

Applicant Tracking FAQ's

Q: How will I know that my request to upload confidential documents has been completed?

A: General Information Page has a statement that references your confidential documents. Once the task has been completed by the college career center or you will see the statement, Confidential Placement Folders Received followed by Yes.

Q: I learned of a new job opening that I am interested in apply for, but I don't see it on the Jobs Page?

A: Log into your application and go to the School Districts page. Be sure that the school district with the job posting has been checked. Districts without a check mark cannot see your application and you will not see their job posting.

Q: To apply for a job posting, the system is asking for three letters of recommendation. My letters of recommendation are part of my Confidential Placement Folder, which was added to my application by the college career center. How do I access these documents?

A: You cannot access confidential documents, but a Word document stating the letters of reference can be found in your Confidential Placement Folder can be added in place of the letters of recommendation. You may be required to upload the same document multiple times to satisfy a multiple letter request.

Q: Is it possible to change my Application Type from Classified to Certified, or do I need to create a new application?

A: Yes! On the General Information page, the applicant can change their Application Type to Certified, Classified, or Classified/Certified.