

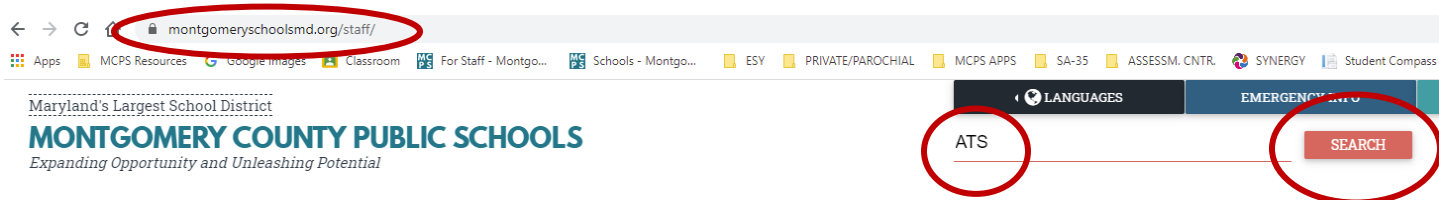
QUICK GUIDE TO CREATE A TEMPLATE IN THE APPLICATION TRACKING SYSTEM (ATS) PLATFORM

STEP I

1. Log on to the MCPS Staff website:

<https://www.montgomeryschoolsmd.org/staff/>

2. Type "ATS" in the search option and click "Search"

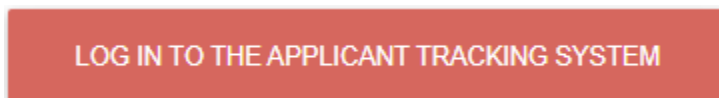


STEP II

1. Click on the link for:

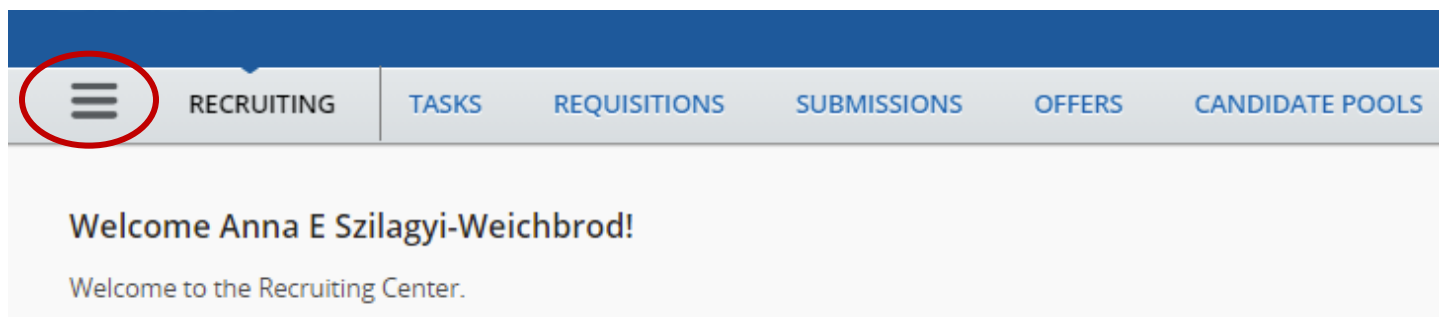
[MCPS Careers/Applicant Tracking System - Montgomery County ...](#)

2. Click on:

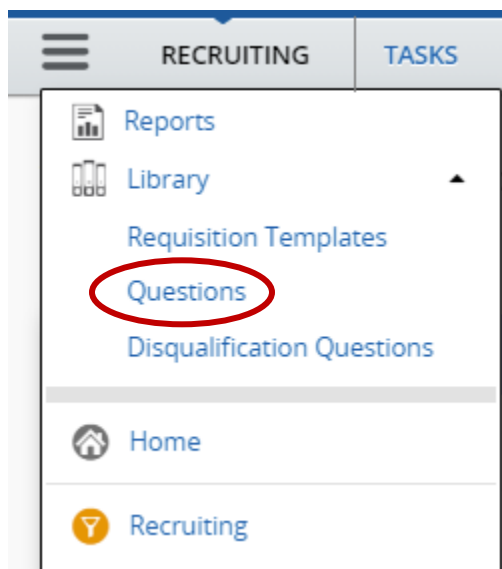


STEP III

1. On the "Welcome" screen click on the hamburger model to bring up additional menu options:



2. Create your screening questions for your requisitions first by clicking on the “Questions” link



3. You can search and filter for questions within the “Library” of questions or create your own question(s):

You are here > Libraries > Question List

[Create Question](#)

Questions (260)

FILTERS Visible For: All Active Structure: All Clear All

Activate

Code	Language	Question	Status	Visible For
ESY-40	en	Are you able to assist with toileting students? Type: Single Answer • Yes • No	Active	All Candidates
ESY-39	en	Are you able to assist with transferring students who utilize wheelchairs? Type: Single Answer • Yes • No	Active	All Candidates
bldwrk-4	en	Are you able to commute to any MCPS location? Type: Single Answer • Yes • No	Active	All Candidates
5493	en	Are you a student currently enrolled in MCPS? Type: Single Answer • Yes • No	Active	All Candidates
1458844833776	en	Are you available to work the full duration of the Head Start Program including the pre-service day? Type: Single Answer • Yes • No	Active	All Candidates
somesy1	en	Are you available to work the full duration of the Summer Program including	Active	All Candidates

Search By

Keyword

Question

Possible Answers

Code

Visible For: All

By Status

Active

In profile

In model

By Association

Structure: All

Not associated with job or location

[Apply Filters](#) [Clear All](#)

4. If you are creating your own questions, make sure that you use a unique code so you can find your question easily to be used with your template. You can also use the questions from last year’s requisition which you downloaded for your records. You can cut and paste the question and use the same structure with the answer choices:

Question Details

Details Cancel **Save and close**

Language: English (Base) ▼

1. Question Properties

Creation Date: March 3, 2021 Created by: Szilagyi-Weichbrod, E Anna **Code *** Status: Draft ▼ Visible For: All Candidates ▼

Question * **Type or cut and paste your question here**

Answer Type

Single Answer

Multiple Answers

Text Answer

Answer Display

Radio Buttons Radio button Example

Drop-down Answer 1

Answer 2

Answer 3

Possible Answers

1 **Type or cut and paste your answers here** ✕

2 ✕

3 ✕

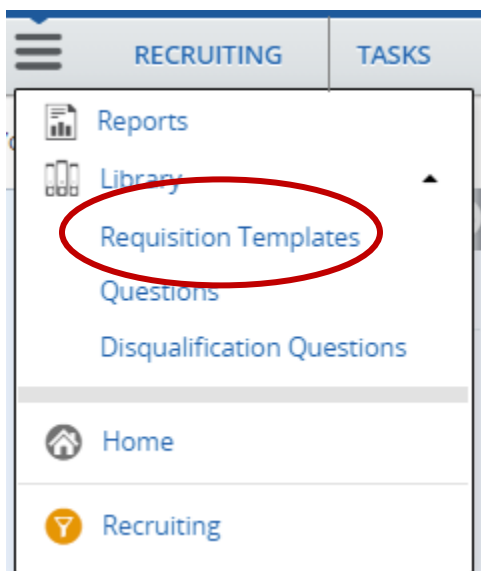
5. Remember to Save and Close in the top right corner once you are done:

Save and close

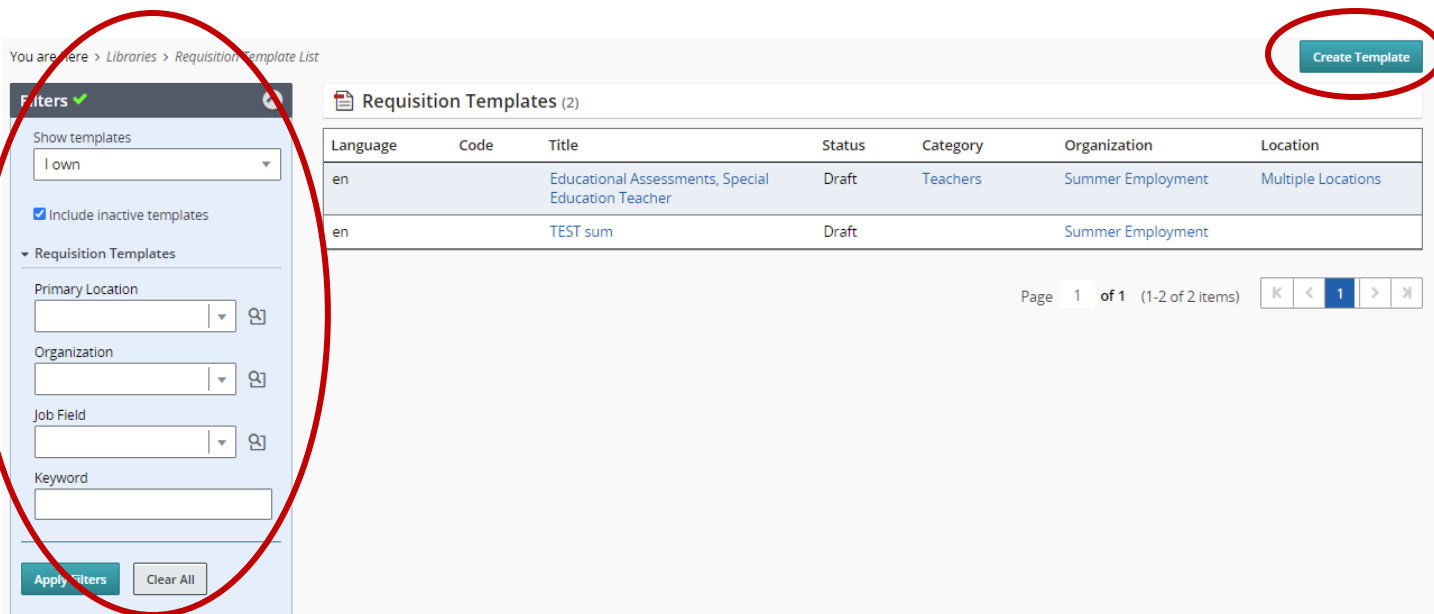
6. Each question you want to ask from the applicant needs to be created separately.
7. You may include up to seven questions in a requisition.

STEP IV

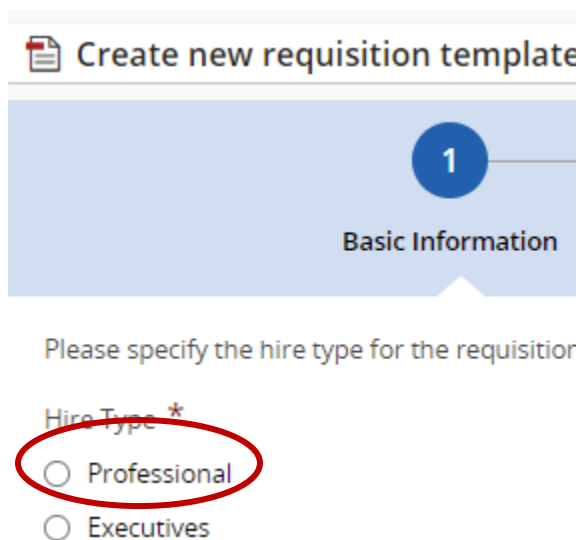
1. To create your template, go back to the hamburger model and chose "Requisition Templates" from the drop down menu:



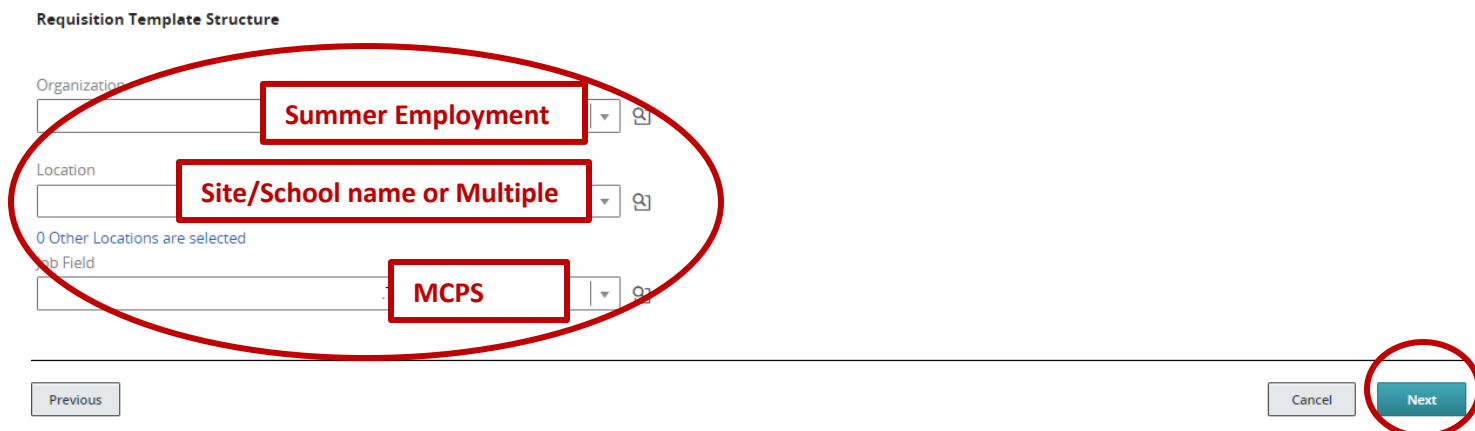
2. You can search for Templates that are already in the ATS system or you can click on “Create Template”:



3. If you are creating a new template you will follow the workflow below. Click on “Professional”:



4. Identify the required Requisition Template Structure fields and then click on “Next”:



5. You are now on the “Template Info” screen where you will enter all the job/position specific information you want to include on your requisition.

Do **NOT** use the area dedicated for the “External Description”

Scroll down and use the “**Internal Description**” fields. You may copy and paste all the information you want included from a previous requisition you saved, from a word document, or you may even click on “Copy From” if you know that there was a previous requisition in the system which you want to use.

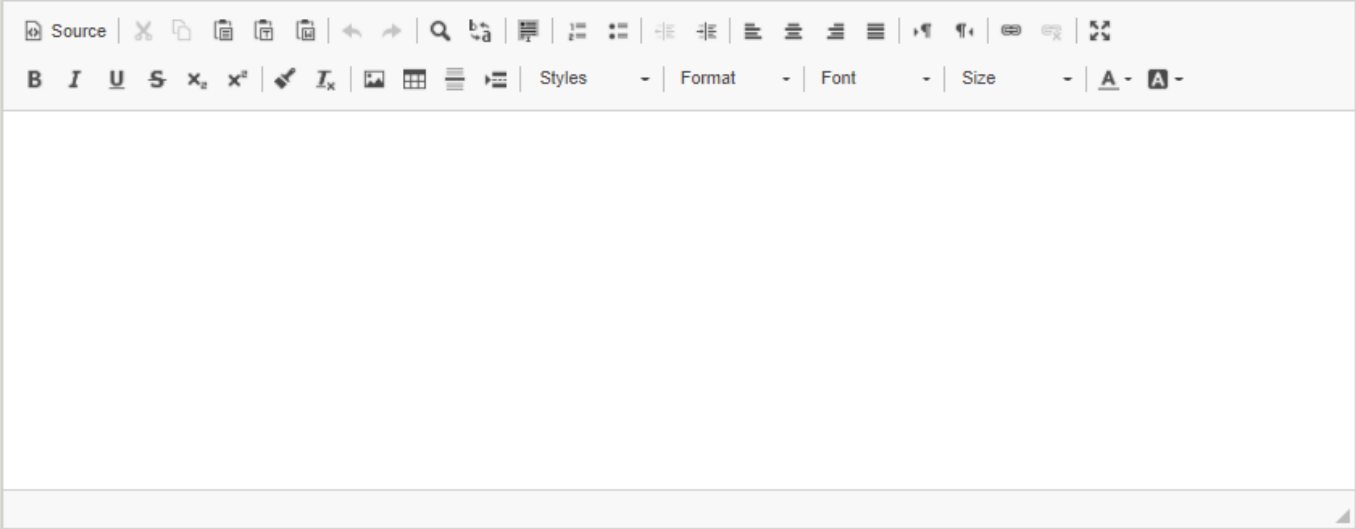
In any case, make sure that you include up-to-date information and dates.

JobTemplate - Internal Description

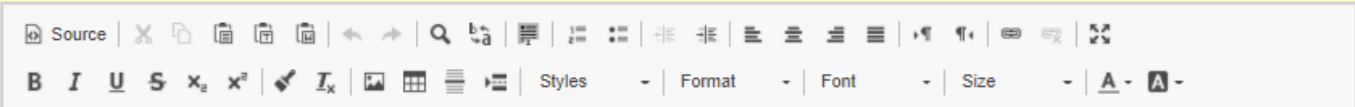
Internal Description

Copy From

Description - Internal



Qualifications - Internal



6. Keep scrolling down and make sure you complete each field:
- Job code
 - Requisition title – should be unique for your program (i.e. ESY Autism Program Teacher at Glenallen ES)
 - Status = Draft
 - Requisition Template used – type in your unique title
 - Payroll Location – look-up the code for the school or site - this may be a unique number for discreet programs
 - Recruiter – use the little magnifying glass to find and select Veronica Matthewson:

Recruiter *

Veronica J Matthewson



- Add your Prescreening Questions you created by clicking on the “Add” button:

Prescreening

Questions

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

Add Remove Reorder Visibility ▾

Order	Question	Answer	Required	Asset	N/A	Weight	Int.	Ext.
No questions have been added. Click "Add" to add questions.								
Total for Competencies and Questions:						Internal Candidates Weight:	0	
						External Candidates Weight:	0	0%

h. Select up to seven questions to include in your requisition:

<input type="checkbox"/>	Code	Questions
<input checked="" type="checkbox"/>	ESY-40	Are you able to assist with toileting students? <i>Type: Single Answer</i>
<input checked="" type="checkbox"/>	ESY-39	Are you able to assist with transferring students who utilize wheelchairs? <i>Type: Single Answer</i>
<input type="checkbox"/>	bldwrk-4	Are you able to commute to any MCPS location? <i>Type: Single Answer</i>
<input type="checkbox"/>	5493	Are you a student currently enrolled in MCPS? <i>Type: Single Answer</i>
<input type="checkbox"/>	1458844833776	Are you available to work the full duration of the Head Start Program including the p <i>Type: Single Answer</i>
<input type="checkbox"/>	sumesy1	Are you available to work the full duration of the Summer Program including the p <i>Type: Single Answer</i>
<input checked="" type="checkbox"/>	ESY-36	Are you certified in Responsive Interventions? <i>Type: Single Answer</i>
<input type="checkbox"/>	1480602250072	Are you certified to administer the Brigance Early Childhood assessment?

i. Click on "DONE" in the top right corner once you feel that your template is complete:



j. Once you saved your template you may come back and edit it as necessary.