

# Applicant Tracking



Applicant Tracking is a Self Service module allowing applicants to apply for either vacant positions or future positions electronically via the Web. Typically a district provides access to this application from their web site. Applications are defined by the district based on a questionnaire format. Applicants can attach documents to their application, such as resumes. Once the applicant data is entered, it is available for qualified candidate searches for vacant positions. Outdated applications can be purged from the system.

## HIGHLIGHTS:

- > Web based applicant entry forms from district web site
- > Applicants apply for vacant or future positions
- > Applicants can attach documents to their application
- > Applicant search tool to find qualified candidates for vacant positions
- > Track applicant references, previous experience, tests, and interviews



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