Summary of the Applitrack Process/Procedures used to employ qualified staff

Frontline Education formerly known as *AppliTrack Recruit & Fit* is an online system with technology components for school systems. Richland Two currently uses the recruiting and hiring component for online applications. The system allows for job postings, job applications, references, recommendations for hire, and equal employment opportunities documentation to be collected within one system. The system is used by Human Resources to post jobs to the District Website (and other online sites) in real time. Once candidates apply for positions, Human Resources reviews documentation, can contact applicants and make referrals of applications to school level administrators. Use of the online system has streamlined the application process and eliminated paper applications. **Is this enough for a summary?**

Procedures used to employ qualified staff:
1. Each candidate's application is screened by our recruiter. The screening process includes a paper review of the application, credential review, and reference reviews. Promising candidates are contacted by phone or email to confirm their availability.

2. The majority of candidates participate in a live district-level interview at our Holiday Open House, annual Career Fair, college career fairs, and the CERRA EXPO. During the 2013-2014 school year, we conducted 950 live interviews with candidates before they were referred for school level interviews. During the 2015-2016 school year, we made contact with 833 candidates between September and May and interviewed 512 before they were referred for school level interviews. We also conducted telephone and web-based interviews for out-of-state candidates.

3. As soon as vacancies are posted, Principals receive a minimum of three candidates for consideration, all of whom have been pre-screened by our HR staff. Following school level interviews, the Principals choose their top candidates, they contact the current Principal or administrative supervisor by phone to confirm references. The principal then makes recommendations of their top candidates to Human Resources for approval.

4. Our Human Resources staff completes background checks on each recommended candidate, including SLED, sex offender registry, and nation-wide background checks if the candidate has lived out-of-state within the last five years.

5. After the background checks are completed, the recommendation file has a final review with the Executive Director. A final review includes application documents and background checks are reviewed again and appropriate certification for the position is confirmed. If there are any certification or background check issues, the Executive Director contacts the applicant to reconcile the issues before final approval is given.

6. The candidate and the Principal are then notified of the approval for hire. Appropriate hiring documents are forwarded to the candidate, including TB test and AUP forms.

All of these steps are followed for every candidate before the candidate's name is placed on the district board report for each meeting date.