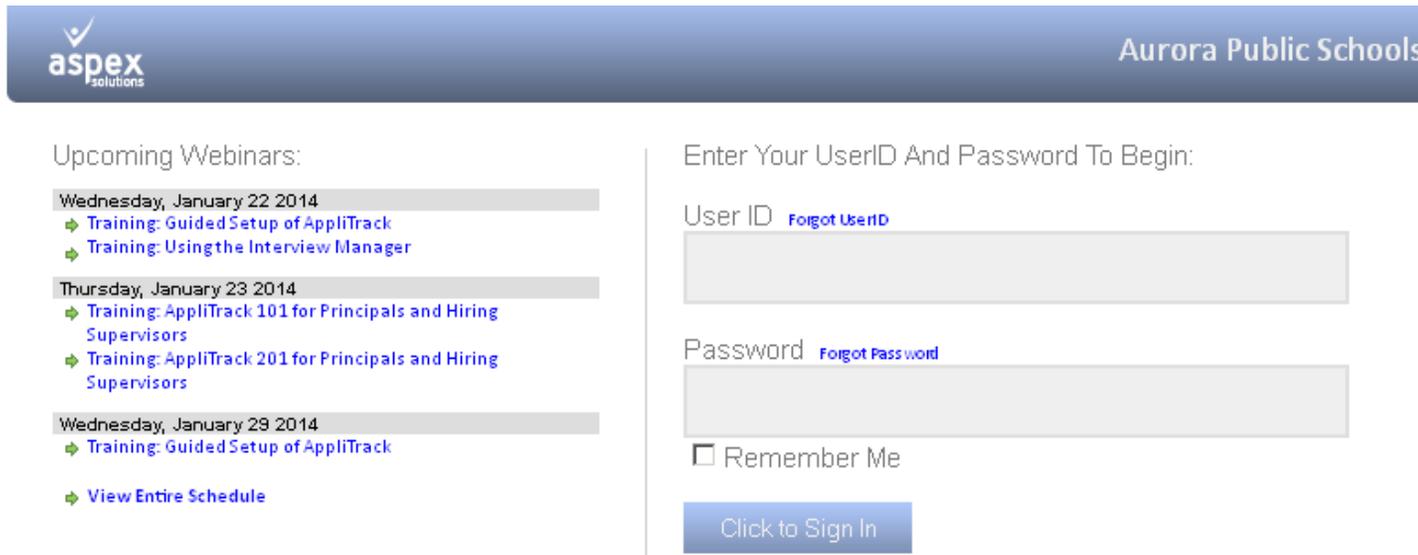


Creating a Requisition in Applitrack

- 1) Log in at <https://admin4.applitrack.com/aurorak12/>
Your User ID and PW were e-mailed to you.



aspex
solutions

Aurora Public Schools

Upcoming Webinars:

- Wednesday, January 22 2014
 - Training: Guided Setup of AppliTrack
 - Training: Using the Interview Manager
- Thursday, January 23 2014
 - Training: AppliTrack 101 for Principals and Hiring Supervisors
 - Training: AppliTrack 201 for Principals and Hiring Supervisors
- Wednesday, January 29 2014
 - Training: Guided Setup of AppliTrack

[View Entire Schedule](#)

Enter Your UserID And Password To Begin:

User ID [Forgot UserID](#)

Password [Forgot Password](#)

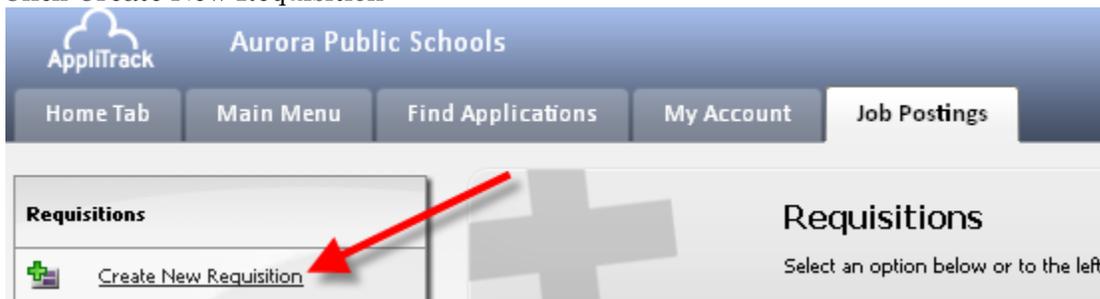
Remember Me

[Click to Sign In](#)

- 2) Use the Job Postings tab



Click Create New Requisition



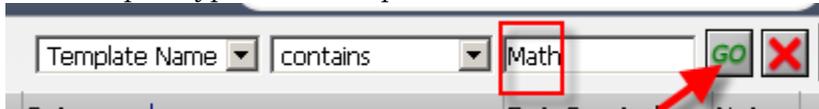
3) You must use "A template"



4) You will find a list of positions. Use the Filter Records icon (magnifying glass) to find the position you need.



For example: Type Math and press GO.



5) Click the desired position. For example, Math Teacher - High School.

<input type="checkbox"/> Template Name ↓	Category ↓
<input type="checkbox"/> Licensed - Math Teacher	
<input type="checkbox"/> Intervention Teacher - Math	Licensed - Math Teacher
<input type="checkbox"/> Math Teacher - High School	Licensed - Math Teacher

6) Choose the Location from the drop down menu

Location

Complete the Date, Budget Code and Reports To fields

Date vacancy will occur:

Budget Code:

Reports To:

Choose the reason for the vacancy

Reason for vacancy:

If other, explain:

- Leave of Absence
- New Position
- Non-Renewal
- Resignation
- Incumbent Transfer
- Other

Name of employee currently in this position:

Complete the "employee currently in position", Assignment Type, FTE (hours, days), Tenure and end date fields.

Name of employee currently in this position:

Assignment Type: Full time Part time

Indicate FTE and/or hours per day and days per year:

Assignment Tenure: Permanent Temporary

If temporary, indicate the end date:

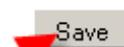
Enter additional information in the Special Skills and Other position information fields

Minimum requirements for position:

Special Skills:

Other position information or requirements:

Click Save



7) To view the appearance of your posting so far click the Preview button. Remember that any additional information you entered on the Main tab will be added by HR



8) Use the Approval Process tab to assign Approvers

- If a secretary or other trusted employee creates the requisition, the first approver might be the hiring manager (principal, etc.)
- If the hiring manager is not the budget authority, then the budget authority would need to be on the list of approvers.
(EX: Budget Office, ELA Office, Grants Office, Title I Office, ESS Office)
- The last approver in the top list should be one of the HR offices
(EX: Classified Elementary Office, Classified Secondary Office, Licensed Elementary Office, or Licensed Secondary Office)
- The final approver must be one of the HR offices --- likely the same as above
(EX: Classified Elementary Office, Classified Secondary Office, Licensed Elementary Office, or Licensed Secondary Office)
- E-mail notification can be sent when the posting goes live.

Main | Approval Process

Assign Approvers

This requisition was submitted by **Test Principal**. Assign the approvers in the order that they should review this requisition.

Approver

1. Principal Altura

2. Budget Office

3. Licensed Elementary Office - Christine

4.

5.

Assign Final Approver

A Final Approver selection is required. The Final Approver is responsible for the management of the job posting – ensuring technical and visual accuracy of information in the posting for applicants. The Final Approver is typically *not* the highest authority in the organization.

Final Approver

Licensed Elementary Office - Christine

E-mail Upon Final Approval

Send all approvers an e-mail when this requisition becomes a Job Posting.

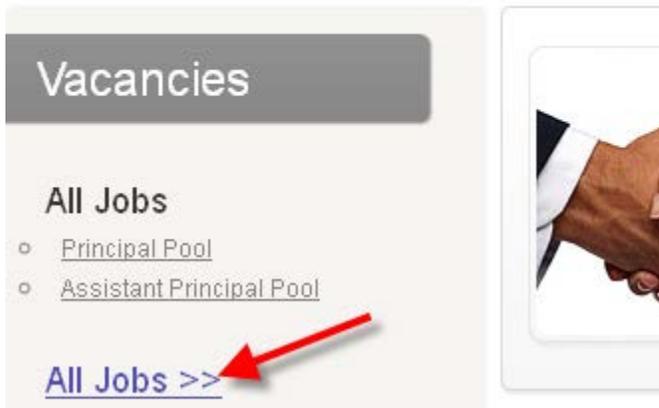
Other E-mails:
(separate with semi-colons, i.e. email1@mail.com; email2@mail.com)

Click Save

9) Once your Requisition is complete you use the Submit Requisition button

Submit Requisition

This starts the approval process. Once approved by the final approver (appropriate HR office) and posted, you can see live postings by accessing <http://www.applitrack.com/aurorak12/onlineapp/> and clicking All Jobs.



10) If your requisition is denied by an approver, you will receive an e-mail and can find the denied requisition under the Job Postings Tab >> Requisitions >> Denied

My Denied Requisitions

Home Tab Main Menu Find Applications My Account **Job Postings**

My Denied Requisitions
2 Items

<input type="checkbox"/>	ID	Req Status ↑	Req Creator	Next Appl
<input type="checkbox"/>	ReqStat	Denied		
<input type="checkbox"/>	561	Denied	TestSecretary	Licensed El
<input type="checkbox"/>	580	Denied	TestSecretary	None

Requisitions

- Create New Requisition
- Unsubmitted (2)
- Denied (2)**
- Submitted

You can click on the Job ID number to access the requisition. EX: 580

On the Approval Process Tab you will find comments.

Main Description Approval Process

Assign Approvers

This requisition was submitted by **Test Secretary**. Assign the approvers in the order that they should review this requisition.

Archived	Approver	Approved	1/24/2014 3:45:19 PM	Approved by Licensed Elementary Office - Christine
Archived	Licensed Elementary Office - Christine	Approved	1/24/2014 3:45:19 PM	Approved by Licensed Elementary Office - Christine
Archived	Licensed Secondary Office - Karen	Denied	1/29/2014 1:42:52 PM	Denied as there is not TE for this position. Denied by Licensed Secondary Office - Karen

Please Delete denied requisitions.

Check the appropriate box next to the ID number and click the Trash Can Icon.

My Denied Requisitions

2 Items

Save Changes 

<input type="checkbox"/>	ID	Req Status	Req Creator	Next Approver	Final Approver	Category	Posting
<input type="checkbox"/>	561	Denied	TestSecretary	Licensed Elementary	Licensed Elementary	Elementary Physical Education	Physicia
<input checked="" type="checkbox"/>	580	Denied	TestSecretary	None	Licensed Secondary	Category Only	Occupa

You can create a brand new requisition if the problem with the denied requisition has been resolved.

Questions can be directed to the appropriate HR office. Thank you.