



Texas Skyward User Group Conference

Fast Track – Online Application Processing

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Fast Track – Online Application Processing



This session provides an overview of processing applications online which includes online reference checks, interfacing with third parties for the criminal background check and much more.

- Reference Setup
- Restricted Applicant Setup
- Background Check Setup
- Other Configurations

Configure Reference Setup

Reference Setup - WH\AD\FT\PP\PS\CF\PS - 25632 - 05.14.06.00.08 - Internet Explorer

Position Setup Options

- Status Code Prompt
- Gallup Setup
- Ventures Setup
- Reference Setup**
- Exclude EMS Plans
- Exclude SN Plans
- Open Position Brws
- Misc. Options
- ▶ Background Check

Reference Setup

Enable External References

Configuration

Send Reference Request Emails Immediately.
 Send Reference Request Emails On Status Code:
200 - H/R Reviewing Process

Maximum References Per Questionnaire: 5

After Creation, References Expire: Never

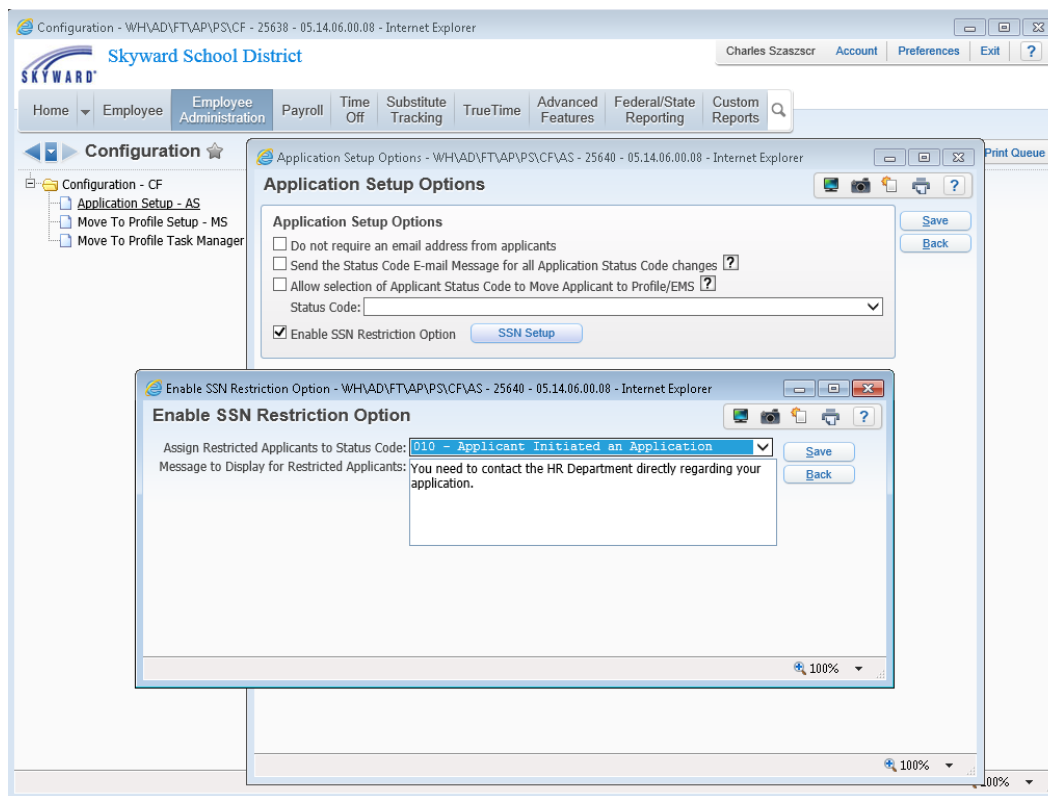
Email Message Sent To References:
Reference Check

Web URL For Reference Entry:
<https://pbroker1:489/scripts/cgiip.exe/WService=11509web/rappjoblst491.w>

Edit
Back

100%

Setup to use Restriction. (note: must require that SSN be entered on application)



The screenshot shows two overlapping browser windows from the Skyward HR system. The background window is titled "Application Setup Options" and is part of the "Configuration" section. It contains the following options:

- Do not require an email address from applicants
- Send the Status Code E-mail Message for all Application Status Code changes ?
- Allow selection of Applicant Status Code to Move Applicant to Profile/EMS ?
- Status Code: [dropdown menu]
- Enable SSN Restriction Option [SSN Setup]

The foreground window is titled "Enable SSN Restriction Option" and contains the following fields:

- Assign Restricted Applicants to Status Code: [010 - Applicant Initiated an Application]
- Message to Display for Restricted Applicants: You need to contact the HR Department directly regarding your application.

Both windows have "Save" and "Back" buttons. The browser address bar shows the path: Configuration - WH\AD\FT\AP\PS\CF - 25638 - 05.14.06.00.08 - Internet Explorer.

Enter applicants that are restricted.
 (note: Rejection and Reason codes
 must be setup)

Restricted Applicants - WH\AD\FTVAP\RA - 25689 - 05.14.06.00.08 - Internet Explorer

Charles Szaszscr Account Preferences Exit ?

Skyward School District

Home Employee **Employee Administration** Payroll Time Off Substitute Tracking TrueTime Advanced Features Federal/State Reporting Custom Reports

Restricted Applicants ⭐

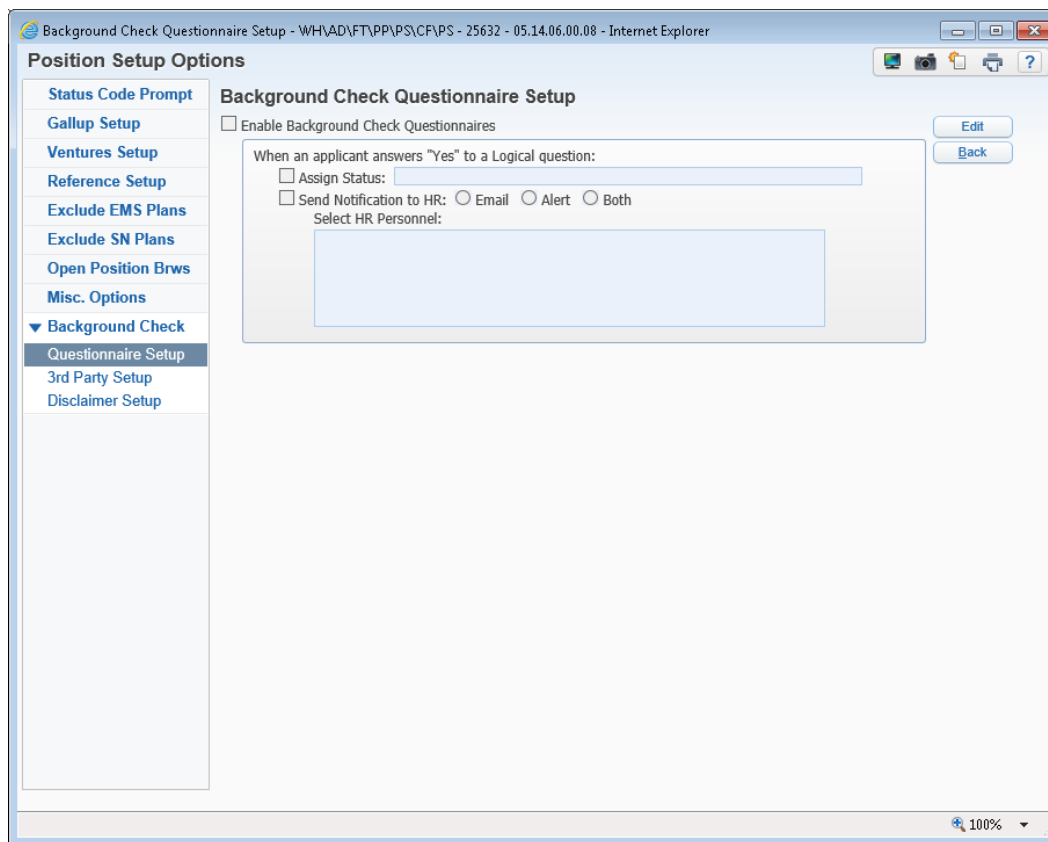
Views: General Filters: *Skyward Default

Social Security # ▲	Last Name	First Name	Restricted From	Restricted To	Rejection Description
▶ 567-89-1234	Romanscr	Trent	01/01/2013	12/31/9999	Felony charges

20 1 records displayed Social Security #:

100%

Setup the Background Check interface

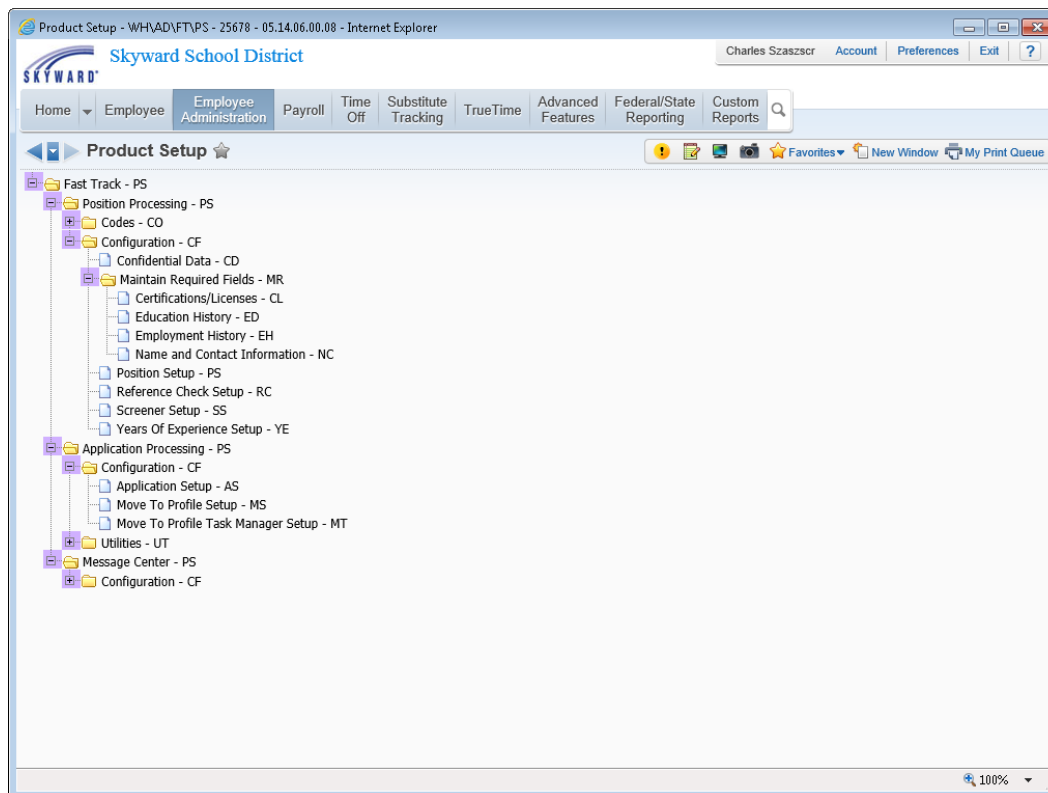


The screenshot shows a web browser window titled "Background Check Questionnaire Setup - WH\AD\FT\PP\PS\CF\PS - 25632 - 05.14.06.00.08 - Internet Explorer". The interface is divided into two main sections:

- Position Setup Options (Left Sidebar):** A vertical list of menu items including Status Code Prompt, Gallup Setup, Ventures Setup, Reference Setup, Exclude EMS Plans, Exclude SN Plans, Open Position Brws, Misc. Options, and a collapsed **Background Check** section. Under the Background Check section, the following items are listed: Questionnaire Setup (highlighted), 3rd Party Setup, and Disclaimer Setup.
- Background Check Questionnaire Setup (Main Content Area):**
 - A checkbox labeled "Enable Background Check Questionnaires" is currently unchecked.
 - Buttons for "Edit" and "Back" are located to the right of the checkbox.
 - A section titled "When an applicant answers 'Yes' to a Logical question:" contains:
 - An unchecked checkbox for "Assign Status:" followed by a text input field.
 - An unchecked checkbox for "Send Notification to HR:" with radio button options for "Email", "Alert", and "Both".
 - A label "Select HR Personnel:" followed by a large, empty text input area.

The browser window includes standard navigation icons (back, forward, home, print, help) and a zoom level of 100% at the bottom right.

Other configurations



The screenshot shows the Skyward School District Product Setup interface. The browser title is "Product Setup - WHVAD\FT\PS - 25678 - 05.14.06.00.08 - Internet Explorer". The user is logged in as Charles Szaszscr. The navigation menu includes Home, Employee, Employee Administration (selected), Payroll, Time Off, Substitute Tracking, TrueTime, Advanced Features, Federal/State Reporting, and Custom Reports. The main content area displays a tree view of configuration options under "Product Setup":

- Fast Track - PS
 - Position Processing - PS
 - Codes - CO
 - Configuration - CF
 - Confidential Data - CD
 - Maintain Required Fields - MR
 - Certifications/Licenses - CL
 - Education History - ED
 - Employment History - EH
 - Name and Contact Information - NC
 - Position Setup - PS
 - Reference Check Setup - RC
 - Screener Setup - SS
 - Years Of Experience Setup - YE
 - Application Processing - PS
 - Configuration - CF
 - Application Setup - AS
 - Move To Profile Setup - MS
 - Move To Profile Task Manager Setup - MT
 - Utilities - UT
 - Message Center - PS
 - Configuration - CF

The interface also includes a search bar, a Favorites dropdown, and a My Print Queue icon. The status bar at the bottom right shows a zoom level of 100%.



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THANK YOU FOR ATTENDING!

