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Administrative Guide

Welcome to CareerPortal, your organization’s complete solution for managing the recruiting and hiring process.

CareerPortal provides an easy-to-use, lightweight employment system that allows you to recruit new employees, track applicants, easily manage settings, send messages, control work and interview flows, and much more.

The CareerPortal Administrative Guide provides a deep dive into CareerPortal’s key administrative features using process orientated use-cases that illustrate how to perform administrative tasks within CareerPortal so that you can Bring in the Best™. Let’s get started.

Before You Begin

Before you get started, familiarize yourself with how to navigate and search CareerPortal.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Quick Start

Below are the steps to get started quickly using CareerPortal. Below the checklist, you'll find links to all relevant sections for the Quick Start.

❑ Log in to CareerPortal as an admin.
❑ Access administrative tools.
❑ Update configuration settings.
❑ Edit/remove a user.
❑ Link a user to a group.
❑ Add and edit core questions.
❑ Add and edit forms.
❑ Link a job position to a form.
❑ Add reference requests.
❑ Post a job.

Get Started

Get to know the basics including how to log in, what's on your dashboard, how to update your profile, and how to use the messaging feature.

- Log In

Login

The Login page is used by CareerPortal users to log into the system. If you don't have an account yet, see Don't have an account yet? section below.

Upon initial account creation or log on to the portal, the End User License Agreement (EULA) for ASCENDER is displayed. Users must accept the agreement in order to proceed.

Log into CareerPortal

User Name	Type your user name.
Password	Type your password.

Click **Login**. Your CareerPortal Job Dashboard is displayed.

Don't have an account yet?

Click **Create an account** to register.

Did you forget your password?

We all forget our passwords. Thankfully, CareerPortal makes it easy to reset your password.

Click **Reset Password** on the Login page.

Field	Description
Username	Type your username. You only have to type your username or email address.
Email	Type your email address. You only have to type your username or email address.
I'm not a robot	You may be asked to complete a simple recognition task to verify that you are not a robot. If this is the case, complete the recognition task, and click **Verify**.
Continue	Continue.

Answer your security question to continue

Field	Description
Answer	Type the answer to the security question that you typed when creating your account.
Continue	Continue.

Enter and confirm new password

Field	Description
New Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ▪ Uppercase letters (A–Z) ▪ Lowercase letters (a–z) ▪ Numbers (0–9) ▪ At least one allowed special character Forbidden characters: space, !, ?, *, &, ^
Confirm Password	Retype the password.
Reset Password	You are taken to the CareerPortal log in page. CareerPortal will also send a password reset confirmation email to the email address used to register your CareerPortal account.

Logging out of CareerPortal

When you are logged into your CareerPortal account, each page displays **Logged into CareerPortal as: <Your Username>** in the top right corner.

- Click your username. A drop-down menu will appear.
- Click *Log Out*. A log out confirmation page will appear.
  - Click **Yes. Logoff.** to log off.
  - Click **No. Stay logged in.** to remain logged into CareerPortal.

- Admin Login

Admin Login

The Admin Login page is used by CareerPortal administrators to log into a specific district, coop, or organization. You can access the Admin Login page from the CareerPortal homepage or the Login page.

Note: If you are an administrator you can only log in using the Admin Login page. Only Super Admins can log into multiple coops (districts).

Access the Admin Login page

There are two ways to access the Admin Login page.

- Go to the bottom of the CareerPortal homepage. Click **Admin Login**.
- Click **Login** on the CareerPortal homepage. Click **Admin Login** at the bottom of the login page.

Administratively log into CareerPortal

Field	Description
UserName	Type your user name.
Password	Type your password.
District/Coop/Organization	Select your district, coop, or organization from the drop-down menu. This option may vary.
Remember me	Select this if you want your browser to remember your user credentials. This is not recommended if you share a computer with others.
Always use Admin Login	Select this if you only want to sign in as an admin. Using this option will only present the Admin Login page when logging in to CareerPortal.
Login	Your CareerPortal Dashboard is displayed.

- Explore the Dashboard

Dashboard

The Dashboard provides an all access view into your organization's applicant search and job posts while also providing a means to easily navigate within CareerPortal. The Dashboard is divided into four tiles (Current Posted Jobs, Applications, Applicant Watch, and Messages) and three sections (Posted Jobs Approval Queue, Interview Rating Queue, Unread Messages) that either take you to other CareerPortal pages, provide data from other CareerPortal pages, or allow you to perform administrative functions.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Current Posted Jobs, Applications, Applicant Watch, and Messages tiles

The **Current Posted Jobs**, **Applications, Applicant Watch**, and **Messages** tiles are located at the top of the page.

Field	Description
Current Posted Jobs	The tile displays the number of jobs that you have posted. Click **VIEW MORE** to go to the Posted Jobs page.
Applications	The tile displays the number of applications that have been submitted for jobs you have posted. Click **VIEW MORE** to go to the Search Applicants page.
Applicant Watch	Click **VIEW MORE** to go to the Applicant Watch page.
Messages	Click **VIEW MORE** to go to your Messages page to view and respond to messages.

Posted Jobs Approval Queue

The **Posted Jobs Approval Queue** allows you to view your job approval workflow. A job approval workflow is part of the job posting process where selected users approve or deny a job posting before it is made available to applicants. Job posts that need your approval are listed in a grid in this section. The actual job approval or denial is performed on the Job Detail page.

Field	Description
View	Opens the Job Detail page.
Position	Displays the position title.
Department	Displays the department title.
Status	Provides the job's approval status. Pending Approval will remain the status until all approvers have approved the posting.
Assigned	Displays the user who the job post is assigned to.
Date Created	Displays the job posting creation date and time stamp.
History	If you have approved or denied a job posting, the **History** button will appear next to the job under the **Posted Jobs Approval Queue** section. View a specific workflow history. The **Posted Job Approval History** window will display showing the same columns as the **Posted Jobs Approval Queue** with the addition of the **Comments** field, which is used to justify a posting's denial. Click **View Job Posting** to view the Job Detail page for the job. Click **Cancel** to close the pop-up window.
See All Records	Go to the My Queue page.

Read Approve/Deny Workflow to learn how to approve and deny job approval workflows.

Interview Rating Queue

A list of job applicants who are in various stages of the interview process is displayed in the **Interview Rating Queue** section. You can perform your interview rating using the **Interview Rating Queue** page.

Field	Description
View	Displays the Applicant Detail page.
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
Progress	Provides the applicant's progress within the application process.
Average Rating	Displays the applicant's average rating based on all who have the applicant in their interview workflow.
History	If you have rated an interview, the **History** button will appear next to the applicant under the **Interview Rating Queue** section. View a specific interview history. The **Interview Rating History** window will display showing the same columns as the **Interview Rating Queue** with the addition of the **Comments** field, which is used to justify a interview rating. Click View Applicant to view the Applicant Detail page for the job. Click Cancel to close the pop-up window.
See All Records	Go to the Interview Rating Queue page.

Read Interview Rating Queue to learn how to rate an applicant.

Messages

Under **Unread Messages**, a list of unread messages is displayed. Select the message that you want to view or click **See All Records** to go to the Messages page.

- Update Your Profile
  - Update Your Profile Settings

Profile Settings

The Profile Settings page allows you to edit or update your personal information. Your profile settings page was created when you first registered for a CareerPortal account. If an account was created for you, then review your profile settings information to make updates where necessary. You can view and update your profile settings at any time.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and update your profile settings

You can edit the following fields at any time.

Field	**Description**
First Name	Edit your first name. You can also change your first name on individual applications, if needed.
Last Name	Edit your last name. You can also change your last name on individual applications, if needed.
Select a Username	Edit the user name that you use to sign into CareerPortal.
Password	Type your password. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: ▪ Uppercase letters (A–Z) ▪ Lowercase letters (a–z) ▪ Numbers (0–9) ▪ At least one allowed special character Forbidden characters: space, !, ?, *, &, ^ **Note**: Leave this field and the **Confirm Password** field blank if you do not want to change your password.
Confirm Password	Retype the password.

Contact Information

Field	**Description**
Email Address	Update your password if it is different from the one listed.

Field	Description
Email Confirmation	Send an email confirmation message to the email address typed into the **Email Address** field. The Email Confirmation page is displayed indicating that a confirmation has been sent or that your email address has been confirmed.
Primary Phone	Type your primary phone number.
Secondary Phone	Type your secondary phone number.

Account Recovery

Field	Description
Security Question	Type a hint question. This question will be used to reset your password should you forget it.
Security Answer	Type your hint question response.

Field	Description
Save	Save your work.
Cancel	Cancel and return to the previous page.

- Update Your Profile Questions

Profile Questions

The Profile Questions page allows you to answer core job application questions. Your answers will act as a template when you apply for a job so that you do not have to re-type your answers to questions common to all applications. You can change your answers at any time by editing this page or by changing your answers when you apply for a job. Required fields are marked with a red asterisk.

Notes:

- Profile questions will vary based on organizational standards. If you update your profile questions after you have started an application, your updated information will not be reflected on the application. Update your profile questions before beginning an application.
- The percentage of the questions answered is displayed at the top of the page as well as under **Profile Status** on the Job Dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Change or add profile question information

- Update your personal and professional information where needed.
- Click **Submit** to save your profile questions and return to your My Profile page.

Other functions and features

Documents	View or attach supporting documentation.

- Messages

Messages

The Messages page allows you to view your messages. Messages about job applications, the application process, and questions asked or answered are available on this page. Unread messages are displayed by default. Your messages can be sorted at any time by clicking on a column's heading. You can also view and search your messages using the Search field. Your messages are also accessible from the Messages panel on your dashboard.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and respond to messages

Your inbox displays all of your messages including sent responses and answered questions. Your inbox opens displaying all of your unread messages by default. Using your inbox is much like using an email program.

Column	Description
View	Read all posts within a message thread. View appears in red font for messages marked read.
Position Name	Displays the position that is the thread's topic.
Original Poster	Displays the original sender's name.
Message	Displays the message.
Date & Time Stamp	Displays the message's timestamp.
Responses	Displays the number of individual messages (posts) that comprise a message thread.

Using your inbox

Use the drop-down record menu under **Inbox** to select the number of messages to display.

Field	Description
Unread	View all of your unread messages.
All	View read and unread messages. The **View** button on read messages are gray while unread messages have a green **View** button.
Muted	View muted messages.

Message Thread

Click **View** to open the message thread.

The Message Thread page is displayed. The subject of the message, timestamp, sender name, and message is displayed.

On the left, you have the following options:

Field	Description
Return	Return to the Messages page.
Reply	Reply to the message.
Mute	Click **X** to mark the message and all threads as muted. Muted messages are messages that you no longer wish to receive notifications on. Rather than deleting a message, CareerPortal allows you to mute it.
Read	Click **X** to mark the message as read. Click ✔ to mark a message as unread. Read messages can be viewed under **All** on the Messages page.

Discover Admin Tools

CareerPortal can be easily configured to meet your organization's need. From creating job posts to managing dynamic content throughout the application, CareerPortal gives you the freedom and flexibility to make it your own.

The Admin Tools page is your landing page for all CareerPortal administrative tools. The Admin Tools page comprises links to all administrative tools.

Click Admin Tools on the sidebar to go to the Admin Tools page.

- Admin Tools

  ## Admin Tools

  The Admin Tools page comprises tiled links to administrative pages.

  #### Initial Configuration Settings

  - Configuration Settings (Super Admin only)

    ### Configuration Settings

    The Configuration Settings page allows you to edit application-wide settings. Some information may already be filled in as a part of the installation process. As these are systemwide settings, it is only possible to edit a configuration setting. Before editing a configuration setting, ensure that you understand the setting's function.

    Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View or search configuration settings

Column	Description
Name	Displays the configuration setting's name.
Value	Displays the configuration setting value.
Description	Provides a description of the configuration setting.
Edit	Edit a configuration settings. The Edit Configuration Settings dialog box is displayed.

Add or edit an image on the homepage

CareerPortal allows you to customize the image(s) displayed on the homepage. Dimensions are required. Files must be PNG and no larger than 15MB. Okay

Field	Description
Add Images	An image upload section is displayed at the bottom of the page including images already uploaded to the application.

To upload an LEA logo to the CareerPortal Login page, visit the District Administration > Tables > District Logos page.

- Coop Settings (Super Admin only)

District Settings (Co-op)

The Coop Settings page allows you to manage multiple coops. A list of current districts is displayed in a grid on this page. Columns can be sorted at any time by clicking on a column's heading. You can also search for a district using the Search field.

> This page's title and its tiled link on the Admin Tools page will dynamically change to the value typed in the CoopLabel field located on the Configuration Settings page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + or Edit	Open Add New District window.
District (Co-op)	District name.
Active	Select the checkbox if the district (co-op) is active.
Email Domains	Displays the email domains that are associated with this district (co-op).

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

User Management

- Users

Users

The Users page allows you to edit and delete CareerPortal users. A list of all users is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View CareerPortal users

The following CareerPortal user information is displayed on this page. Super Admins can view all users for the coops they administer.

Column	Description
Username	Displays the unique user name for each user.
First Name	Displays the user's first name.
Last Name	Display the user's last name.
Email	Displays the user's email address.
UserType	Displays whether the user is an external user, an internal user, or an internal confirmed user. **External** - A user who created an account using an email address with a domain that does not exist on the District Settings (Co-op) page. **Internal** - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page. **Internal Confirmed** - A user who created an account using an email address with a domain that exists on the District Settings (Co-op) page, received the CareerPortal Confirmation Email, and confirmed their email address.
Coop	Displays the co-op that the user is registered under. The user is assigned to the appropriate district (co-op) when they create an account using an email address with a domain that exists on the District Settings (Co-op) page. **Note**: A district will not be displayed in the search drop-down field until a user creates an account using an email address with an email domain that is associated with the district.

Edit CareerPortal users

Field	**Description**
Edit	Opens the Edit Users page.

Delete CareerPortal users

Note: You cannot delete your own user account.

Field	**Description**
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- User/Group Link

Users Group Link

The Users Groups Link page allows you to create and delete links between users and groups. A list of all linked users and groups is displayed in a grid on this page. See Users to edit or delete users on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link users to groups

Use the Create Links section to create links between users and groups.

Field	**Description**
Users	Select a user to link a group to. Click the **X** to remove a selected user. You can also press BACKSPACE.

<table>
<tr><th>Field</th><th colspan="2">Description</th></tr>
<tr><td rowspan="7">Groups</td><td colspan="2">Select a group to link a user to. Click the X to remove a selected group. You can also press BACKSPACE.</td></tr>
<tr><td>Applicant</td><td>End User. Anyone who uses the application to search and apply for jobs as well as maintain a personal profile.</td></tr>
<tr><td>Job Poster</td><td>This group gives members the ability to post new jobs. Members of this group should also be members of the Managers Group.</td></tr>
<tr><td>Managers</td><td>Anyone involved in the hiring process. Posts can be shared with these users, such that they can review applicants that have applied for positions which have been shared with them.</td></tr>
<tr><td>Administrators</td><td>Has the same access as a Manager, plus access to some of the Admin Tools.</td></tr>
<tr><td>Super Admin</td><td>This group literally has access to everything.</td></tr>
<tr><td>Developers</td><td>Highest level of access. Reserved for Developers only.</td></tr>
</table>

Field	Description
Clear All	Simultaneously clear the **Users** and **Groups** fields.
Link	Link a user to a group.
Cancel	Return to the previous screen.
Add User +	Add a new user using the Add/Edit Users page. See Add/Edit Users for more information.

View or search user and group links

Use the **Linked Values** section to view and search linked users and groups.

Records Click **Records** to select the number of records to display.

Delete user and group links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

Template Data

- Departments

Departments

The Departments page allows you to add, edit, and delete department information in your organization. A list of existing departments is displayed in a grid on this page. When you post a job or when you link a job position to a department, you will select a department created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + **or** **Edit**	Open the Department Details window.
Name	The department name.
Description	The department description.
Display Group	The department Display Group. ***WHAT IS THIS AND DOES IT SHOW UP ANYWHERE ELSE?***
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Job Positions

Job Positions

The Job Positions page allows you to create, edit, and delete job positions for your organization. A list of existing job positions is displayed in a grid on this page. When you post a job or when you link a job position to a department, you will select a position that is created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit job positions

Job positions are added or edited using the Add New Position window.

Field	Description
Add New +	Open the Add New Position window.
Position Name	The position name.
Description	The position description.
Edit	Edit the position.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Position/Department Link

Position Department Link

The Position Department Link page allows you to create and delete links between job positions and departments. A list of all linked job positions and departments is displayed in a grid on this page. To add, edit, or delete job positions or departments on this grid, see Job Positions or Departments, respectively.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link jobs to departments

Use the **Create Links** section to create links between job positions and departments.

Field	Description
Positions	Select the job position to link a department to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Departments	Click **[v]** to select a department to link a job position to. Click the **X** to remove a selected department. You can also press BACKSPACE.

Field	Description
Link	Link the job position(s) to the department(s).
Clear All	Simultaneously clear the Positions and Departments fields.
Cancel	Return to the previous screen.

View or search position and department links

Use the **Linked Values** section to view and search linked job positions and departments.

Delete job and department links

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Requirements (Super Admin only)

Requirements

The Requirements page allows you to create, delete, and edit job requirements associated with specific job positions. A list of existing requirements is displayed in the grid on this page. When you post a job or when you link a job requirement to a job position, you will select a job requirement created using this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit job requirements

Job requirements are added or edited using the Requirement Details window. All fields are required when adding a job requirement.

Field	Description
Add New+ **or** **Edit**	Open the Requirement Details window.

Delete requirements

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Job/Requirements Link

Job Requirements Link

The Job Requirements Link page allows you to create and delete links between job positions and job requirements. A list of all linked job positions and requirements is displayed in a grid on this page. To add, edit, or delete job positions or job requirements on this grid, see Job Positions and Requirements, respectively.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link requirements to jobs

Use the **Create Links** section to create links between job positions and job requirements.

Field	Description
Job Positions	Select a job position to link a requirement to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Requirements	Select a job requirement to link a job position to. Click the **X** to remove a selected requirement. You can also press BACKSPACE.

Field	Description
Link	Link the job(s) to the requirement(s).
Cancel	Clear the information from the two fields.

View or search job and requirement links

Use the **Linked Values** section to view and search linked job positions and requirements.

Delete job and requirement links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

- Email Template

Email Template

Use the Email Template page to view and edit email templates.

In the **records** drop-down menu, select the number of records you would like to view per page.

Field	Description
Record Type	The type of record the template is.
Config Type	The unique name of the configuration type. This is created using the Developer Tools.
Template	The content of the email template.
Edit	Click **Edit** to edit the email template. The Edit Email Content page is displayed.

Form & Question Management

- Form Management

Form Management

The Form Management page allows you to add, edit, and delete forms. Forms are used as an indexing tool to categorize core questions. When a core question is created, a form is associated with it to index the core question. Core questions can then be associated with a specific job position by linking the job position to a specific form. A list of all forms is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + **or** **Edit**	Add or edit a form using the Add New Form window.
Form Name	The form name.
Description	The form description.

Field	Description
Default	Indicates if the form will be used by default when searching applicants (when no form has been previously selected).
Reference Form	Indicates if a form is to be used as a reference form. Reference forms are shown to references provided by the applicant and not the applicants themselves.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Core Questions

Core Questions

The Core Questions page allows you to add, edit, inactivate, and search core questions. Core questions can be customized to fit your organization's need and serve as a way to standardize questions that applicant's answer according to job position. To accomplish this, core questions are associated with forms that are linked to job positions. Core questions also allow applicants to standardize the application process by pre-filling core questions on their Profile Questions page. A list of existing core questions is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Add or edit core questions

Field	Description
Add New + **or** **Edit**	The Add/Edit a Core Question window will open. Use the Add/Edit a Core Question window to create or edit core questions.

The drag-and-drop feature is available allowing you to change the order of the questions.

Note: Sorting is disabled when filters are in place.

View core questions

Field	Description
Form	Filter by the form.
Group Heading	Filter by the group heading. A group heading is another way to index core questions.
Question	Filter by the question.
Type	Filter by the type of question (e.g., text, Dropdown, Date Selector).
Data Label	Filter by data label (e.g., FirstName, Address, Email, etc.).
Start Date	Filter by start date associated with the specific core question.

Inactivate core questions

Field	Description
Delete	Inactivate a question. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

Other functions and features

Documents	View or attach supporting documentation.

- Position/Form Link

Position Form Link

The Position Form Link page allows you to create and delete links between job positions and forms. A list of all linked forms and positions is displayed in a grid on this page. To add, edit, or delete job positions or forms on this grid, see Form Management or Job Positions, respectively.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Link job positions to forms

Use the **Create Links** section to create links between the fields.

Field	Description
Positions	Select a job position to link a form to. Click the **X** to remove a selected job position. You can also press BACKSPACE.
Forms	Select a form to link a job position to. Click the **X** to remove a selected form. You can also press BACKSPACE.

Field	Description
Link	Link the position(s) to one or more forms.
Clear All	Simultaneously clear all links from both fields.
Cancel	Return to the previous screen.

View or search position and form links

Use the **Linked Values** section to view and search linked job positions and forms.

Delete position and form links

Field	Description
Delete	Delete the row. This deletes the link between the two columns for that row. **OK**: Delete the link. **Cancel**: Cancel and return to the previous page.

Workflow Management

- Job Approval Workflow

Job Approval Workflow

The Job Approval Workflow page allows you to create the job approval workflow list available when | posting a new job entry. A job approval workflow comprises users who must review and approve a job posting. A list of available job approval workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New+ or Edit	Create or edit a new job approval workflow. The Add/Edit Job Approval Workflow page will open.
Name	Displays job approval workflow names.
Created By	Displays the user who created the job approval workflow.
Create Date	Displays the date and time the job approval workflow was created.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Interview Workflow

Interview Workflow

The Interview Workflow page allows you to define an interview progression (workflow) for interviewing applicants. An interview workflow is assigned to a job posting based on the type of job posting. Interview workflow steps and their order within the workflow are defined using the Add/Edit Interview Workflow page. A list of available interview workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + or Edit	Create or edit an interview workflow. The Add/Edit Interview Workflow page will open.
Name	Displays interview workflow names.
Created By	Displays the user who created the interview workflow.
Create Date	Displays the date and time the interview workflow was created.

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

Miscellaneous Settings

- Content Management

Content Management

CareerPortal allows you to change content using predefined content sections throughout the application. One edit is all that it takes to change all predefined content sections. Managing your content sections is facilitated using the Content Management page.

Content sections can be added to multiple pages. Each content section is identified by a Content ID that allows all pages with a particular Content ID to display the same information. All content section edits, deletions, or additions are made using the Content Management page.

At this time, the only content section available is on the homepage.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View content sections

Field	Description
Preview	*With Changes*: Preview content as it appears in its edited state (what your are currently editing). *Current*: Preview content that is currently published. *With Previous Content* Preview content published before the current content.
Content ID	Displays the content ID.
Content Name	Displays the content name.
Content Description	Displays a description of the content.
Publish	Publish or revert your content additions and edits. *Publish Content*: Publish content that is currently in the editor. **Note**: Previously published content is saved and is accessible using the *With Previous Content* option in the **Preview** field. *Rollback Content*: Restore previously published content. Content that is replaced by the revert is moved back into the editor.
Edit	Open the editor on the Edit Content Management page.
Display	Enable or disable content sections. Click ✔ or **X** to enable or disable a content section.

Administrative Reports

- General Usage Report

General Usage

The report displays data about how a client's users are using CareerPortal.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
District	The name of the coop or district.
Defined Users	The number of internal users who have accounts.
Users Logins (24hrs)	The number of unique internal users who have logged into CareerPortal in the past 24 hours.
Users Logins (30Days)	The number of unique internal users who have logged into CareerPortal in the past 30 days.
Users Logins (90Days)	The number of unique internal users who have logged into CareerPortal in the past 90 days.
Users No Logins	The number of unique internal users who have never logged into CareerPortal.
Current Jobs	The number of jobs currently posted and not hidden (see the **Job Visibility** field under Step 1 - Position on the Post a Job page for more information).
Applicants 30 Days	The number of job applicants that have been received in the past 30 days.
Jobs Posted 30 Days	The number of jobs that have been posted in the last 30 days. This includes all jobs regardless of whether they have been filled or active.

- API Usage Report

API Usage Report

Review API Usage statistics.

- Site Traffic Report

Site Traffic

The report displays the number of page views that result from usage of the site. Individual pages are not displayed, rather total usage is displayed. The data is presented in a table as well as graphically.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Quick Traffic Stats

The data is displayed in a table.

Field	Description
Client Name	The client name for which the report is run.
Page Views 1min	The number of page views in the last minute.
Page Views 5min	The number of page views in the last five minutes.
Page Views 60min	The number of page views in the last hour.
Page Views 24hr	The number of page views in the last 24 hours.
Page Views 1wk	The number of page views in the last week.
Page Views Older	The number of page views older than a week.
Page Views Total	The total number of page views.

30 Days Traffic Trend

This graph displays the total amount of traffic on CareerPortal up to 30 days. Use the top graph to zoom in to daily or hourly data. Use the bottom graph to zoom in or out. Click and hold the left mouse button on the place you want to begin or end your focus and drag left or right to a starting or ending time/date.

How Tos

Learn about specific processes such as posting a job and creating an interview workflow.

General

- Add or Edit the Image or Logo on the Homepage

  CareerPortal allows you to customize the image(s) displayed on the homepage. Dimensions are required. Files must be PNG and no larger than 15MB. Okay

Field	Description
Add Images	An image upload section is displayed at the bottom of the page including images already uploaded to the application.

  To upload an LEA logo to the CareerPortal Login page, visit the District Administration > Tables > District Logos page.

Jobs

- Post a Job

Post a Job

The Post A Job page uses the Post Job Wizard to walk you through the four-step job posting process. This page is divided into four sections that correspond with the job posting process. Click the links below to navigate to a particular step in the job posting process. Required fields are marked with a red asterisk *).

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Contents

Step 1 - Position

Step 1 - Position allows you set job position parameters. All information available in the drop-down menus is created using the Departments and Job Positions pages. See Departments and Job Positions to add your job information if it is not available. Before proceeding, ensure that you are posting the job position to the correct district, coop, or organization. You can verify this by reading the statement beneath the **Public**, **Internal Only**, and **Hidden** buttons. The statement reads: **This position will be posted for <District/Coop/Organization Name>**.

Set position parameters

Enter the Position Name and Description

Field	Description
Position	Click **[v]** to choose a position for this posting. You may also start typing in the search box to narrow down your options.
Department	Click **[v]** to choose a department for this posting. You may also start typing in the search box to narrow down your options.
Name/Headline	Type a job announcement headline.
From and To Dates	Either type in the date or click in the field next to the calendar icon to open the calendar.
Description	Type the job's description if one is not already available. You may also add or edit information in this field as needed.
Open Positions	Indicate the number of available positions.
Reference Number	Type the associated reference number. This field is optional.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Job Visibility</td><td>
<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Public</td><td>This indicates that the job post is open to both internal and external candidates.
Do not click this field if your job post is internal only.
Your job will be visible on the homepage under Recently Posted Jobs if made public.</td></tr>
<tr><td>Internal Only</td><td>This indicates that the job post is only for internal candidates.</td></tr>
<tr><td>Hidden</td><td>Hide the job post to all users.</td></tr>
</table>
</td></tr>
</table>

Field	Description
Continue	Proceed to Step 2 - Requirements.

Step 2 - Requirements

Step 2 - Requirements allows you to set job requirements for positions. Job requirements are created using the Requirements page. Job requirements are then linked to specific jobs using the Job Requirements Link page. Doing so allows you to set specific requirements to certain job positions. Use the Requirements page and the Job Requirements Link page to create the correct requirement to job associations.

Add or remove requirements

Two grids are presented under **Grouped Options – Available Requirements** and **Selected Requirements**. Available requirements display in the Available Requirements field. Requirements created using the Job Requirements Link page display under **Selected Requirements**.

Click on a requirement to move it between the fields.

Field	Description
Continue	Proceed to Step 3 - Add Questions.
Back	Return to Step 1 - Position.

Step 3 - Add Questions

Step 3 - Add Questions allows you to assign forms (grouped core questions) as well as add job specific questions to the job posting. See Core Questions if you need to add or remove a core question.

Assign Forms

Field	Description
Please utilize the menu below to assign / remove forms from this position.	Select forms whose core questions should appear on the job application. Forms that are linked to job positions using the Position Form Link page will display. Click the **X** to remove a selected job position. You can also press BACKSPACE.

Field	Description
Assigned Forms List	A list of assigned forms displays here.

Add references

References

Field	Description
How many references are required?	Select the number of references that are required from the applicants for this position.
If references are requested please select	Select the reference form that will be sent to references. See Reference Requests for more information.

Add custom questions

Job specific questions can be added under **Review Current Questions**. By default, there are no questions in the grid.

Field	Description
Add New Custom Question +	The Add a Custom Question window will open. Use the Add a Custom Question window to create custom questions.

Search and view custom questions

To see a grid of custom questions, click the **Custom Questions** bar under **Add New Custom Questions**.

Field	Description
Group Heading	Displays the group that the question belongs to.
Question	Displays the custom question.
Type	Displays the question's form element (text, drop-down, etc.).
Data Label	Displays the type of label used to identify the question.

Edit or delete custom questions

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Edit</td><td>Edit a question.
The Question Details window will open.<table><tr><td>Save Question</td><td>Save your question.</td></tr><tr><td>Cancel</td><td>Cancel and return to the previous page.</td></tr></table></td></tr>
<tr><td>Delete</td><td>Delete the row. A confirmation message is displayed prompting you to continue.
OK: Delete the row.
Cancel: Cancel and return to the previous page.</td></tr>
</table>

Field	Description
Continue	Proceed to Step 4 - Share.
Back	Return to Step 2 - Requirements.

Step 4 - Share

Step 4 - Share allows you to set the job approval workflow, share the job posting with other stakeholders, and set the interview workflow. There are three tabs to set the job post's job approval workflow, sharing, and interview workflow. See Job Approval Workflow and Interview Workflow to add, edit or delete job approval workflow or interview workflow, respectively.

Set the job approval workflow

Job approval workflow is set under the **Job Approval Workflow** tab. A job approval workflow is comprised of users who must review and approve of a job posting before it is visible to applicants.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Select Job Workflow Approval</td><td>Click [v] to select a job approval workflow.</td></tr>
<tr><td>Adjust Users in Workflow</td><td><table><tr><td>Available Users</td><td>Click a user name to move the user to the Selected User field.</td></tr><tr><td>Selected Users</td><td>Click a user name to remove the user from the job workflow.</td></tr></table></td></tr>
</table>

Set share privileges

The **Sharing** tab, allows you to set user privileges to edit, delete, or share the job posting by selecting **Edit**, **Delete**, or **View**. Available users are listed in a grid under the Sharing tab. Members of the Job Approval Workflow are automatically assigned view permissions.

Note: When an applicant clicks **Ask a Question** on the Job Detail page, the message is delivered to everyone with share privileges.

Set or adjust the interview workflow

The **Interview Workflow** tab allows you to assign users to particular steps of the interview process. The order in which the steps (users) are listed indicates the interview workflow sequence. You can add to or edit the interview workflow sequence as needed.

Field	Description
Select Interview Workflow	Click **[v]** to select an interview workflow. If the interview workflow choices do not fit the job posting or the organization's need, you can edit, add, or delete the workflow using the Interview Workflow page. You may also adjust an interview workflow under Adjust Interview Steps.

To adjust an interview's workflow steps

Add New Step

Field	Description
Step Name	Type the new step's name.
Interviewer	Select the interviewer.
Add New Step	Add a new step, which is added to the **Current Steps** grid.

Field	Description
Λ	Click to move the interview step up the grid.
V	Click to move the interview step down the grid.

Delete an interview workflow step

Field	Description
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

Submit the job posting

When all steps are complete, you are now ready to post the new job. If you are ready to make the job public, make sure you have selected **Public** or **Internal Only** in the **Step 1 - Position**. This can always be changed by editing the job posting.

Select **Notify all applicants to resubmit the profiles with changes** to notify applicants who have already submitted applications to resubmit their application with the changes to the application.

Field	Description
Submit	Post the job. ◦ A message indicating that the job was successfully posted is displayed. ◦ An email is sent to those who have access to the job posting.
Back	Return to Step 3 - Add Questions.

- Create an Interview Workflow

Interview Workflow

The Interview Workflow page allows you to define an interview progression (workflow) for interviewing applicants. An interview workflow is assigned to a job posting based on the type of job posting. Interview workflow steps and their order within the workflow are defined using the Add/Edit Interview Workflow page. A list of available interview workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New + **or** **Edit**	Create or edit an interview workflow. The Add/Edit Interview Workflow page will open.
Name	Displays interview workflow names.
Created By	Displays the user who created the interview workflow.

Field	Description
Create Date	Displays the date and time the interview workflow was created.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Create a Job Approval Workflow

Job Approval Workflow

The Job Approval Workflow page allows you to create the job approval workflow list available when | posting a new job entry. A job approval workflow comprises users who must review and approve a job posting. A list of available job approval workflows is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Field	Description
Add New+ or Edit	Create or edit a new job approval workflow. The Add/Edit Job Approval Workflow page will open.
Name	Displays job approval workflow names.
Created By	Displays the user who created the job approval workflow.
Create Date	Displays the date and time the job approval workflow was created.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Add Reference Requests

- Approve or Deny a Job Post

Approve/Deny Workflow

This page serves as a guide for approving and denying job posts in your posted jobs approval workflow queue. Your posted jobs approval workflow queue is accessible from your CareerPortal Dashboard. The actual job approval or denial is performed on the Job Detail page.

Approve a job posting

You can approve a new job posting on the Job Detail page.

Field	Description
Posted Jobs Approval Queue	In this section on the Dashboard, find the job approval workflow that you want to review and approve.

Field	Description
View	Display the Job Detail page.

Field	Description
Select Status	Click **[v]** to select *Approved*.
Update Status	A confirmation window will open. **OK**: Approve the job and close the confirmation window. You are returned to the Job Detail page. An approval date and time stamp will appear. **GO BACK**: Return to your Dashboard without approving the job.

The job will continue through the job approval workflow until complete.

Deny a job posting

You can deny a new job posting on the Job Detail page.

Field	Description
Posted Jobs Approval Queue	In this section on the Dashboard, find the job approval workflow that you want to review and deny.
View	Display the Job Detail page.

Field	Description
Select Status	Click **[v]** to select *Denied*.
Enter Comments	This field appears when *Denied* is selected. Type a reason for denying the job posting.
Update Status	A confirmation window will open. **OK**: Deny the job position and close the confirmation window. A denial date and time stamp will appear. **GO BACK**: Return to your Dashboard without denying the job.

The job will continue through the job approval workflow until complete.

Resubmit a job posting

When a job posting is denied, the **Resubmit** button appears allowing you to resubmit the job to the approval queue with your comments. The administrator who created the job can make any necessary changes at this point. When a job post is resubmitted, it must go through the entire job approval workflow again.

Field	Description
Resubmit	Return the job posting to the posted jobs approval queue.

- View, Edit, and Delete Posted and Shared Jobs

Posted Jobs

The Posted Jobs page allows you to view, edit, and delete posted jobs. Only jobs that you have posted or jobs that have been shared with you are available on this page. All posted jobs are displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Note: Members of the Super Admin group will see all posted jobs.

View and search posted jobs

Column	Description
Find Applicants link	Navigate to the Search Applicants page where you can view applicants for a specific position. (Only visible if you have created a job or have had one shared with you.)
ID-Visibility	Displays the job ID and its visibility status (see Step 1 - Position on the Post a Job page).
Coop	Displays the coop that the job is posted under. Super Admins can view all posted jobs for the coops they administer.
Position	Displays the job position title.
Department	Displays the department associated with a posted job.
Posted	Displays the date the job was posted.
Deadline	Displays the deadline for applying for a job.
View button	View the job position details. (Only visible if you have created a job or have had one shared with you.)
Edit button	Edit a job post using the Post Job Wizard. (Only visible if you have created a job or have had one shared with you.)
Delete button	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page. (Only visible if you have created a job or have had one shared with you.)

- Save Your Job Searches You can save your job searches with the **Save Search** button on the Search Jobs page.

Your job searches can be saved for later viewing. A saved search saves the search parameters used to create the search. Your searches are saved to the Saved Searches page. You set search parameters by using the grid's search fields, the drop-down menus or the Search field.

Field	Description
Save Search	The Save Search window will open.

Applicants

- Search Applicants

Search Applicants

The Search Applicants page allows you to view, search for, and save applicants who have applied for jobs. A corresponding list of applicants and jobs is displayed in a grid on this page. There are three ways to access this page within CareerPortal.

- Click on the **Search Applicants** sidebar tab.
- Click **View** on the Applicant Watch page.
- Click **View Applicants** on the Posted Jobs page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Search and view applicants

Search and view applicants based on your search criteria.

Field	Description
Please utilize the following drop-down menu to switch between different forms:	Switch between different forms to search for applicants by form.
Change Columns	Select the columns you want to display in the grid. The columns that are available are either core questions (when viewing all positions) or a combination of core questions and custom questions (when viewing a specific position).
View	Display the Applicant Detail page. The Applicant Detail page provides applicant information in relation to a particular job. The Applicant Detail page is used for rating an applicant as well as hiring an applicant. **Note**: Select **User Profile** in the **Position** field to see all users, including those who have not applied for a job.

Save your searches

Your searches can be saved for later viewing. A saved search saves the search parameters used to create the search.

Field	Description
Search	Type your search term or filter your search parameters using the search boxes or drop-down menus in each column.
Save Search	Save your search. The Applicant Search - Save window will open.

Other functions and features

Documents	View or attach supporting documentation.

- Watch Applicants

Applicant Watch

The Applicant Watch page comprises saved applicant search parameters created using the Search Applicants page. Applicants who fit saved search parameter(s) will display on the Search Applicants page. A list of saved applicant searches are displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View or search saved applicant searches

Column	Description
View	Displays the Search Applicants page and uses the search criteria you specified, which was saved on the Applicant Watch page.
ID	Displays the saved search ID created when the search was saved.
Saved Search Name	Displays the saved search name. This is the name you typed into the **Please provide a search name** field when you saved your search on the Search Applicants page.
Date-Time Created / Last Updated	Displays the date and time your saved search was created.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

- Rate an Applicant Interview

Interview Rating Queue

The Interview Rating Queue page is an important component in the interview process. On this page, you can rate applicants during the varying stages of the interview process as well as view an applicant's interview rating history. The information on this page is controlled by the Interview Workflow page as well as the Adjust Interview Steps field under the Interview Workflow tab when you post a job (Step 4 - Share).

This page is divided into two sections: **Interview Rating Queue** and **Interview Rating History**. All applicant's in your interview workflow are displayed in grids on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and access the Interview Rating Queue

You can access your interview rating queue from your CareerPortal dashboard under **Interview Rating Queue**.

Field	Description
See All Records	Navigate to the Interview Rating Queue page.

Interview Rating Queue

The **Interview Rating Queue** section is where you will rate individual applicants' ability to successfully fill a position within your organization.

Field	Description
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
Progress	Provides the applicant's progress within the application process.
Average Rating	Displays the applicant's average rating based on all who have the applicant in their interview workflow.

Rate an applicant

You can access the Applicant Detail page to rate an applicant from your dashboard under the **Interview Rating Queue** section. When you are finished rating an applicant, the applicant is removed from your interview rating queue.

Field	Description
See All Records	Go to the Interview Rating Queue page.
View	Go to the Applicant Detail page and rate the applicant. **Stars**: Select the number of stars that you want to give to the client. **Enter Comments**: Type relevant comments. **Save Rating**: Save your rating.
Go Back	Return to the dashboard.

Interview Rating History

The **Interview Rating History** section is where you can view applicants who are no longer active in your interview rating queue. The interview rating history section is useful as you can review your rating of past applicants to assist in the current interview rating. When you are finished rating an applicant, the applicant is moved to your interview rating history (the section will appear after you rate your first applicant).

Field	Description
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
My Ratings	Provides your individual applicant rating.
My Comments	Displays your comments and observations on an applicant.
Date Rated	Provides the date that you rated an applicant.
Progress	Provides the applicant's progress within the application process.
Average Rating	Displays the applicant's average rating based on all who have the applicant in their interview workflow.

View an applicant's interview rating history

Field	Description
History	The Interview Rating History window will open. **View Applicant**: Go to the Applicant Detail page. **Cancel**: Cancel and return to the previous page.
See All Records	Navigate to the Interview Rating Queue page.

- Hire an Applicant

    Once the applicant has completed the interview process and has been rated, the **Hire Applicant** button is displayed on their Applicant Detail page. Clicking the button marks the applicant as hired in the database and your Human Resources process can begin.

- Search Hired Applicants

Search Hired

The Search Hired page allows you to search and view applicants who have been hired. A list of hired applicants is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Search and view hired applicants

Field	Description
Please utilize the following drop-down menu to switch between different forms:	Switch between different forms to search for applicants by form.
Change Columns	Select the columns you want to display in the grid.
View	Display the Applicant Detail page. The Applicant Detail page provides applicant information in relation to the job that the applicant was hired for.

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https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
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