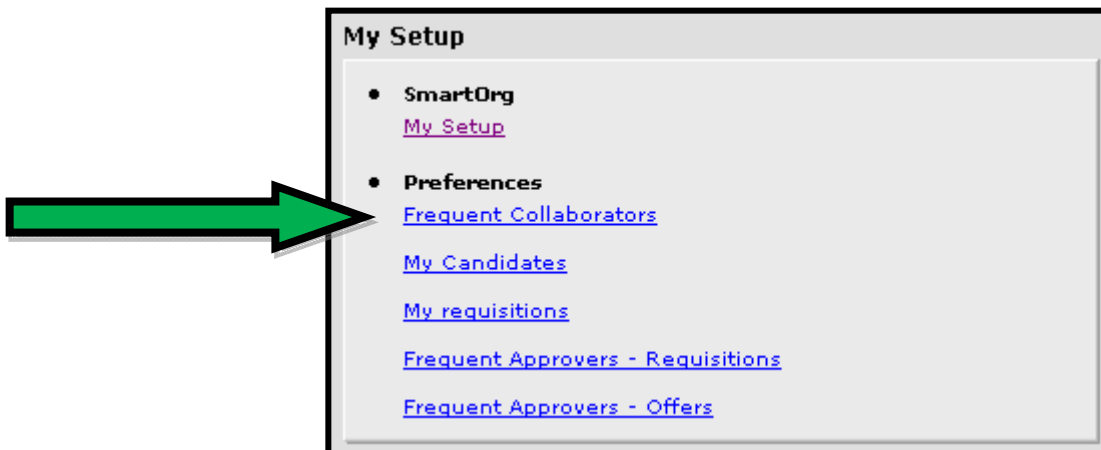
	Print candidate file
	Attach a file to this candidate file
	Add comments to this candidate file
	Change status to MOVE FORWARD
	Change status to UNDER CONSIDERATION
	Used to CHANGE STATUS (see Changing the Status of a Candidate)

MY SETUP

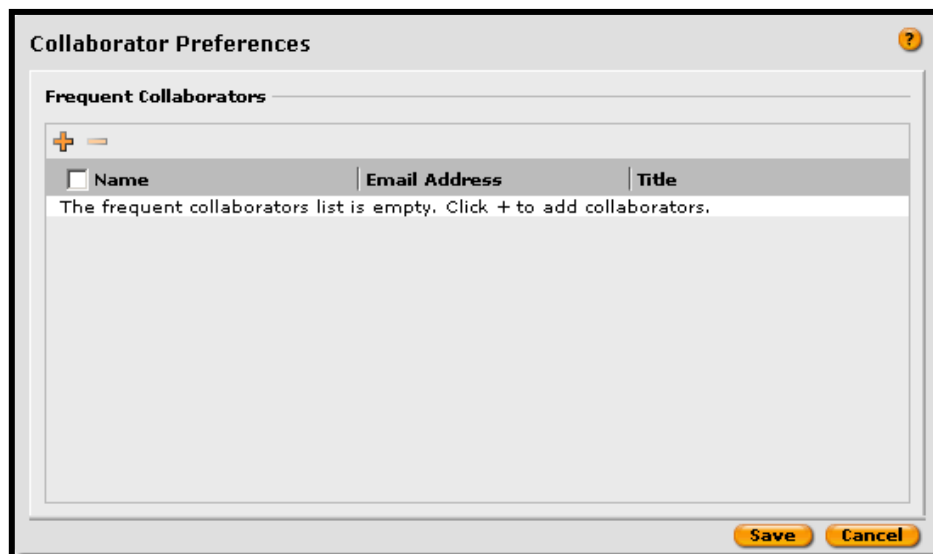
Setting a List of Frequent Collaborators

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.

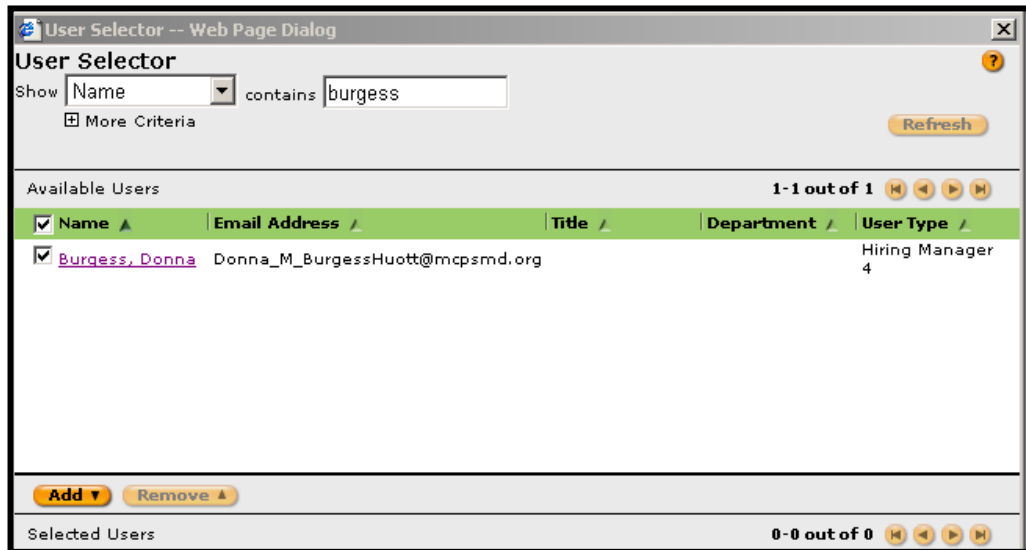
1. Click **Modify My Setup**
2. Under **Preferences**, click **Frequent Collaborators**



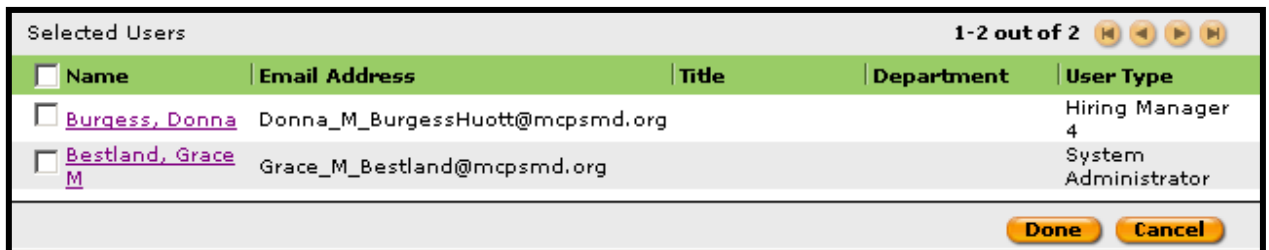
3. To add collaborators, click +, select the desired collaborators in the list, then click **Done**.



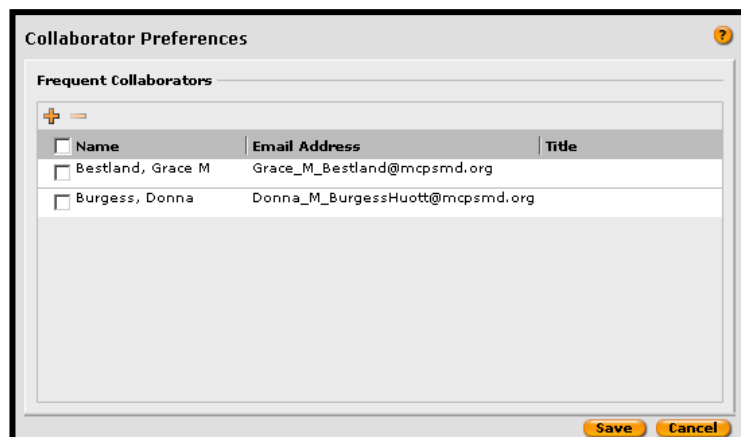
- To search for a specific collaborator, type the last name of the person and click refresh. Then click ADD.



- 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**.

Collaborator Preferences ?

Frequent Collaborators + -

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

Save Cancel