



WSIPC Guide to Fast Track for Applicants

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About This Guide

Fast Track is an online application system that allows applicants to complete and submit their applications for specific jobs online. Districts can track and process all hiring operations and manage applicant file attachments and communication online. Fast Track is a concise, automated hiring system that allows districts to find the right candidate for a specific job. This Guide is intended for employees and external applicants who use Fast Track to apply for a position. It shows you how to apply for positions, manage applicant profiles and view messages.

How to Use This Guide

This section shows you how to navigate around the Guide using various features. This section also describes how and when screen shots are used in the Guide.

Getting Around

If you're using this Guide electronically, you can click any text in blue font to move to the section of the Guide that the text refers to. Because the Guides are published in PDF format, you can also use the PDF navigation pane to quickly move from one section to another. If the pane is hidden, click the Bookmark button  in the menu bar on the left side of the screen.

Screen Shots

You'll find screen shots throughout the guide to help you learn how to use the software. The data entered in the screen shots in this Guide is an example of the data you might enter. These screen shots are updated with each edition to make sure what you see on your screen matches what you see in the Guide. To prevent the Guide from becoming a lengthy picture book, WSIPC Guides use screen shots only to help illustrate a key idea or when options on a screen are described. This allows WSIPC Guides to be effective *and* concise.

What's in a WSIPC Guide

WSIPC Guides are designed to provide readers with everything they need to know to safely and effectively use Skyward's software. WSIPC strives to make Guides that address the diverse needs of these audiences. Therefore, this Guide doesn't contain information customized for specific audiences, districts, or schools.

What's New in This Edition

This section highlights the significant changes to the Guide since the last edition such as content about new features, important notes and cautions, and sections of the Guide that have been expanded or moved.

Description of Change	Page #
This Guide has been updated to reflect WSIPC's November 2014 software release version 05.14.10.00.04.	N/A
Added additional information about new Save options when completing applications sections.	7

What You Need to Get Started

You'll need a computer that has an active internet connection and the school district's URL for applying for a position. To learn more about workstation compatibility, please contact the school district.

Viewing Open Positions

You can view details about open positions and apply for positions through Fast Track. 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 the Skyward School Management System password that current or former employees may already have. Once signed in, as a current employee or an external candidate, you can view and manage your applications.

Note	To initially create a Fast Track Profile, you must first begin applying for a position. After you create your profile, you sign in using your Fast Track username and password. See “Viewing and Applying for Open Positions as an External Applicant” (page 3) or “Viewing and Applying for Open Positions as an Employee” (page 5) to learn how to create your profile.
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Viewing and Applying for Open Positions as an External Applicant

If you are an external applicant, you can 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. Do one of the following:
 - If the district that you are applying to has provided the option to filter your search, select criteria and click Search For Posted Positions. If you don't select any filter criteria, all positions appear.
 - If you do not see filter options, 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. Do one of the following:
 - If you have an existing Fast Track profile, sign in using your Fast Track username and password.
 - If you do not have an existing Fast Track profile, do the following:
 - i. Select the I Would Like To Create a New Profile check box (Figure 2).
 - ii. Type your information in the Your Name, Your Username, Your Password, and Re-Enter Password boxes.
 - iii. Click Create Profile.
7. Continue to “[Completing and Submitting an Application](#)” (page 7) to learn how to complete and submit an application.

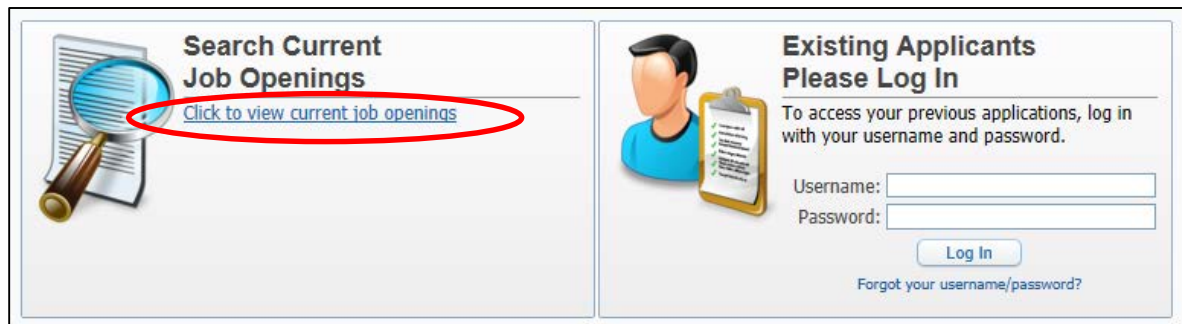


Figure 1 - Fast Track web page

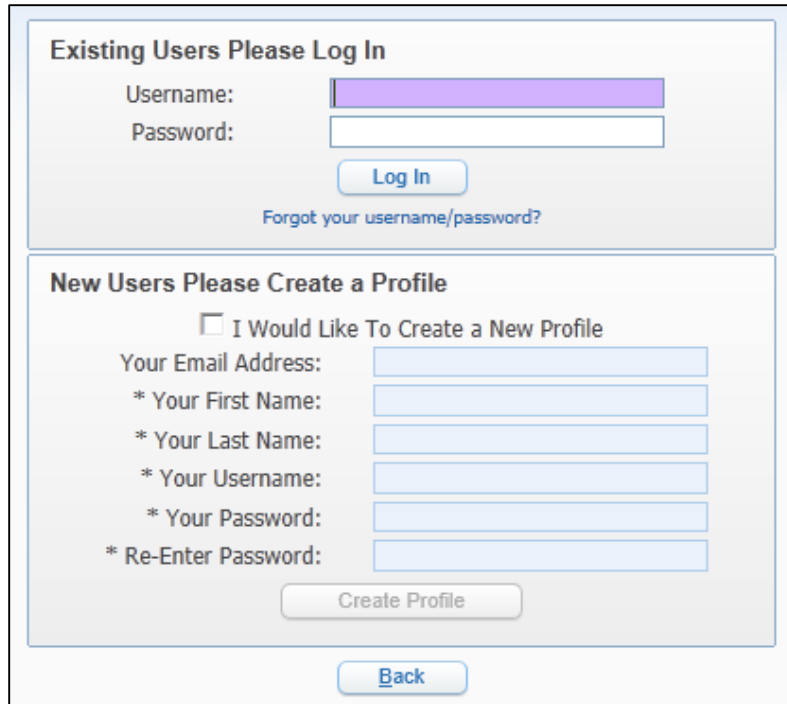
The image shows a web form for logging in or creating a new profile. It is divided into two main sections. The top section, titled 'Existing Users Please Log In', contains fields for 'Username:' and 'Password:', a 'Log In' button, and a link that says 'Forgot your username/password?'. The bottom section, titled 'New Users Please Create a Profile', starts with a checkbox labeled 'I Would Like To Create a New Profile'. Below this are fields for 'Your Email Address:', '* Your First Name:', '* Your Last Name:', '* Your Username:', '* Your Password:', and '* Re-Enter Password:'. At the bottom of this section is a 'Create Profile' button. A 'Back' button is located at the very bottom of the form.

Figure 2 - Fast Track sign in screen

Viewing and Applying for Open Positions as an Employee

If you are a current or former employee with an active Employee Access account, you can view internal and external open positions from Employee Access.

To view open positions as an Employee:

1. Sign in to Employee Access using your Employee Access username and password.
2. Click the Fast Track Open Positions tab.
3. Do one of the following:
 - If the district that you are applying to has provided the option to filter your search, select criteria and click Search For Posted Positions. If you don't select any filter criteria, all positions appear.
 - If you do not see filter options, skip this step.

4. To view a position, select the position on the All Posted Positions Via Employee Access screen and click View Details of Highlighted Position.
5. To apply for the position, click Apply for Selected Position(s).
6. Do one of the following:
 - If you have an existing Fast Track profile, sign in using your Fast Track username and password.
 - If you do not have an existing Fast Track profile, do the following:
 - i. Select the I Would Like To Create a New Profile check box.

Note	When you create a new profile, your district email and name information are automatically added.
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 - ii. Type your information in the Your Name, Your Username, Your Password, and Re-Enter Password boxes.

Note	The Fast Track username and password is separate from your Employee Access username and password. You can create your Fast Track profile using the same username and password for Fast Track that you use to access Employee Access, or you can use a different username and password.
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 - iii. Click Create Profile.
7. Continue to [“Completing and Submitting an Application”](#) (page 7) to learn how to complete and submit an application.

Completing and Submitting an Application

You use the Application Dashboard screen to complete and submit an application. There are several sections that you must complete before you can submit your application to HR. The number of sections required depends on how the district configured the position. If you previously submitted an application that requires the same information as the new position, some of the sections may already be completed. You 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 next to a section of the application that is marked in red as Incomplete, and enter information for that section.
2. When you are satisfied with the information you have entered for the section, select the I Have Completed This [section name] To The Best Of My Abilities checkbox.
3. Click one of the following (the buttons you see depend on which section you are adding or editing):
 - **Save and Close** - to return to the Application Dashboard screen
 - **Save and Next** - to automatically advance to the next section
 - **Save and Previous** - to automatically return the previous section
 - **Close** - to return to the Application Dashboard screen without saving
4. Repeat steps 1 through 3 until you have completed all required sections.

Completing and Submitting an Application

- When all the sections are marked in black as Completed, click Submit to HR to apply for the position.

Note If you click Cancel Application for an open position, HR must re-open it before you can modify and submit the application.

Applications that you don't submit are assumed to be incomplete and are not considered for the position.

The screenshot displays the 'Application Dashboard' for a job listing. At the top, the job details are shown: Listing ID: 131202005, Location: East Elementary, Type: Full Time, Position: Teacher - Elementary, Dept: Math, Deadline: Until Filled, Assignment: Mathematics, Group: , and Appl. Status: Not Submitted. A link 'View Details Of This Job Listing' is provided. Below this, a message states: '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.'

Section	Status	Action
Contact Information	Completed	Edit
Conditions of Employment	Completed	Edit
Education History	Completed	Edit
Certifications/Licenses	Completed	Edit
Employment History	Completed	Edit
Skills Questionnaire	Completed	Edit
General Questions	Completed	Edit
References	Completed	Edit
Attachments	Completed	Edit
Comments	Optional	Add

On the right side of the dashboard, there are three buttons: 'Submit to HR', 'Cancel Application', and 'Return to Profile'. At the bottom, a legal disclaimer is provided: 'We reserve the right to modify the details of a position posting at any time. PUBLIC NOTICE OF INTENT TO COMPLY WITH THE LAW: The Sample ISD 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 districts 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 as 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

You can view all applications that you have initiated 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 that your experience is different when you apply for positions at different districts.

To view or edit your applications:

1. Go to your Profile Data screen (Figure 4).
2. Click the Application Category tab to see a list of applications in that status range.

Note	The Application Category tab titles are configured by each district. Example application categories might include Open, Processing, Interviewing, Closed.
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3. Select an application and click View or Edit.

Note	You can modify, cancel or continue working on applications if they have a Status of Open and if they are unlocked for editing. Once an application reaches a status that no longer allows you to edit it, only the View option is available.
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If you clicked Edit in the step 3, the Application Dashboard screen appears. From this screen you can Edit the application, Submit to HR, Cancel Application or Return to Profile.

Profile Data for ALICE ALLEN

Profile Section	Status	Last Updated
Update Email Address and Username/Password	Completed	11/15/2013
Update Name and Contact Information	Completed	01/08/2014
Update Conditions of Employment	Completed	01/08/2014
Update Education History	Completed	01/08/2014
Update Certifications/Licenses	Completed	01/08/2014
Update Employment History	Completed	01/08/2014
Update Skills Questionnaire	Completed	01/08/2014
Update General Questions	Completed	01/08/2014
Update References	Completed	01/08/2014
Update Attachments	Completed	01/08/2014
Update Comments	Optional	

Your Account

3 New Messages

[View Messages](#)

[Log Out](#)

[View Posted Positions](#)

Your Applications

[Open \(2\)](#) [Processing \(2\)](#) [Interviewing \(0\)](#) [Closed \(0\)](#)

Open Applications:

	Position	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	Certificated	Base		0	Not Submitted	Until Filled	131202002
Edit	Teacher - Elementary	Mathematics	East Elementary	1	Application Submitted	Until Filled	131202005

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 you see any email messages that were sent to you about positions you applied for. This is helpful if the reply email from the district ends up in your email spam area. You 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 (Figure 5).
4. Click View next to the message to display the content of the message.
5. To respond to the message, on the View Message screen click Respond To This Message.

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

Applicant Messages

Return to Profile

Messages for ALICE ALLEN

Message Inbox (3)New Messages Only (2)Deleted Messages (0)All Messages (3)Sent Messages (0)

Message Inbox

		Date Rcvd ▼	Time Rcvd	Date Read	Time Read	From	Message Subject		Position	
View	Delete	01/08/2014	10:12 am	01/08/2014	3:24 pm	hrdept@emerald.edu	Thank you for applying		131202005	▲
View	Delete	11/15/2013	11:05 am			hrdept@emerald.edu	Thank you for applying		131115001	
View	Delete	11/15/2013	10:39 am			hrdept@emerald.edu	Thank you for applying		130821001	

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