Viewing Open Positions

You can view details of open positions and apply for the position. All applicants must create a Fast Track profile that contains a Fast Track username and password. The Fast Track username and password is separate from your Skyward School Management System password that current or former employees may already have. Once signed in, applicants can view and manage their applications. Applicants can be current employees or external candidates.

NOTE

To initially create a Fast Track Profile, you must begin applying for a position. Once your profile is created, you sign in using your existing Fast Track username and password. See "Viewing Open Positions as an External Applicant" (page 2) or "Viewing Open Positions as an Employee" (page 4) to learn more about creating your profile.

Viewing Open Positions as an External Applicant

Applicants view and apply for open positions from a link on the district website.

To view open positions as an external applicant:

1. Access the district website and navigate to the Fast Track web page.

2. Click the Click to view current job openings link (Figure 1).

3. Select any search options and click Search For Posted Positions. (If you are not using the Use Open Positions Filter in Position Setup configuration, skip this step.)

4. To view a position, select the position and click View Details of Highlighted Position.

5. To apply for the position, click Apply for Selected Position(s).

6. Sign in using your existing Fast Track username and password or select the I Would Like To Create a New Profile check box (Figure 2).

7. If creating a new profile, type information in the Your Name, Your Username, Your Password, and Re-Enter Password boxes.

8. Click Create Profile.
Figure 1 - Fast Track web page screen

Figure 2 - Fast Track login screen
Completing and Submitting an Application

You use the Application Dashboard screen to complete and submit an application. There are several sections listed that need to be completed before an application can be submitted to HR. The number of sections required depends on how the district configured the position. If you have previously submitted an application that requires the same information as the new position, some of the sections may already be completed. Applicants can save, edit and continue work on an application until the deadline is reached.

To complete and submit an application:

1. From the Application Dashboard screen (Figure 3), click Add or Edit beside each section of the application that is marked in red as Incomplete, and enter information for that section.

2. Once you are satisfied with the information you have entered for the section, select I Have Completed This [section name] To The Best Of My Abilities.

3. Click the appropriate Save option or Close to continue.

4. When all the sections are marked in black as Completed, the Submit to HR option is available.

5. Click Submit to HR to apply for the position. Applications that are not submitted by the applicant are assumed to be incomplete and would not be considered for hire.

NOTE
If an applicant cancels an application for an open position, HR must re-open it before the applicant can proceed with modifying and submitting the application.
**Application Dashboard**

<table>
<thead>
<tr>
<th>Job Listing</th>
<th>Location: East Elementary</th>
<th>Type: Full Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listing ID: 131202005</td>
<td>Group:</td>
<td>Appl. Status: Not Submitted</td>
</tr>
<tr>
<td>Position: Teacher - Elementary</td>
<td>Dept: Math</td>
<td>Deadline: Until Filled</td>
</tr>
</tbody>
</table>

**Assignments:**
- Mathematics

**This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.**

<table>
<thead>
<tr>
<th>Section</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Information</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Conditions of Employment</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Education History</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Certifications/Licenses</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Employment History</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Skills Questionnaire</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>General Questions</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>References</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Attachments</td>
<td>Completed</td>
<td>Edit</td>
</tr>
<tr>
<td>Comments</td>
<td>Optional</td>
<td>Add</td>
</tr>
</tbody>
</table>

We reserve the right to modify the details of a position posting at any time. PUBLIC NOTICE OF INTENT TO COMPLY WITH THE LAWS: The Sample IDE does not discriminate on the basis of sex, race, color, national origin, age, handicap, health or religion in the educational programs and activities (including admission and employment) that it operates with intent to comply with Title IX of the 1972 Education amendment to the Civil Rights Act of 1964. Any inquiry concerning application of these regulations may be directed to the Administrator who has been appointed to coordinate the district's efforts to comply with and carry out its responsibilities under Title IX.

Figure 3 - Application Dashboard screen showing that all sections have been completed and the Submit to HR option is available.
Managing Your Applications and Information

Your Fast Track Profile provides an overview of all your activity. You can view your applications and messages, and you can monitor the status of each position you have applied for. From the Profile, you can also update information, change your password and view posted positions.

Viewing and Editing Your Applications

All applications that you have initiated are available to view in your Fast Track Profile. Applications appear within individual tabs based on their status. Districts configure the tabs and Status Codes to meet their needs so you may find your experience to be different when applying at various districts.

To view or edit your applications:

1. Go to your Profile Data screen (Figure 4).
2. Click the tab to see a list of applications in that status range.
3. Select an application and click View or Edit.
   
   **NOTE** Applicants can modify, cancel or continue working on applications if they are at a status that is defined as Open and is not Locked. Once an application reaches a status that no longer allows an applicant to edit, the only option available is to View.

4. If you clicked Edit in the previous step, the Application Dashboard screen appears. From this screen you can Edit the application, Submit to HR, Cancel Application or Return to Profile.

Figure 4 - The Profile Data screen showing an applicant with two open applications and two applications in a processing status. One of the open applications has not been submitted to HR.
Viewing Your Email Messages

The View Messages option on the Profile Data screen allows applicants to see any email messages that were sent to them about positions they have applied for. This is helpful if the reply email from the district ends up in the applicant's email spam area. The applicant can also respond to messages.

To view your email messages:

1. Go to your Profile Data screen (Figure 4).

2. Click View Messages.

3. Click the tab that represents the type of message you want to view.

4. Click View next to the message to display the content of the message.

5. From the View Message screen, click Respond To This Message to send a message response.

Figure 5 shows three messages. As messages continue throughout the application process, the various message tabs are populated based on the activity.

![Message Inbox](image)

**Figure 5** - This applicant has three email messages in their Message Inbox. Two of the messages are new.