



# Human Resource Services

## On-Line Application System

### SearchSoft: Administrative Access

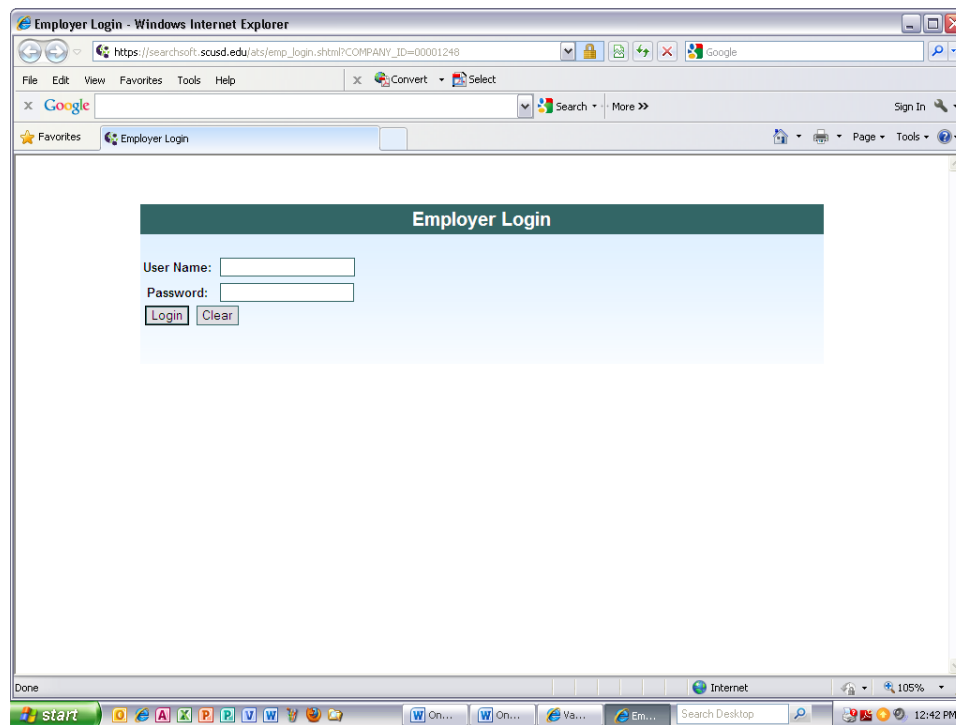
#### Administrative Access to the SearchSoft System

1. Click on **Internet Explorer**.
2. Login for Hiring Managers: Enter Internet address: (**case sensitive**)

[https://searchsoft.scusd.edu/ats/emp\\_login.shtml?COMPANY\\_ID=00001248](https://searchsoft.scusd.edu/ats/emp_login.shtml?COMPANY_ID=00001248)

OR

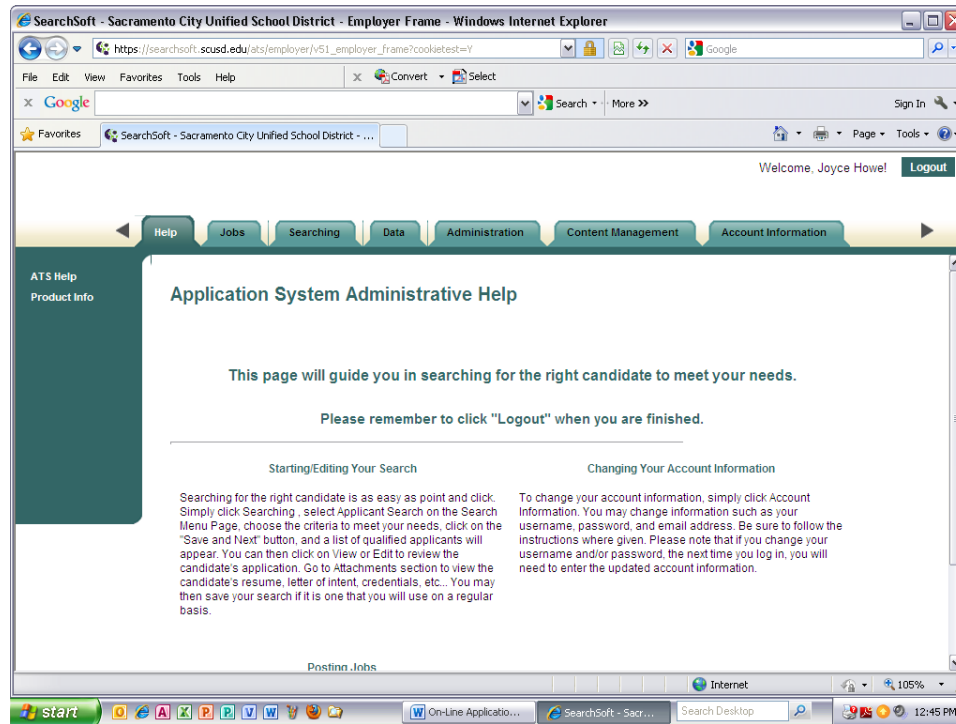
Enter the Sacramento City Unified School District Internet web page address: [www.scusd.edu](http://www.scusd.edu). Click on **Offices and Departments** and then **Human Resources**. Click on **Employment**. Click on **Link to Posted Vacancies and On-Line Application**. Scroll down and click on the **Hiring Manager Login** located on the right-hand side of the screen.



3. Save either of the above Internet addresses as a **Favorite**.
4. Enter **User Name** and **Password (not case sensitive)**: Both are confidential and issued through the Team Human Resource Services Analyst or Recruitment and Selection Specialist only. It is the site or department responsibility to secure the User Name and Password.

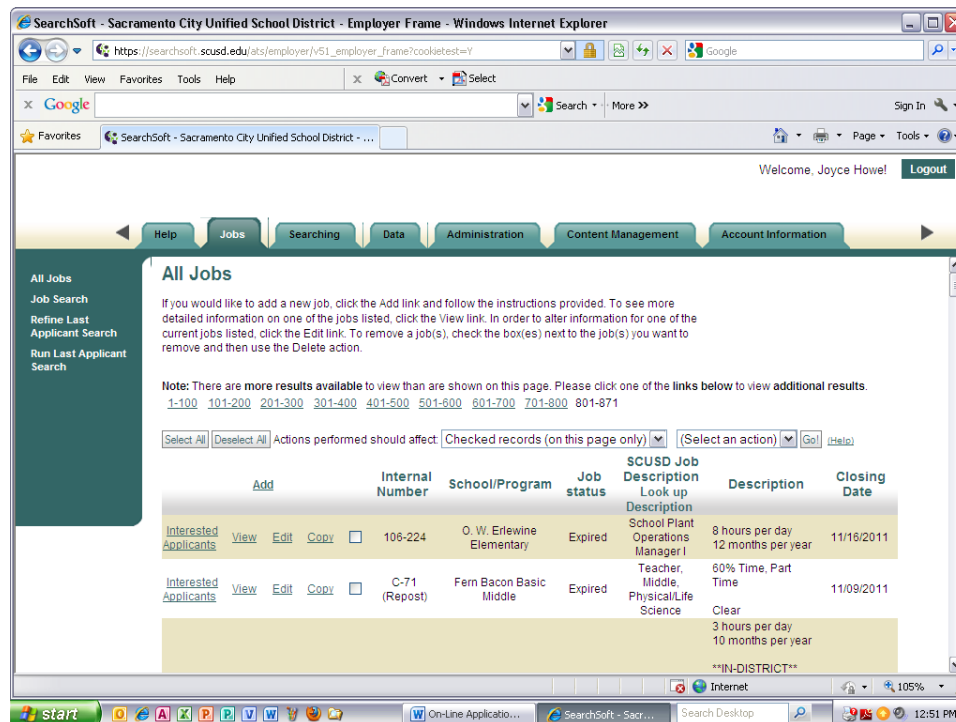
5. Located on the top of the screen in the green-shaded area are numerous tab options. The three menu options used frequently by a site or a department are:

- **Jobs**
- **Searching**
- **Log Out**



## View Posted Job Vacancies and Interested Applicants

1. Click on **Jobs**. A listing of posted job vacancies will be displayed.



2. Scroll down to locate your specific **Notice of Vacancy Number**.
3. Click on **Interested Applicants**. A listing of applicants applying for the position will be displayed.
4. Click on **Print** to print applicant name listing for Hiring Manager, if desired. The applicant listing also indicates the number of applicants who applied for the posted job vacancy. Applicants may apply for specific posted jobs until midnight of the final filing/closing date.

Note: Recommend that sites or departments access and print the applicant list the day after the final filing date. Ignore the evaluation and interview columns on the applicant listing.

5. Click on **View/Edit** to review each individual applicant that has applied.

### **Applicant Pool Screening and Referrals for Interview**

1. Once a position has closed (final filing date), the **Team Human Resource Services Analyst** or **Recruitment and Selection Specialist** screens the applicant pool for minimum requirements based on the approved district job description, which is accessible on the district web page, [www.scusd.edu](http://www.scusd.edu) under Employment.
2. Applicant referrals for interview are forwarded to the site or department administrator by either:
  - Faxing the applicant listing with a check mark next to names to be interviewed.
  - E-mailing names to be interviewed.

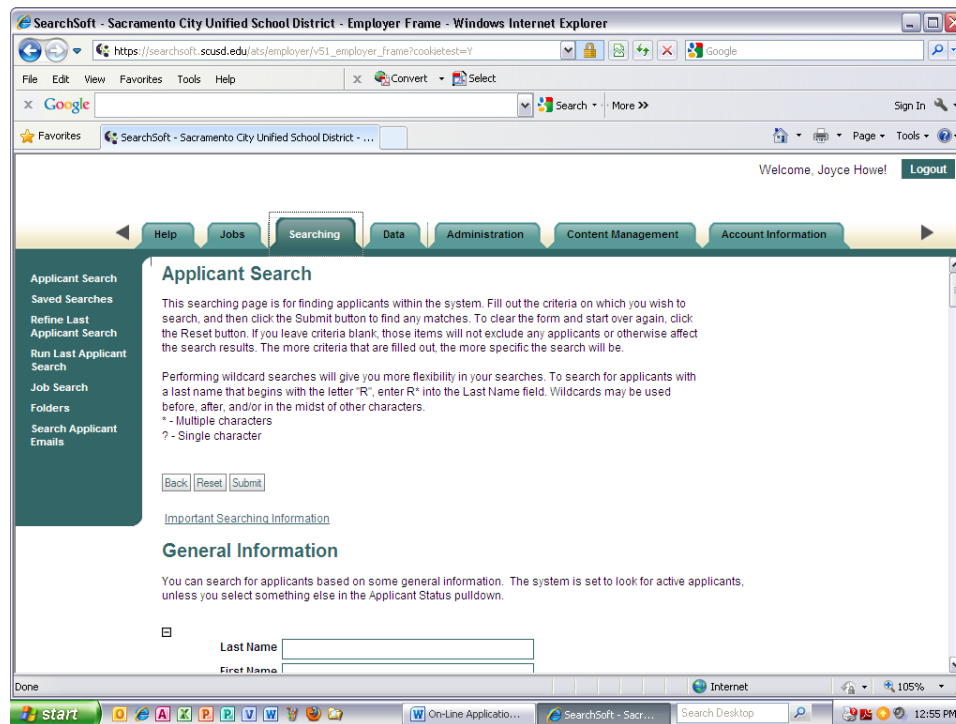
### **Print Applications: Referrals for Interview**

1. Designee must **Log-In** to the system in order to print the interview referral applications for the interview panel.
2. Click on **Jobs**. A listing of posted job vacancies will be displayed.
3. Scroll down to locate your specific **Notice of Vacancy Number**.
4. Click on **Interested Applicants**. A listing of applicants applying for the position will be displayed.
5. Click on **View/Edit** to review the application of each individual applicant that is referred for an interview.
6. When **Current Page: General Information** is displayed on the screen, go to **Current Page** (drop down box on the top of the page) and scroll down to select **Printable Application**. Wait for the application to load—be patient. Note: If you select Preview Application, you will only see a “snapshot” of the application.
7. **Click Here to Print This Page** to print the entire application. Wait for the application to print before moving on to the next step.

- Click on the **Back Button** until you reach the Applicant Listing page.
- Click on **View/Edit** to review the application of the next applicant referred for an interview

## Seaching Menu

- On the left-hand side of the screen in the green-shaded area, click on **Applicant Search**.



- Enter only **Social Security Number** or only **Last Name** if searching for an application for a person that is not on the Applicant Listing for a job, but may have generally applied on-line without applying for a specific job.

If you have searched using the Last Name and the applicant's name does not appear, it is possible that the Last Name may have been entered as a hyphenated name. Type an asterisk (\*) after the Last Name (example: Smith-Jones; enter Smith\*).

- Click on **View** to review the application.

## Logging Out of the System

- Click on **Log Out** when you are finished viewing and printing the applications, which is located at the top of the screen.
- Remember to secure your **User Name** and **Password** in a safe location.

## Site or Department Responsibility When Calling for Interviews

- Complete the Interview Packet documentation.
- Ask each applicant to bring to the interview any supplemental information: Letters of Recommendation, Portfolio, Credentials, etc.

3. At the conclusion of the interviews, the site or department administrator or designee forwards to the Team Human Resource Services Analyst or Administrative Assistant to the Chief Human Resources Officer the following:
  - Completed Interview Packet in its entirety.
  - Include a copy of the application and supplemental information for person being recommended.

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