QUICK GUIDE TO CREATE A TEMPLATE IN THE APPLICATION TRACKING SYSTEM (ATS) PLATFORM

STEP I

1. Log on to the MCPS Staff website:
   https://www.montgomeryschoolsmd.org/staff/
2. Type “ATS” in the search option and click “Search”

STEP II

1. Click on the link for:
   MCPS Careers/Applicant Tracking System - Montgomery County ...
2. Click on:
   LOG IN TO THE APPLICANT TRACKING SYSTEM

STEP III

1. On the “Welcome” screen click on the hamburger model to bring up additional menu options:
2. Create your screening questions for your requisitions first by clicking on the “Questions” link.

3. You can search and filter for questions within the “Library” of questions or create your own question(s):

4. If you are creating your own questions, make sure that you use a unique code so you can find your question easily to be used with your template. You can also use the questions from last year’s requisition which you downloaded for your records. You can cut and paste the question and use the same structure with the answer choices:
5. Remember to Save and Close in the top right corner once you are done:

![Save and close button]

6. Each question you want to ask from the applicant needs to be created separately.
7. You may include up to seven questions in a requisition.

**STEP IV**

1. To create your template, go back to the hamburger model and chose “Requisition Templates” from the drop down menu:

![Requisition Templates dropdown menu]
2. You can search for Templates that are already in the ATS system or you can click on “Create Template”:

3. If you are creating a new template you will follow the workflow below. Click on “Professional”:

4. Identify the required Requisition Template Structure fields and then click on “Next”: 

- Summer Employment
- Site/School name or Multiple
- MCPS
5. You are now on the “Template Info” screen where you will enter all the job/position specific information you want to include on your requisition. Do NOT use the area dedicated for the “External Description”. Scroll down and use the “Internal Description” fields. You may copy and paste all the information you want included from a previous requisition you saved, from a word document, or you may even click on “Copy From” if you know that there was a previous requisition in the system which you want to use. In any case, make sure that you include up-to-date information and dates.

6. Keep scrolling down and make sure you complete each field:
   a. Job code
   b. Requisition title – should be unique for your program (i.e. ESY Autism Program Teacher at Glenallen ES)
   c. Status = Draft
   d. Requisition Template used – type in your unique title
   e. Payroll Location – look-up the code for the school or site - this may be a unique number for discreet programs
   f. Recruiter – use the little magnifying glass to find and select Veronica Matthewson:

   ![Recruiter Selection](image)

   g. Add your Prescreening Questions you created by clicking on the “Add” button:
h. Select up to seven questions to include in your requisition:

<table>
<thead>
<tr>
<th>Code</th>
<th>Questions</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESY-40</td>
<td>Are you able to assist with toileting students?</td>
<td>Single Answer</td>
</tr>
<tr>
<td>ESY-39</td>
<td>Are you able to assist with transferring students who utilize wheelchairs?</td>
<td>Single Answer</td>
</tr>
<tr>
<td>bldwrk-4</td>
<td>Are you able to commute to any MCPS location?</td>
<td>Single Answer</td>
</tr>
<tr>
<td>5493</td>
<td>Are you a student currently enrolled in MCPS?</td>
<td>Single Answer</td>
</tr>
<tr>
<td>1458844833776</td>
<td>Are you available to work the full duration of the Head Start Program including the</td>
<td>Single Answer</td>
</tr>
<tr>
<td>sumesy1</td>
<td>Are you available to work the full duration of the Summer Program including the</td>
<td>Single Answer</td>
</tr>
<tr>
<td>ESY-36</td>
<td>Are you certified in Responsive Interventions?</td>
<td>Single Answer</td>
</tr>
</tbody>
</table>

i. Click on “DONE” in the top right corner once you feel that your template is complete:

![Done Button](image)

j. Once you saved your template you may come back and edit it as necessary.