

Submitting a Job Posting Requisition

This is a process that allows you to enter all your job posting information right into Frontline's Applicant Tracking (formerly Applitrack) to be submitted for approval. Once you submit your job posting for approval, it will go to Jill Forshee, then Elizabeth Beery, and finally, Caitlyn Hanson. Caitlyn will then post the job.

*Please make sure that you fill in as much information as possible, to avoid further delay in posting.

*Call Caitlyn if you have any further questions!

Step 1:

Log into Applicant Tracking (formerly Applitrack). This is the same site that you would go to look at applicants. The website is [here](#).

Step 2:

Once logged in, click "Job Postings" in the left-hand toolbar.

The screenshot shows the Frontline Applicant Tracking System (ATS) interface. The top navigation bar includes 'Recruiting & Hiring' and 'Waseca Public School District'. The user is logged in as 'JILL FORSHEE'. The left-hand toolbar has 'Job Postings' highlighted with a red box. The main content area displays the 'Job Postings Dashboard' with a search filter and an activity timeline.

Job Postings Dashboard
Activity and Statistics

Activity Timeline

Activity	Timeline
Requisitions Denied	
Requisitions Approved	●
Requisitions Submitted	
Postings Closed	
Job Openings Posted	●

Step 3:

Next, click “Create New Requisition” in the left-hand toolbar.

The screenshot shows the 'Job Postings Dashboard' interface. The top navigation bar includes 'Recruiting & Hiring' and 'Waseca Public School District'. A search bar and user profile 'JILL FORSHEE' are also visible. The left sidebar contains a menu with 'Job Postings' and 'Requisitions' sections. The 'Requisitions' section includes 'Requisition Inbox' and 'Create New Requisition', which is highlighted with a red box. The main content area features a search filter box with fields for 'Search', 'Job ID / Title', 'Category', 'Location', 'Open On or After', and 'Closing On or Before'. Below the search box is an 'Activity Timeline' chart with five categories: 'Requisitions Denied', 'Requisitions Approved', 'Requisitions Submitted', 'Postings Closed', and 'Job Openings Posted'. The 'Requisitions Approved' category shows a green dot, while the others show blue dots.

Step 4:

Select “Blank Form”.

The screenshot shows the 'Requisition' creation form. The top navigation bar is the same as in the previous screenshot. The left sidebar is also the same, with 'Create New Requisition' highlighted. The main content area shows a 'Start From' dropdown menu with four options: 'A blank form', 'A template', 'My previous requisitions', and 'Any previous requisition'. The 'A blank form' option is highlighted with a red box.

Step 5:

Fill out each tab as much as you can.

Recruiting & Hiring | Waseca Public School District | Search | JILL FORSHEE

Requisition

Submit Requisition

Filter

Job Postings

Job Postings Dashboard

Search Job Postings

List All Active Postings

Create New Posting

Open Postings By Category

Active Postings By Category

All Postings By Status

Requisitions

Requisition Inbox

Create New Requisition

My Draft Requisitions

My Requisitions In Process

My Open Requisitions

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Preview

Save | Save & Next ->

Once the tab is complete, click “Save & Next →” at the bottom of the page to go the next tab.

Recruiting & Hiring | Waseca Public School District | Search | JILL FORSHEE

Requisition

Submit Requisition

Filter

Job Postings

Job Postings Dashboard

Search Job Postings

List All Active Postings

Create New Posting

Open Postings By Category

Active Postings By Category

All Postings By Status

Requisitions

Requisition Inbox

Create New Requisition

My Draft Requisitions

My Requisitions In Process

My Open Requisitions

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Preview

Save | **Save & Next ->**

Step 6 – The Description Tab:

In this tab, you can type up a description for the posting OR attach a Job Description. (If possible, use PDF's as attachments.)

Click on “Save & Next →” to move onto the next tab.

The screenshot displays the 'Recruiting & Hiring' interface for Waseca Public School District. The main header includes a search bar and the user name 'JILL FORSHEE'. The left sidebar contains navigation options for 'Job Postings' and 'Requisitions'. The central area is titled 'Requisition' and shows the 'Description' tab selected. A red box highlights the 'Attach a File' button in the top toolbar. At the bottom right, another red box highlights the 'Save & Next -->' button. The 'frontline education' logo is visible in the bottom left corner.

Step 7 – The “Per Posting Questions” Tab:

This page is meant for any “special questions” you may have for your applicants. Maybe you want to know something before the interviews, i.e. “Can you lift 50lbs?”

Click on “Save & Next →” to move onto the next tab.

The screenshot shows the 'Per Posting Questions' tab within a requisition management interface. The interface includes a top navigation bar with 'Recruiting & Hiring' and 'Waseca Public School District', a search bar, and a user profile for 'JILL FORSHEE'. A left sidebar contains navigation options for 'Job Postings' and 'Requisitions'. The main content area is titled 'Requisition' and features a tabbed interface with 'Per Posting Questions' selected. Below the tabs, there is a table with columns for 'Required', 'Field Type', and 'Options'. The table contains five rows, each with a 'Prompt' field. At the bottom right, a 'Save & Next -->' button is highlighted with a red box. The bottom left corner shows the 'frontline education' logo and 'Job ID 760 - Preview'.

Recruiting & Hiring Waseca Public School District Search JILL FORSHEE

Requisition Edit/Create your Requisition below. Submit Requisition

Main Description Assigned Application Types **Per Posting Questions** Post Tools Forms Advertise Approval Process

Enter questions for this posting below. Save Changes Preview Page

Order	Required	Field Type	Options
1	<input type="checkbox"/>	▼	
2	<input type="checkbox"/>	▼	
3	<input type="checkbox"/>	▼	
4	<input type="checkbox"/>	▼	
5	<input type="checkbox"/>	▼	

frontline education Job ID 760 - Preview Save & Next -->

Step 8 – The “Approval Process” Tab:

This page will already generate who needs to approve a posting before it gets posted. It will generate to Jill, then Elizabeth, then Caitlyn.

Click on “Save & Next →” to move onto the next tab.

The screenshot shows the 'Requisition' form in the 'Approval Process' tab. The form is titled 'Requisition' and includes a 'Submit Requisition' button in the top right corner. The form is divided into several sections: 'Assign Approvers', 'Assign Final Approver', and 'E-mail Upon Final Approval'. The 'Assign Approvers' section has three dropdown menus for selecting approvers, with the first one set to 'Elizabeth Beery'. The 'Assign Final Approver' section has a dropdown menu for selecting the final approver, set to 'Caitlyn Hanson'. The 'E-mail Upon Final Approval' section has a checkbox for 'Send all approvers an e-mail when this requisition becomes a Job Posting.' and a text area for 'Other E-mails'. The form is submitted by 'Jill Forshee'. The bottom of the form has a 'Save' button and a 'Save & Next →' button.

Step 9:

You’ve filled out the information on the tabs and you’re ready to submit the job posting requisition for approval! To submit: First, click “Save” on the bottom of the screen; Second, click “Submit Requisition” on the top right-hand side of the page. And that’s it! Your job has been sent for approval and will be posted as soon as possible!

This screenshot is identical to the one above, but with two red boxes highlighting the 'Submit Requisition' button in the top right corner and the 'Save' button in the bottom right corner. The 'Save' button is located at the bottom of the form, next to the 'Save & Next →' button.