



Aurora Public Schools

Aurora, Colorado | 303-344-8060

AppliTrack

FRONTLINE
• TECHNOLOGIES •

AppliTrack Recruiting, Selection
& HR File Management

Aurora Public Schools

Request for Hire Forms

1. LOG IN

The screenshot shows a web browser window with the following elements:

- Browser Menu:** File, Edit, View, History, Bookmarks, Tools, Help.
- Address Bar:** <https://a1-4.applitrack.com/aurorak12/adminsignin.aspx>
- Navigation:** Back, Forward, Home, Refresh, Search.
- Bookmarks:** Print TEV, APEX-P, APXAPPS, Photos, AESOPnav, AESOP1, AppliAdmin, AppliCAND, Oracle, iSup REP.
- Header:** FRONTLINE TECHNOLOGIES logo, AppliTrack logo (Including, Selection & HR PM Management), and Aurora Public Schools.
- Main Content:**
 - Upcoming Webinars:** View Entire Schedule
 - Enter Your UserID And Password To Begin:**
 - User ID [Forgot UserID](#)
 - Password [Forgot Password](#)
 - Remember Me
 - [Click to Sign In](#)

Start at

<https://admin4.applitrack.com/aurorak12/adminsignin.aspx>

Each site has two logins;

one for supervisor

and one shared by office staff and other administrative staff.

2. SELECT FORMS

The screenshot displays the AppliTrack web application interface. At the top left, the "FRONTLINE" logo is visible. The main header area contains the "AppliTrack" logo and the text "Aurora Public". Below the header, a "Main Menu" tab is active. The menu items are: "My Dashboard", "Applicants", "Job Postings", and "Forms". The "Forms" item is highlighted in a dark blue bar. To the right of the menu, there is a "Welcome" button and a "My Recent Ac" button. Below these, a large "Welcome, Office" message is displayed with a stylized graphic of a document or folder.

From the Main Menu, select Forms

3. Select which form

Main Menu

← ↻ ⚙ Filter

Forms

- My Forms Inbox
- My Sent Forms
- Send a Form**
- Fill Out a New Form
- View Submitted Forms By Category >

Send Form
Select from the available form types below
Form: [edit](#) Deliver to: [edit](#) Context: [edit](#)

Search

01 Classified Forms

- Classified NEW HIRE request - [preview](#)
- Classified TRANSFER Request - [preview](#)

02 Licensed Forms

- Licensed NEW HIRE Request - [preview](#)**
- Licensed TRANSFER Request - [preview](#)

Continue with Selected Forms »

From the Main Menu select Send a Form.

Check the appropriate form. EX: Licensed NEW HIRE Request

Click Continue with Selected Forms

4. SPECIFY JOB POSTING AND APPLICANT TO HIRE



Fill Out a New Form

Identify the applicants, postings, and users. A separate form instance is created for each context.

Form: [Licensed NEW HIRE Request](#) Context: [edit](#)

This form can be linked to other items. Required items are marked with an *.

* Select associated **job posting**

2222

Job ID 2222 - Clerk, General Ed Support Posted: 6/23/
Classified - Secretarial/Clerical : Clerk, General Ed Support Vaughn Elementary Sch
Closed

* \$ All Results

Enter the job posting (requisition) number (Job ID)

Click on the result in blue.

* Select associated applicant

Smith

Smith,

AppNo:

Smith,

AppNo:

Smith,

AppNo:

Smith,

- * *

All Results >>

« Prev

Next >

Type the name of the candidate selected for hire

Click the desired result from the list returned.

Click Next >>

The form will pop up in a new window.

5. SELECT SCHOOL YEAR

Fields marked "test" will be populated from the requisition (job posting) and application for the candidate you selected.

Licensed NEW HIRE Request

Assigned To: User - test

[Show History](#)

[Remove Applicants or Employees](#)

Applicant: test

Job ID: 5913 - Science Teacher - High School ...

✿ For what school year?

2015-16

2016-17

Phone: test

Home/Cell Ph: - Daytime Ph: - test

E-mail: test

Permanent Addr: test

Present Addr: test

APPLICATION LINK: [Open Application](#)

Job ID: 5913 test

Posting Position Title: Science Teacher - High School test

Full/Part-time: Full time test

FTE/Hours/Days: 1.0 test

Posting Location: Aurora Central High School test

Posting Full GL Code from requisition: 10.370.00.1300.0110.201.0000.0000.00.000.00 test

✿ Please upload your first Reference Call Form which must be to the most recent employer/supervisor.

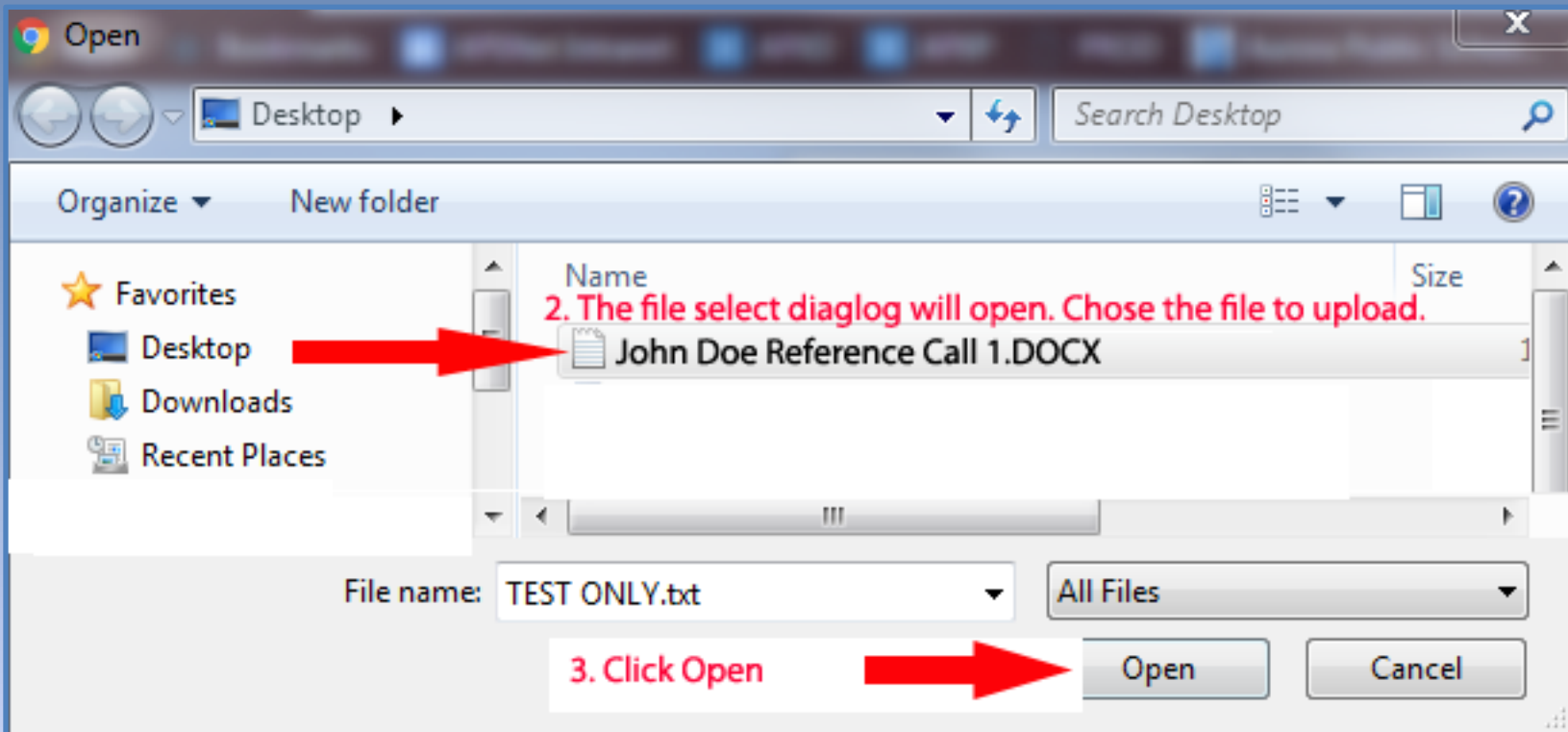
Add a File

✿ Please upload your second Reference Call Form.

Add a File

6. UPLOAD REFERENCE CALLS

The first Reference Call Form must be the most recent employer/supervisor.




1. Click Add a File

employer/supervisor.


Add a File

Once both reference calls are uploaded, you will see the names of the documents uploaded.

 Please upload your first Reference Call Form which must be to the most recent employer/supervisor.

John Doe Reference Call 1.docx
Added 2/17/2016 4:22:00 PM

[view](#) [delete](#)

 Please upload your second Reference Call Form.

John Doe Reference Call 2.docx
Added 2/17/2016 4:23:00 PM

[view](#) [delete](#)

Comments:

You can leave a comment but it is not required.



WORKFLOW STEPS

▶ Licensed Office Step 2

Licensed Elementary Office - Kim ▼

Save as Draft

Submit Form 

7. SELECT THE STAFF MEMBER THAT WILL PROCESS YOUR REQUEST FOR HIRE IN THE WORKFLOW STEPS SECTION.

THEN CLICK SUBMIT FORM.

Ex: Licensed Elementary/Licensed AdminPT – Kim Miller

Licensed Secondary/Licensed AdminPT – John Hogan

Classified Elementary/Non-Licensed AdminPT – Eleisa McMillon

Classified Secondary/Non-Licensed AdminPT – Jody Mahoney

HR will process the request and contact you as needed.