Applicant Tracking System
User Guide:
The New “Fluid” Platform

December 2020
# Table of Contents

Logging into ATS

Managing Requisitions
Creating a Requisition – Supporting Services Staffing
Creating a Requisition – Teacher Staffing
Viewing and Editing Requisitions
Quick Links to Find Requisitions
Sorting Columns in the Requisition View

Managing Candidates
Viewing Candidates
Filtering Candidates
Sorting Columns in the Candidate List View
Changing Candidate Status
Logging into ATS

Go to the MCPS Careers / Applicant Tracking System web page: https://www.montgomeryschoolsmd.org/departments/personnel/hiring/

Click on the “Log in to the Applicant Tracking System” button:

Log in with your MCPS username and password:

When the following screen shows up, click on the Recruiting menu item:
Managing Requisitions

Creating a Requisition – Supporting Services Staffing

Click on “Requisitions”:

Click on “Create a Requisition”: 
The Requisition Template screen will appear; click on “Next”:

Type the job code or job title and a list of matching job templates will appear; select the appropriate one and then click “Next”:
OR

Click on the selector icon to get a full list of requisition templates from which you can pick:

Type in the name of the position in the “Keyword” box and then click on “Apply Filters”. In the right pane of the window, find the correct position or click on the next page at the bottom to show more on the list if you do not see the correct position. Make sure it is the correct job code, and then click “Select”:
Verify that it is the correct requisition template and then click “Next”:

In the **Organization** field, start typing the name of your organization and select it when you see it then click “**Next**”. For central office type the word “**Offices**” and select it:
In the **Location** field, start typing the city of your school or office and select the correct choice. If the position is for multiple locations, start typing Multiple and select it. Verify that both the organization and the location have populated correctly and then click “**Next**”:

In the next screen, you will complete the applicable fields. For the **Requisition Title**, make sure to use the recommended format, not just the job title:
In the Owners section, start typing the last name of your OHRD recruiter and select their name when it appears. Check the Hiring Manager field to make sure it shows your name. You can put a staff member’s name in the Hiring Manager Assistant field, if you want someone to help administer the requisition:

If you want to add staff as collaborators to be able to review applicants for the requisition, you can click on the “Add Collaborators” link in the above screenshot and it will open a window from which you can choose collaborators and then click the Add Collaborators button:
You should then see the **Owners** section look something like this:

In the “**Req Specific**” section, check to make sure the **Schedule** and **Shift** fields are correct. Enter the starting date of the position into the **Target Start Date** field. In the **Job Specific Information** field, enter any additional information you want candidates to see:
For the **FTE/Hours Bi-weekly** field, use the drop-down arrow to pick the appropriate hours. For the **Requisition Justification** field, use the drop-down arrow to pick the appropriate reason for the opening. For the **Employee being Replaced** field, please put in the employee **number** rather than the name. For the **Position Number** field, put in the 11-character position number:

![Image of a form with fields for FTE/Hours Bi-weekly, Requisition Justification, Employee being Replaced, Position Number, Job Grade, and QG/SQ.]

For the **Requisition Complete** field, click on the drop-down arrow and select “**Ready for Posting**”:

![Image of a drop-down menu with options: Not Specified, Ready for Posting, Not Ready for Posting.]

Click on the “**Done**” button in the top right corner of your screen:
If you have successfully created your requisition, you will see a window appear that shows the title of your requisition and a message slightly below saying “Requisition Successfully Saved”:
Creating a Requisition – Teacher Staffing

Click on “Requisitions”:

Click on “Create a Requisition”:
The **Requisition Template** screen will appear; click on “**Next**”:

In the **Select Template** field, begin typing either the teacher position or job code, then scroll to find the correct position. You can also click on the selector icon to the right of the **Select Template** field to find the specific job you need to post (teacher, counselor, etc.) Then click “**Next**” at the bottom:
In the **Job Field**, if the specific teaching subject area is not displayed, use the selector icon to find the subject area. This is particularly true for secondary school teaching positions:

After clicking on the selector icon, this is the screen that will be displayed. Type in the subject area in the **Keyword** field, click on the **Apply Filters** button, and then click **Select** for the item that shows the appropriate subject area:

You should now see the subject area correctly populated in the **Job Field** of this screen:
In the **Organization** field, start typing the name of your organization and select it. For example, “Beth” brings up Bethesda ES, BCCHS, and NBMS:

In the **Location** field, start typing the city, and then select the correct option. Click, “**Next**” at the bottom of the screen:
Edit the **Requisition Title** of the position to specifically show your content area or grade level, school name, and FTE allocation. There is an example provided just above the **Requisition Title** title. Then, start typing the name of your OHRD Teacher Staffing Coordinator and select their full name as the **Recruiter**. Ensure the **Hiring Manager** is you or change it to the appropriate Hiring Manager for the position. You can also add a **Hiring Manager Assistant** (an admin secretary, assistant principal, etc.) by typing and selecting their name in the third box:

![Create New Requisition - Find a template](image)

Scroll down below the “Owners” section and add any additional collaborators by clicking **Add Collaborators** and identifying additional members of your hiring team. Under “**Req Specific**” ensure the **Schedule** accurately shows “Full-time” or “Part-time”, and use the calendar to identify the **Target Start Date**. Add any **Job Specific Information** to share with candidates regarding the school, position, etc.:
Scroll down to complete the remaining fields: FTE/Hours Bi-weekly, Teaching Position, Requisition Justification, Employee being Replaced, and Position Number. For the Employee being Replaced, please enter the employee number rather than the name. When complete, please change the Requisition Complete line to say “Ready for Posting”:

Click on the “Done” button in the top right corner of your screen:

If you have successfully created your requisition, you will see a window showing the requisition title and a message indicating successful completion:
Viewing and Editing Requisitions

In your Requisitions list you will see the number of candidates available for review, Requisition Title, Requisition ID, and Status of your requisitions:

To view the candidates, click on the number of candidates shown in the previous screen shot. When the window shown below shows up, click on the candidate name that you would like to review:
This is an example of the screen you’ll see when you click on a candidate. If you want to get back to the list of candidates, click on the “Back to Submission List” button at the top right:

If you wish to edit a requisition, click on the title of the requisition to view it. Click on “Edit All” and it will allow you to edit your posting. **Do not edit a requisition after it has been posted by your recruiter.**
Quick Links to Find Requisitions

On the left pane of the Requisitions window, you can use filters to find a specific requisition. Once you have entered information into the filters and clicked the “Apply Filters” button, requisitions matching your filters will appear:

If you need to edit a requisition, click on the name of the requisition displayed in the previous screenshot that you will be editing and then click on the “Edit All” link:
After you have finished editing the requisition, click on the green “Done” button at the top right. **Do not edit your requisitions after they have been posted by your OHRD staffer.**
Sorting Columns in the Requisition View

In your requisition list, if you hover your pointer over any of the column headings, you will see an arrow to the right of the column name. Click on this arrow to toggle between sorting in ascending or descending order:
Managing Candidates

Viewing Candidates

To view candidates for a requisition from the requisition list, click on the number in the Candidate Count column:

The candidate list provides a summary list of candidates for that position. To view an individual candidate’s profile, simply click on the candidate name. To view attachments, click on the paper clip icon:
To view a candidate’s attachments from within an individual candidate’s profile, click on the **Attachments** tab. If you want to preview an attachment, click on the magnifying glass icon next to the name of the attachment:

At the bottom of the preview screen, you will see controls to permit zooming in/out:
In the list of candidates for a requisition, you can determine the meaning of the various icons in a candidate’s row by hovering over the icon and waiting for the tool tip to display:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Process Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chesney, Elizabeth Grace (1295865)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jones, Maggie Anne (30564)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Candidate submission requiring attention</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kopnitsky, Stacey Ann (29885)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lee, Kevin K. (1438121)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Filtering Candidates

You can filter on how you would like to view candidates by first clicking on the requisition title in your list of requisitions, then click on the number of Active Candidates in the left pane:

The screenshot below shows in the left pane that you are viewing candidates in Step “Hiring Manager Review”. In the list of candidates, the column “Selection Status” indicates the status of a candidate within that step. You can use the filters in the left pane to see candidates in different steps, different statuses within steps, which candidates are “internal” (MCPS employees), etc.:
Sorting Columns in the Candidate List View

To sort any column in the candidate list view, click on the up or down arrows ▲ ▼ to the right of the column name. The candidate list will be sorted in ascending order if the up arrow ▲ is clicked. If you click again, the list will then be sorted in descending order and display the down arrow ▼:

<table>
<thead>
<tr>
<th>□</th>
<th>Candidate 1 ▲</th>
<th>Selection Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>Adams, Desiree Cheryl (39973)</td>
<td>To be Reviewed</td>
</tr>
<tr>
<td>□</td>
<td>Bestland, Grace Marie (33512)</td>
<td>To be Reviewed</td>
</tr>
<tr>
<td>□</td>
<td>Bledsoe, Amy Rose (19251)</td>
<td>To be Reviewed</td>
</tr>
<tr>
<td>□</td>
<td>Burgos, Daniel Andres (1296408)</td>
<td>To be Reviewed</td>
</tr>
</tbody>
</table>
Changing Candidate Status

A candidate’s status can be changed from the candidate list view or from within the candidate profile. By using the candidate list view, you are able to change the status of multiple candidates at one time.

To change the status of multiple candidates at one time, use the candidate view list to select the check box next to the name of each candidate for whom you would like to change the status.

To change the status, click on the Change Status icon above the Candidate List view or go to More Actions > Change Step/Status:
Select the new status then click **Apply and Closed**: