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Site Administrator Role

Site Administrators will perform the following duties:

- Intersession/Summer School
  - Run the S&I Selected Applicant Report
- Post & Bid
  - Run recruitment reports
  - Interview applicants
  - Select/reject applicants for Post & Bid
Location Alpha Report

Site Administrators can run the Location Alpha Report to see which employees at their site are requesting transfers through Post & Bid, or applying for Summer/Intersession jobs. This is not a required report. It is for informational purposes only.

Step 1
Navigate to the Location Alpha Report within the Recruiting area.
Click Main Menu > Recruiting > Reports > Location Alpha Report

Step 2
2.1 Click the Add a New Value tab.
2.2 Enter a Run Control ID. Create a name for your report. (See screenshot example)
2.3 Click the button.

NOTE: You only need to click the Add a New Value tab the first time you run a report. The next time you run a report, just click the button. It will bring up all the Run Control IDs you have created. Click the appropriate link.

Step 3
Enter Created (Open Date). The Open Date will be posted on the Certificated Postings website https://www.sandi.net/staff/human-resources/certificated-postings
3.1 All jobs for a certain recruitment period should have the same Open Date.
3.2 Enter the Location Code. (Ex: 9999A) This refers to the Location where the applicants’ current assignments exist.
3.3 Enter the Recruitment Template. Select ‘Certificated Post & Bid’ or ‘Certificated Sum/Intersession’ depending on the recruitment period.
3.4 Select Sort By Alpha.
3.5 Click the Save button. Only the first time you setup the report.
3.6 Click the Run button.
Step 4
4.1 Select PSNT from the drop-down menu for Server Name.
4.2 Click the OK button.

Step 5
5.1 Note your Process Instance number.
5.2 Click the Process Monitor link.

Step 6
6.1 Click the Refresh button to update the Run Status.
6.2 When the Run Status reads “Success”, and the Distribution Status reads “Posted”, click the Details link.

Step 7
Click the View Log/Trace link.
Step 8
Click the .PDF link that contains the Process Instance number that you noted above in step 5.

Step 9
Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.
The *Routed Applicants Report* shows all applicants routed to the site administrator during Post & Bid for each Job Opening. *This is a required report if you have Job Openings at your site.*

**Step 1**
Navigate to the **Routed Applicants Report** within the **Recruiting** area. Click **Main Menu > Recruiting > Reports > Routed Applicants Report**

**Step 2**
2.1 Click the **Add a New Value** tab.
2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)
2.3 Click the **Add** button.

**NOTE:** You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the **Search** button. It will bring up all the Run Control IDs you have created. Click the appropriate link.

**Step 3**
3.1 Enter **Created (Open Date)**. The **Open Date** will be posted on the Certificated Postings website [https://www.sandi.net/staff/human-resources/certificated-postings](https://www.sandi.net/staff/human-resources/certificated-postings). All jobs for a certain recruitment period should have the same **Open Date**.
3.2 Enter your site’s **Location Code**. (Ex: 9999A)
3.3 Enter the **Template ID**. Select ‘Certificated Post & Bid’.
3.4 Click the **Save** button. Only the first time you setup the report.
3.5 Click the **Run** button.
Step 4
4.1 Select PSNT from the drop-down menu for **Server Name**.
4.2 Click the **OK** button.

Step 5
5.1 Note your **Process Instance** number.
5.2 Click the **Process Monitor** link.

Step 6
6.1 Click the **Refresh** button to update the **Run Status**.
6.2 When the **Distribution Status** reads “Success”, and the **Status** reads “Posted”, click the **Details** link.

Step 7
Click the **View Log/Trace** link.

Step 8
Click the **.PDF** link that contains the Process Instance number that you noted above in step 5.
Step 9
Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.

Important:
The Routed Applicants Report now contains the Routing Reason. Please review this carefully when planning interviews and making offers.

Routing Reasons

<table>
<thead>
<tr>
<th>Reason</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Priority Consid-Must</td>
<td>Candidate has excess status and therefore, is ensured an interview and shall be selected. If there is more than one name listed, you must interview all candidates and select one candidate from the pool of excess teachers listed for the position.</td>
</tr>
<tr>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td>Priority Consid-Must</td>
<td>Candidate has excess status and therefore, is ensured an interview and shall be selected. If only one name is listed, you must interview and select.</td>
</tr>
<tr>
<td>Offer</td>
<td></td>
</tr>
<tr>
<td>(BLANK)</td>
<td>The applicant is not in a Perm or Prob status with contract, so the principal does not have to select the applicant, but the applicant may be a potential candidate for an intern program. Or, it can mean that an applicant at the secondary level does not meet ALL of the posted requirements, but the principal may still want to interview them. For example, the posted position for a middle school position may require a major in English, but a candidate with a supplemental still qualifies for the position. The principal can interview this person but does not have to select them.</td>
</tr>
</tbody>
</table>
Applicants Selection/Rejection

Site Administrators must review all routed applicants and interview, hire, or take action as noted in the Routing Reason located on the Routed Applicants Report. (See page 7) Once the Site Administrators have interviewed the routed applicants, and received verbal acceptance of verbal offers, the Site Administrators indicate their selected and rejected applicants for each Job Opening.

Using the Search Applications search page, from this list, the administrator can select or reject applicants.

Step 1
Navigate to Search Applications within the Recruiting area. Click Main Menu > Recruiting > Search Applications

Step 2
Before you search make sure the Search My Applicants and Include Applications Not Linked to a Job Opening are unchecked. Enter the Job Opening ID from the Routed Applicants Report.
Click to view all applicants routed for that job opening. Site Administrators are restricted to viewing applicants for their location only and having the Disposition 050 – Route only.

NOTE: The Job Opening ID is located on the Routed Applicants Report. (See page 7)

Step 3
Site Administrators will be using the actions of Reject Applicant for rejections by clicking the Reject icon or Create Interview Evaluation for applicant selections by using the Other Actions drop-down menu.
Step 4

4.1 To reject a group of applicants at once; click the Select checkbox for the applicants to be rejected. Then select Reject Applicant in the Group Actions > Recruiting Actions drop-down menu.

NOTE: The rejection reason must be the same for all applicants in the group.

4.2 To reject one applicant, click the red Reject icon for that applicant.

4.3 After triggering either the group or individual rejection, you will be taken to the Applicant to Reject page to select the appropriate reason for rejection.
4.4 Select the rejection reason from the list. (See below for list of Rejection Reasons).

4.5 Once you have selected the appropriate rejection reason click **Reject**.

**Rejection Reasons**

- Another Applicant was Hired
- Another Job
- Application Withdrawn
- Declined Position
- Ineligible – Employment Cond
- Ineligible – Min Grade/Salary
- Interview Declined
- Interview Standards Not Met
- Lacks Required Credentials
- Lacks Required Education
- Lacks Required Experience
- Misrepresentation
- No Opening
- No Show for Interview
- Not Selected
- Offer Rejected
- Other
- Previous Year Sum/Intersession
- Rejected by Works Council
- Requisition Cancelled
- Selected for Other Position
- Unable to Contact
- Underqualified

Once you click **Reject** you will receive a message that you have successfully changed the disposition status. Click **OK**.
Step 5

5.1 Administrators begin the selection process by selecting Create Interview Evaluation under the Other Actions > Recruiting Actions dropdown, which will open the Interview Evaluation page.

NOTE: You can only select one applicant, so Group Actions will not be used in this process.

5.2 Once an applicant has been chosen via interview for the job opening, the Interview Type, Overall Rating and Interview Rating fields should be populated with the appropriate information. (See table.)

Click Submit.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information to Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview Type</td>
<td>Select ‘Campus’ or ‘Phone’</td>
</tr>
<tr>
<td>Overall Rating</td>
<td>Select ‘Average’ or ‘Excellent’</td>
</tr>
</tbody>
</table>

Follow above table for information to enter.

5.3 Once you have clicked the Submit button, you will receive a successfully submitted interview evaluation message.

Click OK.
Selected Applicants Report

The *Selected Applicants Report* needs to be generated to show a list of applicants selected at the end of the Post & Bid recruitment process by Job Opening ID. The report will serve as a list of your *Hired Applicants*. This report is for informational purposes only.

**Step 1**

Navigate to the **Selected Applicants Report** within the **Recruiting** area.

Click **Main Menu > Recruiting > Reports > Selected Applicants**

**Step 2**

2.1 Click the **Add a New Value** tab.

2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)

2.3 Click the **Add** button.

*Note:* You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the **Add** button. It will bring up all the Run Control IDs you have created. Click the appropriate link.

**Step 3**

3.1 Enter **Created (Open Date)**. The *Open Date* will be posted on the Certified Postings website [https://www.sandi.net/staff/human-resources/certificated-postings](https://www.sandi.net/staff/human-resources/certificated-postings). All jobs for a certain recruitment period should have the same *Open Date*.

3.2 Enter your site’s **Location Code**. (Ex: 9999A)

3.3 Enter the **Requisition Template**. Select ‘Certificated Post & Bid’.

3.4 Select **Job Opening** as the **Sort Order**.

3.5 **DO NOT** check the SDEA Use checkbox. This is for Human Resources use only.

3.6 Click the **Save** button. Only the first time you setup the report.

3.7 Click the **Run** button.
Step 4
4.1 Select *PSNT* from the drop-down menu for *Server Name*.
4.2 Click the **OK** button.

Step 5
5.1 Note your *Process Instance* number.
5.2 Click the **Process Monitor** link.

Step 6
6.1 Click the **Refresh** button to update the *Run Status*.
6.2 When the *Run Status* reads “Success”, and the *Distribution Status* reads “Posted”, click the **Details** link.

Step 7
Click the **View Log/Trace** link.
Step 8
Click the .PDF link that contains the Process Instance number that you noted above in step 5.

Step 9
Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.
S&I Summer and Intersession Selected Applicants Report

Once the recruitment period has closed for Summer School or Intersession, the Site Administrators should generate the S&I Selected Applicants Report. This will show all applicants staffed for Summer/Intersession assignments. The report includes the chosen applicants’ names, current locations, home phone numbers, and their new summer school assignment information. Only applicants in a status of ‘Ready to Hire’ or ‘Hired’ will be displayed. If you have Summer School/Intersession at your site, this is a required report. Positions determined after eRecruit close date must be reported by an Add a Concurrent Job PAR.

**Step 1**
Navigate to the S&I Selected Applicants Report within the Recruiting area.
Click **Main Menu > Recruiting > Reports > S&I Selected Applicants Rpt**

**Step 2**
2.1 Click the **Add a New Value** tab.
2.2 Enter a **Run Control ID**. Create a name for your report. (See screenshot example)
2.3 Click the **Add** button.

**NOTE:** You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the **Add** button. It will bring up all the run control IDs you have created. Click the appropriate link.

**Step 3**
3.1 Enter the **Requisition Date Opened**. The **Open Date** will be posted on the Certificated Postings website [https://www.sandi.net/staff/human-resources/certificated-postings](https://www.sandi.net/staff/human-resources/certificated-postings). All jobs for a certain recruitment period should have the same **Open Date**.
3.2 Enter your site’s **Location Code**.
(Ex: 9999A)
3.3 Leave **Print code description key** checked.
3.4 Click the **Save** button. Only the first time you setup the report.
3.5 Click the **Run** button.
Step 4
4.1 Select PSNT from the drop-down menu for Server Name.
4.2 Click the OK button.

Step 5
5.1 Note your Process Instance number.
5.2 Click the Process Monitor link.

Step 6
6.1 Click the Refresh button to update the Run Status.
6.2 When the Run Status reads “Success”, and the Status reads “Posted”, click the Details link.

Step 7
Click the View Log/Trace link.

Step 8
Click the .PDF link that contains the Process Instance number that you noted above in step 5.
Step 9
Your report will open in Adobe Acrobat Reader. You can now view and/or print the report.