

Skyward Q Business Applicant Tracking

**Leticia Porter USD 204
Bonner Springs/Edwardsville**

- Post a Position**
- Review Posted Positions**
- Receive Applications**
- Move Applications through Phases & Tasks**
- Hire Applicants**
- Add Applicant as an Employee**
- How was this set-up?**

Posting A Position

Two Windows Finalized positions are Open Positions showing on your posting site

JOB POSTINGS

Search Job Title



View: Job Postings with Posting ID (Modified)



Filter: Finalized



Quick Filter

	↑ Job Title	Job Posting ID	Job Category Description	Job Type Description	Building Codes
↻ ▼	Administration: Elementary Principal	197	Certified	Certified Administration	Delaware Ridge E
↻ ▼	Certified Elementary 1st Grade Teacher 2024-2025 School Year	212	Certified Teacher	Certified Non Administration	Bonner Springs El
↻ ▼	Certified Elementary 3rd Grade Teacher 2024-2025 School Year	211	Certified Teacher	Certified Non Administration	Delaware Ridge E
↻ ▼	Certified: Anticipated Elementary Teaching Positions 2024-2025 School Year	183	Certified Teacher	Certified Non Administration	Bonner Springs El
↻ ▼	Certified: Anticipated High School PE Teaching Positions 2024-2025 School Year	203	Certified Teacher	Certified Non Administration	Bonner Springs H
↻ ▼	Certified: Anticipated High School Science Teaching Positions 2024-2025 School Year	201	Certified Teacher	Certified Non Administration	Bonner Springs H



500

Total Records

POSITION NUMBERS

Search Full Name Legal (FL)



View: Previous and Current Hire (Modified)



Filter: Skyward Default

	Position Number	Position Type Code	Assignment Type Codes	Building Codes	Budgeted FTE	Full Name	Full Name	Full Name
↻ ▼	DREAD1	Admin	Princ	DRE	1.00000			

Posting A Position

You will go through the tabs on the left to create the posting Red Asterisk indicates a mandatory field

General

Position Numbers

External Application Reviewers

Sections

Application Questions

Post Submit Questions

Reference Questions

External Application Preview

Applications

Restricted Applications

External Applications

JOB POSTING DETAILS

Posting Status: Finalized

*Job Title: Administration: Elementary Principal

*Job Category: Certified

*Buildings: DRE

Employment Type: Full Time Part Time

*Posting Type: Select Internal External

*Accepting External Applications Start Date: 12/12/2023 Tuesday

Accepting External Applications Until Filled:

*External Hiring Process: External Certified Admin

*External Application Requirement: External Certified Admin

Position Start Date is As Soon As Possible:

Position Start Date: 08/01/2024 Thursday

Position FTE: 1.00000

Override Total FTE:

Total FTE: 1.00000

Hours per Day: 8:00:00

Pay Low:

Pay High:

Job Type: Certified Administration

Note:
You can change very few things after it is finalized!!

Posting A Position

The position number that you link to the job posting will be the position that you can easily assign to the person who you hire.

Job Title Administration: Elementary P...	Job Category Description Certified	Employment Type Full Time	Job Type Description Certified Administration	Accepting Internal Applications ...	Accepting
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← **JOB POSTING POSITION NUMBERS**

General View: Skyward Default (Modified) Filter: Skyward Default Quick Filter

	Position Number	Position Type Code	Assignment Type Codes	Building Codes	Budgeted FTE
	DREAD1	Admin	Princ	DRE	1.00000

Posting A Position

You will create the Hiring Phases that each applicant goes through, each phase can have multiple tasks.
You will assign the staff who can see each Phase and can interact with it.

Job Title Administration: Elementary P...	Job Category Description Certified	Employment Type Full Time	Job Type Description Certified Administration	Accepting Internal Applications ...	Accepting Internal Applications ...	Accepting External Applicat 12/12/2023
EXTERNAL APPLICATION REVIEWERS						
General	Search Rank <input type="text"/> View: Skyward Default (Modified) Filter: Skyward Default Quick Filter					
Position Numbers	Hiring Phase Rank	Hiring Phase Description	Hiring Task Description	Reviewers		
External Application Reviewers	1	Review Appl Deny for No Interv	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to interview	Rick Moulin, Letic		
Sections	2	Schedule Interv Add Task Note	Enter Date/Time/Names of Interview Committee in Notes-Click Notes on the Left-Click New upper right	Leticia Porter, Sar		
Application Questions	3	Complete Online Interview Form	Go to Online Forms, My Online Forms, Complete Interview Notes	Rick Moulin, Saral		
Post Submit Questions	4	Online Forms- Teleph Ref Check	External Supervisor Reference Check Form Completed	Rick Moulin, Letic		
Reference Questions	5	Recommend Hire/Sal/RefCk/Licen	Enter Salary in Notes-Click Task Notes on Left -Add Application Note on Right-move to next phase	Rick Moulin, Letic		
External Application Preview	5	Recommend Hire/Sal/RefCk/Licen	License Check Certified Add Note Add to Mentor Spreadsheet	Leticia Porter		
Applications	5	Recommend Hire/Sal/RefCk/Licen	Review References including online form Check with Supervisor or Other	Leticia Porter		
Restricted Applications	6	Send Offer to Hire Message	Send the Offer to Hire Letter attached to a Message in Sky Q Ask for a reply of acceptance	Shelly Miller, Letic		
External Applications	7	Send Post Submit ?s Backgrd Ch	Consent for Background Check-Look for post submitted question in application to submit to Validity	Shelly Miller, Letic		

Posting A Position

You set up questions for all of your positions

General

Position Numbers

External Application Reviewers

Sections

Application Questions

Post Submit Questions

Reference Questions

External Application Preview

Applications

Restricted Applications

External Applications

APPLICATION QUESTIONS

***Question Text** What activities/athletics would you be willing to sponsor or coach?

Required **Response Type** Multiple Select

Allow Explanation

***Explanation Question Text** Please describe your experience

QUESTION OPTIONS

- *Option Baseball
- *Option Basketball Boys
- *Option Basketball Girls
- *Option Cheerleading
- *Option Cross Country Boys
- *Option Cross Country Girls
- *Option Dance Team
- *Option Football
- *Option Golf
- *Option Soccer Boys
- *Option Soccer Girls
- *Option Softball
- *Option Swimming Boys
- *Option Swimming Girls
- *Option Tennis

Job Title Administration: Elementary P...

Job Category Description Certified

Employment Type Full Time

Job Type Description Certified Administration

Accepting Internal Applications ...

Accepting Interna

General

Position Numbers

External Application Reviewers

Sections

Application Questions

Post Submit Questions

Reference Questions

External Application Preview

Applications

Restricted Applications

External Applications

***Question Text** Does your name appear on any Sex Offender Database in any state or country?

Required **Response Type** Yes/No

Disqualifying ***Disqualifying Response** Yes

Allow Explanation

***Question Text** Have you ever had any indicated finding of child abuse filed in your name?

Required **Response Type** Yes/No

Disqualifying ***Disqualifying Response** Yes

Allow Explanation

***Question Text** Have you ever been arrested, charged or convicted of a criminal offense other than a minor traffic violation?

Required **Response Type** Yes/No

Disqualifying ***Disqualifying Response** Yes

Allow Explanation

***Explanation Question Text** If Yes, explain providing dates

***Question Text** Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

Required **Response Type** Yes/No

Disqualifying ***Disqualifying Response** Yes

Allow Explanation

***Explanation Question Text** If yes, please explain

***Question Text** Are you eligible to work in the United States?

Required **Response Type** Yes/No

Posting A Position

We use the Post Submit Questions for the Consent for Background check
You can add additional Post Submit Questions per job posting

POST SUBMIT QUESTIONS

General
Position Numbers
External Application Reviewers
Sections
Application Questions
Post Submit Questions
Reference Questions
External Application Preview
Applications
Restricted Applications
External Applications

***Question Text** Consent for Background Check To complete the hiring process we need your consent to perform a Background Check. Entering your name, date and submitting indicates your consent.
Required Response Type Yes/No
Allow Explanation

***Question Text** DISCLOSURE REGARDING BACKGROUND INVESTIGATION The Bonner Springs/Edwardsville Unified School District 204 may conduct a background investigation as part of its screening and hiring process. Thus, you
Characters Remaining: 0
Required Response Type Yes/No
Allow Explanation

***Question Text** Enter Current Date
Required Response Type Date
Allow Explanation

***Question Text** Enter your date of birth
Required Response Type Date
Allow Explanation

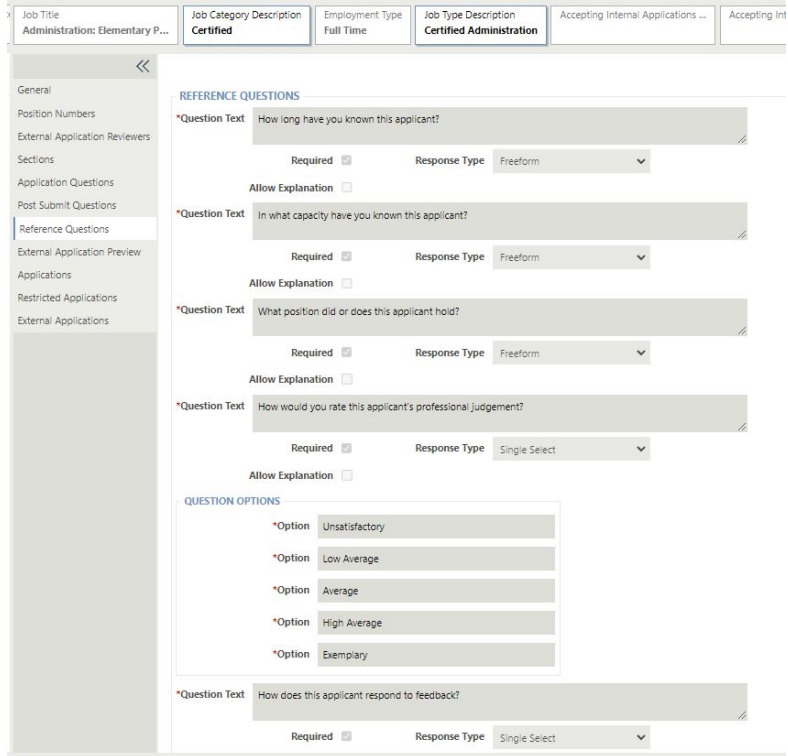
***Question Text** Enter your Social Security Number
Required Response Type Freeform
Allow Explanation

***Question Text** Enter your name as your digital signature
Required Response Type Freeform
Allow Explanation

JOB POSTING POST SUBMIT QUESTIONS

Posting A Position

You will enter the reference questions used for every applicant.
You can add additional per job posting.



The screenshot displays a web-based configuration interface for job postings. At the top, there are several tabs: 'Job Title' (Administration: Elementary P...), 'Job Category Description' (Certified), 'Employment Type' (Full Time), 'Job Type Description' (Certified Administration), 'Accepting Internal Applications ...', and 'Accepting Int...'. A left-hand navigation menu includes options like 'General', 'Position Numbers', 'External Application Reviewers', 'Sections', 'Application Questions', 'Post Submit Questions', 'Reference Questions' (which is highlighted), 'External Application Preview', 'Applications', 'Restricted Applications', and 'External Applications'. The main content area is titled 'REFERENCE QUESTIONS' and contains five question entries. Each entry includes a 'Question Text' field, a 'Required' checkbox, and a 'Response Type' dropdown menu. The first four questions are freeform, while the fifth is a single select. A 'QUESTION OPTIONS' dialog box is open, showing five options: 'Unsatisfactory', 'Low Average', 'Average', 'High Average', and 'Exemplary'. At the bottom, there is a fifth question entry: 'How does this applicant respond to feedback?' with a 'Required' checkbox and a 'Response Type' dropdown set to 'Single Select'.

Question Text	Required	Response Type
How long have you known this applicant?	<input checked="" type="checkbox"/>	Freeform
In what capacity have you known this applicant?	<input checked="" type="checkbox"/>	Freeform
What position did or does this applicant hold?	<input checked="" type="checkbox"/>	Freeform
How would you rate this applicant's professional judgement?	<input checked="" type="checkbox"/>	Single Select
How does this applicant respond to feedback?	<input checked="" type="checkbox"/>	Single Select

QUESTION OPTIONS

- *Option Unsatisfactory
- *Option Low Average
- *Option Average
- *Option High Average
- *Option Exemplary

Posting A Position

This view allows you to see the entire application for this posting by scrolling. Attachments appear at the bottom.

General <<

EXTERNAL APPLICATION PREVIEW

PERSONAL INFORMATION

*Preferred First Name

*Legal First Name

Legal Middle Name

*Legal Last Name

*Address Line 1

Address Line 2

*City

*State

*ZIP Code

ZIP Code Add On

CONTACT INFORMATION

*Primary Phone Number

Primary Extension

Secondary Phone Number

Secondary Extension

*Email Address

YEARS OF EXPERIENCE DETAILS

*Relevant Years of Experience

WORK HISTORIES

Minimum Work Histories Required: 3

Maximum Work Histories Required: 10

ATTACHMENTS

*Letter of Introduction - Minimum: 1, Maximum: 1

*Resume - Minimum: 1, Maximum: 1

*Bachelor's Degree Transcript - Minimum: 1, Maximum: 2

*Master's Degree Transcript - Minimum: 1, Maximum: 2

Grad Hours Additional - Maximum: 3

Letters of Reference - Maximum: 3

General <<

WORK HISTORY

*Currently Employed

*Start Date MM/DD/YYYY

End Date MM/DD/YYYY

*Job Title

*Salary

*Company

*Supervisor

*Allowed to Contact Supervisor

*Supervisor Phone Number

*Supervisor Email Address

Reason for Leaving

*Responsibilities

CERTIFICATIONS

Minimum Certifications Required: 1

Maximum Certifications Required: 2

CERTIFICATION

Certification Pending

*Certification Type

*Institution Name

Posting A Position

The last 3 tabs are used after you receive applications

This view allows you to see the applications started and submitted for the posting.

APPLICATIONS

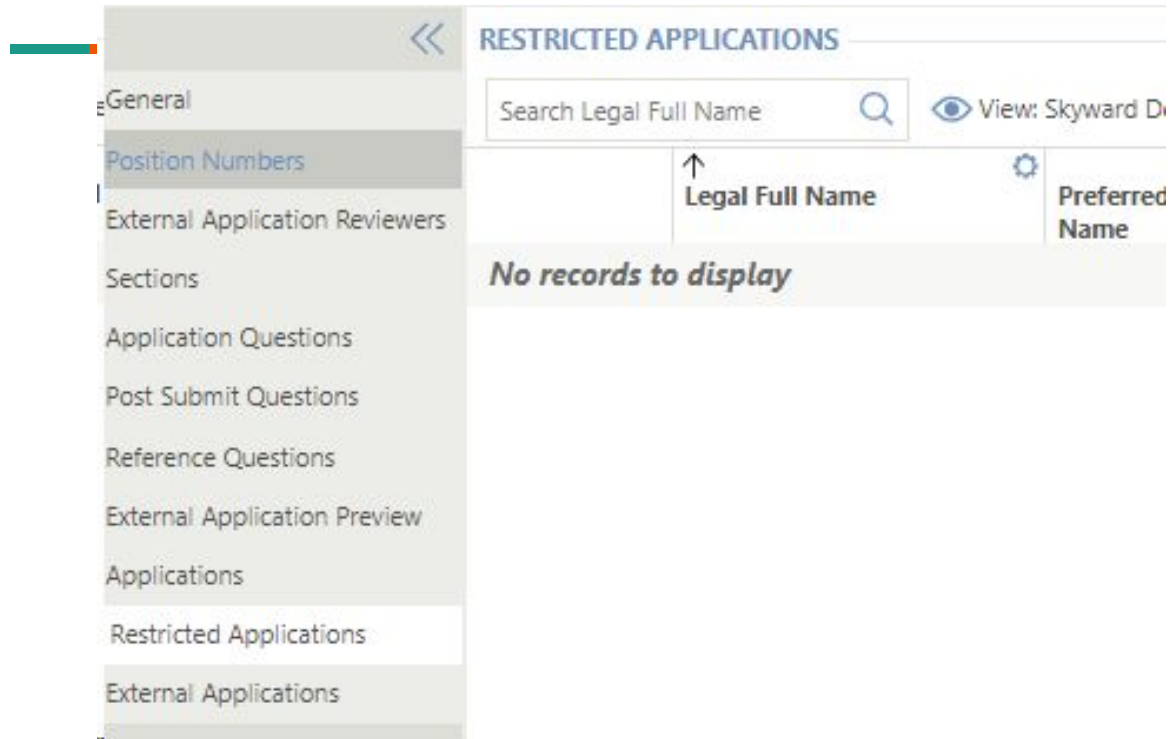
Search Legal Full Name View: Skyward Default (Modified) Filter: All Quick Filter

Legal Full Name	Preferred First	Type	Status	Post Submit Question Status	Disqualifying Question Response	Degree Types	Certification Types	Relevant Years of Experience	Applicant Tag Codes	Submitted Date
		External	Submitted	Submitted	<input type="checkbox"/>	Bachelor, Doctorate, Mast...	Teacher's Certificate	35		12/13/2023 2:59:03 PM
		External	Submitted	Not Sent	<input type="checkbox"/>	Master, Other	District Leadership - K-12 ...	8		1/3/2024 1:31:57 PM
		External	Submitted	Not Sent	<input type="checkbox"/>	Bachelor, Master, Other	Professional Teaching Lice...	15		1/5/2024 7:17:05 AM
		External	Unsubmitted	Not Sent	<input type="checkbox"/>					
		External	Submitted	Not Sent	<input type="checkbox"/>	Associate, Bachelor, Master	Bachelors of Science, MSSL	18		1/12/2024 1:47:40 PM
		External	Unsubmitted	Not Sent	<input type="checkbox"/>					
		External	Submitted	Not Sent	<input type="checkbox"/>	Bachelor, Master	Professional License	10		12/29/2023 4:39:56 PM
		External	Submitted	Not Sent	<input type="checkbox"/>	Associate, Bachelor, Master	School Leadership License	13	NL	1/6/2024 6:05:08 PM
		External	Unsubmitted	Not Sent	<input type="checkbox"/>					
		External	Submitted	Not Sent	<input type="checkbox"/>	Bachelor, Master, Master	Building Level Admin Lisce...	5		12/16/2023 5:34:59 PM
		External	Submitted	Not Sent	<input type="checkbox"/>	Bachelor, Master, Master	Elementary, School Leader...	4		12/17/2023 8:22:57 PM
		External	Unsubmitted	Not Sent	<input type="checkbox"/>					
		External	Unsubmitted	Not Sent	<input type="checkbox"/>					
		External	Unsubmitted	Not Sent	<input type="checkbox"/>	Bachelor, Doctorate, Master	Professional	21		
		External	Submitted	Not Sent	<input type="checkbox"/>	Bachelor, Master	Early-Late Childhood Gene...	3		1/12/2024 7:13:11 PM
		External	Unsubmitted	Not Sent	<input type="checkbox"/>					
		External	Unsubmitted	Not Sent	<input type="checkbox"/>	Bachelor, Doctorate, Mast...		12		
		External	Submitted	Not Sent	<input type="checkbox"/>	Bachelor, Master	Bachelor of Science, Maste...	16		12/20/2023 9:44:55 AM
		External	Unsubmitted	Not Sent	<input type="checkbox"/>			4		

50 Total Records

Posting A Position

HR can mark applications as restricted so they aren't seen by hiring managers.



The screenshot shows a web application interface. On the left is a navigation menu with the following items: General, Position Numbers (highlighted), External Application Reviewers, Sections, Application Questions, Post Submit Questions, Reference Questions, External Application Preview, Applications, Restricted Applications (highlighted), and External Applications. The main content area is titled 'RESTRICTED APPLICATIONS' and features a search bar labeled 'Search Legal Full Name' with a magnifying glass icon. To the right of the search bar is a view toggle icon and the text 'View: Skyward D'. Below the search bar is a table header with two columns: 'Legal Full Name' (with an upward arrow icon) and 'Preferred Name' (with a gear icon). The table body contains the text '*No records to display*'.

Posting A Position

This shows what phase each application is at.

The screenshot displays two main sections: 'EXTERNAL HIRING PHASES' and 'APPLICATIONS'.

EXTERNAL HIRING PHASES

Rank	Hiring Phase Description	Send Post Submit Questions	Send Reference Questions	Submitted Applications with Incomplete Tasks	Submitted Applications with All Tasks Complete
1	Review Appl Deny for No Interv	<input type="checkbox"/>	<input type="checkbox"/>	8	0
2	Schedule Interv Add Task Note	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	0
3	Complete Online Interview Form	<input type="checkbox"/>	<input type="checkbox"/>	0	3
4	Online Forms- Teleph Ref Check	<input type="checkbox"/>	<input type="checkbox"/>	0	0
5	Recommend Hire/Sa/RefCk/Licen	<input type="checkbox"/>	<input type="checkbox"/>	0	0
6	Send Offer to Hire Message	<input type="checkbox"/>	<input type="checkbox"/>	1	0
7	Send Post Submit Ts Backgrd Ch	<input type="checkbox"/>	<input type="checkbox"/>	0	0

APPLICATIONS

Application Full Legal Name	Preferred First Name	Type	All Tasks Complete for Phase	Status	Post Submit Question Status	Disqualifying Question Response
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>
		External	<input type="checkbox"/>	Submitted	Not Sent	<input type="checkbox"/>

APPLICATION TASKS

Hiring Task Description	Task Status	Completed Date	User Completed By	Reviewers
App Screen Dist Off-Click Comple...	Incomplete			Leticia Porter, Matthew Wachel, Rick Moulin, Sarah A...

External Job Postings

LIVE USD - BONNER SPRINGS-EDWARDSVILLE USD 204

USD 204
BONNER SPRINGS-EDWARDSVILLE USD 204, KS

Search Job Postings

Administration: Elementary Principal
Delaware Ridge Elementary
Certified
Full Time - Certified Administration

Certified: Anticipated Elementary Teaching Positions 2024-2025 School Year
Bonner Springs Elementary, Delaware Ridge Elementary, Edwardsville Elementary
Certified Teacher
Full Time - Certified Non Administration

Certified: Anticipated High School PE Teaching Positions 2024-2025 School Year
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration

Certified: Anticipated High School Science Teaching Positions 2024-2025 School Year
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration

Certified: Anticipated High School Social Studies Teaching Positions 2024-2025 School Year
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration

Certified: Anticipated High School Teaching Positions 2024-2025 School Year
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration

Certified: Anticipated Middle School Teaching Positions 2024-2025 School Year
Robert E Clark Middle School
Certified Teacher
Full Time - Certified Non Administration

Certified: Anticipated SPED Teaching Positions 2024-2025 School Year
Bonner Springs Elementary, Bonner Springs High School, Delaware Ridge Elementary, Edwardsville Elementary, Robert E Clark Middle School
Certified Teacher
Full Time - Certified Non Administration

Certified: High School ELA Teaching Positions 2024-2025 School Year
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration

Certified: High School Math Teaching Positions 2024-2025 School Year
Bonner Springs High School

Administration: Elementary Principal - Delaware Ridge Elementary [Apply](#) [Share](#)

Full Time - Certified Administration
Accepting External Applications Start Date: 12/12/2023
Accepting External Applications End Date: Until Filled
Start Date: 08/01/2024
FTE: 1.00000
Hours per Day: 8:00:00

POSITION INFORMATION

USD 204 is currently accepting applications for an Elementary Principal at Delaware Ridge Elementary.

Review of applications begins immediately.

Candidates selected will be invited to interview beginning January 16, 2024.

Questions? Contact Rick Moulin: moulinr@usd204.net

REQUIREMENTS

The successful candidate will have experience in a contracted building administration position and hold a current and valid Kansas Building Leadership License.

BENEFITS

- District paid Single BCBSKC Health Insurance Policy
- Participation in the 125 Cafeteria Plan is available.
- Discounted YMCA Membership with workout rebate
- District Child Care on school days for a reasonable cost.

JOB DESCRIPTION

USD 204 Position Description

Principal

Purpose Statement

The job of the Principal is done for the purpose's of providing leadership and management to a school with a primary focus on improving student achievement while maintaining the health and safety of all students and staff.

Essential Functions

Add the link to your webpage

Customize each section of the posting.

You can see our live postings as examples:

www.USD204.net

Human Resources

Current Openings

External Job Postings

Search Job Postings

Certified: Anticipated Elementary Teaching Positions 2024-2025 School Year Bonner Springs Elementary, Delaware Ridge Elementary, Edwardsville Elementary Certified Teacher Full Time - Certified Non Administration
Certified: Anticipated High School PE Teaching Positions 2024-2025 School Year Bonner Springs High School Certified Teacher Full Time - Certified Non Administration
Certified: Anticipated High School Science Teaching Positions 2024-2025 School Year Bonner Springs High School Certified Teacher Full Time - Certified Non Administration
Certified: Anticipated High School Social Studies Teaching Positions 2024-2025 School Year Bonner Springs High School Certified Teacher Full Time - Certified Non Administration
Certified: Anticipated High School Teaching Positions 2024-2025 School Year Bonner Springs High School Certified Teacher Full Time - Certified Non Administration
Certified: Anticipated Middle School Teaching Positions 2024-2025 School Year Robert E Clark Middle School Certified Teacher Full Time - Certified Non Administration
Certified: Anticipated SPED Teaching Positions 2024-2025 School Year Bonner Springs Elementary, Bonner Springs High School, Delaware Ridge Elementary, Edwardsville Elementary, Robert E Clark Middle School Certified Teacher Full Time - Certified Non Administration
Certified: High School ELA Teaching Positions 2024-2025 School Year Bonner Springs High School Certified Teacher Full Time - Certified Non Administration
Certified: High School Math Teaching Positions 2024-2025 School Year Bonner Springs High School Certified Teacher Full Time - Certified Non Administration
Certified: Middle School Math Teaching Positions 2024-2025 School Year Robert E Clark Middle School

Certified: Anticipated High School Teaching Positions 2024-2025 School Year - Bonner Springs High School

Full Time - Certified Non Administration

Accepting External Applications Start Date: 9/15/2023

Accepting External Applications End Date: Until Filled

Start Date: 08/01/2024

FTE: 1.00000

Hours per Day: 8:00:00

POSITION INFORMATION

USD 204 is now accepting applications for anticipated High School Teaching Positions for the 2024-2025 school year.

If you currently enrolled in a college teacher prep program, please apply!

If you are interested in pursuing a college degree to get your Kansas teaching license, please visit this link for program information.

https://www.usd204.net/human_resources/teacher_licensure

BENEFITS

- Currently the District pays towards the health insurance premium per month with the insurance the District provides.
- Participation in the 125 Cafeteria Plan is available.
- Discounted YMCA Membership with workout rebate
- Instructional Coaches and Technology Coaches to support you.

ANTI DISCRIMINATION STATEMENT

We are an Equal Opportunity Employer who fully and actively supports equal access for all people, regardless of Race, Color, Religion, Gender, Age, National Origin, Veteran Status, Disability, Genetic Information Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

ATTACHMENTS








[Job Description Teacher](#) [Download Attachment](#)

[Apply](#)

Customize each section

Can enter information in the sections OR add an attachment

Internal Job Postings

 Employee Profile	 Assignments	 Contract Letters
New  New Vendor Form	New ONLINE FORM New Hire Form: Pay Stubs - Email Address	New ONLINE FORM Direct Deposit Account Authorization (ACH)
 District Internal Job Postings	 Form: Athle/Activ Transp Req	 Form: Field Trip Request

Created a tile in the Employee Portal using External Links

System Tab

Features

External Links

I added the External link, however since the person is logged into Skyward Q, they can see the internal postings also.

EXTERNAL LINK DETAILS

*URL

*Link Text

*Description

Icon

Display in Family Access

Display in Student Access

Display in Teacher/Activity Access

Display in Administrative Access

Display in Employee Access

Display in New Student Enrollment

Display in Student Services Access

Entities

External and Internal Job Postings View

External View from Website

204
BONNER SPRINGS-EDWARDSVILLE USD 204, KS

Search Job Postings

- Administration: Elementary Principal**
Delaware Ridge Elementary
Certified
Full Time - Certified Administration
- Certified: Anticipated Elementary Teaching Positions 2024-2025 School Year**
Bonner Springs Elementary, Delaware Ridge Elementary, Edwardsville Elementary
Certified Teacher
Full Time - Certified Non Administration
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Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated High School Science Teaching Positions 2024-2025 School Year**
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated High School Social Studies Teaching Positions 2024-2025 School Year**
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated High School Teaching Positions 2024-2025 School Year**
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated Middle School Teaching Positions 2024-2025 School Year**
Robert E Clark Middle School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated SPED Teaching Positions 2024-2025 School Year**
Bonner Springs Elementary, Bonner Springs High School, Delaware Ridge Elementary, Edwardsville Elementary, Robert E Clark Middle School
Certified Teacher
Full Time - Certified Non Administration
- Certified: High School ELA Teaching Positions 2024-2025 School Year**
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: High School Math Teaching Positions 2024-2025 School Year**
Bonner Springs High School



Internal View Logged into Skyward Q

BONNER SPRINGS-EDWARDSVILLE USD 204, KS
SKYWARD











Employee - Employee List Demographics - Certification List Employee Profile: General - Years Experience

Job Postings

Search Job Postings











- Administration: Elementary Principal**
Delaware Ridge Elementary
Certified
Full Time - Certified Administration
- Certified Elementary 1st Grade Teacher 2024-2025 School Year**
Bonner Springs Elementary
Certified Teacher
Full Time - Certified Non Administration
- Certified Elementary 3rd Grade Teacher 2024-2025 School Year**
Delaware Ridge Elementary
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated Elementary Teaching Positions 2024-2025 School Year**
Bonner Springs Elementary, Delaware Ridge Elementary, Edwardsville Elementary
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Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated High School Teaching Positions 2024-2025 School Year**
Bonner Springs High School
Certified Teacher
Full Time - Certified Non Administration
- Certified: Anticipated Middle School Teaching Positions 2024-2025 School Year** Application in Progress
Application Status: In Progress
Robert E Clark Middle School
Certified Teacher
Full Time - Certified Non Administration

Menu Options in Applicant Tracking

 Account	FEATURES	CODES	SETTINGS	UTILITIES
 Accounts Payable	Applicants	Applicant Tags	District Configuration	Add Mass Message
 API	Applications	Application Questions	System Configuration	Application Task Audit
 Applicant Tracking	Hired Application Certifications	Application Requirements		Mass Deny Applications
 Budgeting	Hired Application Degrees	Denial Reasons		Mass Send Post Submit Questions
 Customization	Hired Applications	Hiring Processes		Mass Send Reference Requests
 Demographics	Job Postings	Hiring Tasks		Mass Update Default Reviewers
 District	My Application Tasks	Job Categories		
 Employee	My Applications	Job Types		
 Federal Reporting	My Applications to Review	Message Defaults		
	Restricted Applicants	Post Submit Questions		
		Reference Questions		

You can view by the list of everyone who has applied or by the list of applications created.

Menu Options in Applicant Tracking

 Account	FEATURES	CODES	SETTINGS	UTILITIES
 Accounts Payable	Applicants	Applicant Tags	District Configuration	Add Mass Message
 API	Applications	Application Questions	System Configuration	Application Task Audit
 Applicant Tracking	Hired Application Certifications	Application Requirements		Mass Deny Applications
 Budgeting	Hired Application Degrees	Denial Reasons		Mass Send Post Submit Questions
 Customization	Hired Applications	Hiring Processes		Mass Send Reference Requests
 Demographics	Job Postings	Hiring Tasks		Mass Update Default Reviewers
 District	My Application Tasks	Job Categories		
 Employee	My Applications	Job Types		
 Federal Reporting	My Applications to Review	Message Defaults		
	Restricted Applicants	Post Submit Questions		
		Reference Questions		

Set these for Hiring Managers--Principals and Directors

The other menu options are for HR Only!

My Application Tasks

This is the tab that Hiring Managers will work with HR to move applicants through your process.

JOB POSTINGS										
<input type="text" value="Search Job Title"/> View: Job Posting ID View Sort School Position (Modified) Filter: Finalized Quick Filter										
	Job Title	Job Posting ID	Job Category Description	Employment Type	Job Type Description	Accepting Internal Applications Start Date	Accepting Internal Applications End Date	Accepting External Applications Start Date	Accepting External Applications End Date	Building Codes
▼	Administrations: Elementary Principal	197	Certified	Full Time	Certified Administration			12/12/2023	Until Filled	Delaware Ridge Elementary
▼	Certified: Anticipated Elementary Teaching Positions 2024-2025 School ...	183	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs Elementary, Delawar...
▼	Certified: Anticipated High School Science Teaching Positions 2024-202...	201	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
▼	Certified: Anticipated High School Social Studies Teaching Positions 202...	202	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
▼	Certified: Anticipated High School Teaching Positions 2024-2025 School...	181	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
▼	Certified: Anticipated Middle School Teaching Positions 2024-2025 Sch...	182	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Robert E Clark Middle School
▼	Certified: Anticipated SPED Teaching Positions 2024-2025 School Year	189	Certified Teacher	Full Time	Certified Non Administration			10/19/2023	Until Filled	Bonner Springs Elementary, Bonner S...
▼	Certified: High School ELA Teaching Positions 2024-2025 School Year	199	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
▼	Certified: High School Math Teaching Positions 2024-2025 School Year	200	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School

Total Records

MY APPLICATION TASKS														
<input type="text" value="Search Application Full Legal Name"/> View: Skyward Default (Modified) Filter: Current														
	Hiring Phase Rank	Hiring Phase Description	Review Complete	Average Rating	Task Status	Rating	Created Time	Total Incomplete	Hiring Task Description	Completed Date	Application Full Legal Name	Post Submit Question Status	Disqualifying Question Response	Degree Types
▼	6	Send Offer to Hire Message	<input type="checkbox"/>	0.0000	Incomplete		12/13/2023 2:59:03 PM	3	Send the Offer to Hire Letter attached to a Message in Sky Q Ask for a reply of acc...			Submitted	<input type="checkbox"/>	Bachelor, Doctorate, Mast...
▼	3	Complete Online Interview Form	<input type="checkbox"/>	0.0000	Complete		1/18/2024 2:12:03 PM	4	Go to Online Forms, My Online Forms, Complete Interview Notes	01/18/2024		Not Sent	<input type="checkbox"/>	Master, Other
▼	1	Review Appl Deny for No Interv	<input type="checkbox"/>	0.0000	Incomplete		1/5/2024 7:17:05 AM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Bachelor, Master, Other
▼	1	Review Appl Deny for No Interv	<input type="checkbox"/>	0.0000	Incomplete		1/12/2024 1:47:40 PM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Associate, Bachelor, Master
▼	3	Complete Online Interview Form	<input type="checkbox"/>	0.0000	Complete		1/18/2024 2:12:03 PM	4	Go to Online Forms, My Online Forms, Complete Interview Notes	01/18/2024		Not Sent	<input type="checkbox"/>	Bachelor, Master
▼	1	Review Appl Deny for No Interv	<input type="checkbox"/>	0.0000	Incomplete		1/6/2024 6:05:09 PM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Associate, Bachelor, Master
▼	1	Review Appl Deny for No Interv	<input type="checkbox"/>	0.0000	Incomplete		12/16/2023 5:35:00 PM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Bachelor, Master, Master
▼	3	Complete Online Interview Form	<input type="checkbox"/>	0.0000	Complete		1/18/2024 2:12:03 PM	4	Go to Online Forms, My Online Forms, Complete Interview Notes	01/18/2024		Not Sent	<input type="checkbox"/>	Bachelor, Master, Master

My Application Tasks

Options in My Application Tasks

Employee Profile > My Application Tasks

JOB POSTINGS

Search Job Title View: Job Posting ID View Sort School Position (Modified) Filter: Finalized Quick Filter

Job Title	Job Posting ID	Job Category Description	Employment Type	Job Type Description	Accepting Internal Applications Start Date	Accepting Internal Applications End Date	Accepting External Applications Start Date	Accepting External Applications End Date	Building Codes
Administration: Elementary Principal	197	Certified	Full Time	Certified Administration			12/12/2023	Until Filled	Delaware Ridge Elementary
Certified: Anticipated Elementary Teaching Positions 2024-2025 School ...	183	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs Elementary, Delawar...
Certified: Anticipated High School PE Teaching Positions 2024-2025 Sch...	203	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
Certified: Anticipated High School Science Teaching Positions 2024-202...	201	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
Certified: Anticipated High School Social Studies Teaching Positions 202...	202	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
Certified: Anticipated High School Teaching Positions 2024-2025 School...	181	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School
... Teaching Positions 2024-2025 Sch...	182	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Robert E Clark Middle School
... Teaching Positions 2024-2025 School Year	189	Certified Teacher	Full Time	Certified Non Administration			10/19/2023	Until Filled	Bonner Springs Elementary, Bonner S...
... Teaching Positions 2024-2025 School Year	199	Certified Teacher	Full Time	Certified Non Administration			09/15/2023	Until Filled	Bonner Springs High School











Record Options

- Move to Next Hiring Phase
- Move to Target Hiring Phase
- Deny Application
- Hire Applicant
- Clone Application to Other Job Posting
- Send Reference Requests
- Compose New Message
- Print Application

This allows you to move an application to a different job posting within the same category











Job Title	Average Rating	Task Status	Rating	Created Time	Total Incomplete	Hiring Task Description	Completed Date	Application Full Legal Name	Post Submit Question Status	Disqualifying Question Response	Degree Types	Certif
6 Send Offer to Hire Message	0.0000	Incomplete		12/13/2023 2:59:03 PM	3	Send the Offer to Hire Letter attached to a Message in Sky Q Ask for a reply of acc...			Submitted	<input type="checkbox"/>	Bachelor, Doctorate, Mast...	Teac
3 Complete Online Interview Form	0.0000	Complete		1/18/2024 2:12:03 PM	4	Go to Online Forms, My Online Forms, Complete Interview Notes	01/18/2024		Not Sent	<input type="checkbox"/>	Master, Other	Dist
1 Review Appl Deny for No Interv	0.0000	Incomplete		1/5/2024 7:17:05 AM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Bachelor, Master, Other	Prof
1 Review Appl Deny for No Interv	0.0000	Incomplete		1/12/2024 1:47:40 PM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Associate, Bachelor, Master	Bact
3 Complete Online Interview Form	0.0000	Complete		1/18/2024 2:12:03 PM	4	Go to Online Forms, My Online Forms, Complete Interview Notes	01/18/2024		Not Sent	<input type="checkbox"/>	Bachelor, Master	Prof
1 Review Appl Deny for No Interv	0.0000	Incomplete		1/6/2024 6:05:09 PM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Associate, Bachelor, Master	Schri
1 Review Appl Deny for No Interv	0.0000	Incomplete		12/16/2023 5:35:00 PM	4	App Screen Dist Off-Click Complete in pull down-Move to next hiring phase to int...			Not Sent	<input type="checkbox"/>	Bachelor, Master, Master	Bull
3 Complete Online Interview Form	0.0000	Complete		1/18/2024 2:12:03 PM	4	Go to Online Forms, My Online Forms, Complete Interview Notes	01/18/2024		Not Sent	<input type="checkbox"/>	Bachelor, Master, Master	Eien

Menu Options in Applicant Tracking

 Account	FEATURES	CODES	SETTINGS	UTILITIES
 Accounts Payable	Applicants	Applicant Tags	District Configuration	Add Mass Message
 API	Applications	Application Questions	System Configuration	Application Task Audit
 Applicant Tracking	Hired Application Certifications	Application Requirements		Mass Deny Applications
 Budgeting	Hired Application Degrees	Denial Reasons		Mass Send Post Submit Questions
 Customization	Hired Applications	Hiring Processes		Mass Send Reference Requests
 Demographics	Job Postings	Hiring Tasks		Mass Update Default Reviewers
 District	My Application Tasks	Job Categories		
 Employee	My Applications	Job Types		
 Federal Reporting	My Applications to Review	Message Defaults		
	Restricted Applicants	Post Submit Questions		
		Reference Questions		

After you mark an applicant Hired, that application will appear in these sections.

Menu Options in Applicant Tracking

 Account	FEATURES	CODES	SETTINGS	UTILITIES
 Accounts Payable	Applicants	Applicant Tags	District Configuration	Add Mass Message
 API	Applications	Application Questions	System Configuration	Application Task Audit
 Applicant Tracking	Hired Application Certifications	Application Requirements		Mass Deny Applications
 Budgeting	Hired Application Degrees	Denial Reasons		Mass Send Post Submit Questions
 Customization	Hired Applications	Hiring Processes		Mass Send Reference Requests
 Demographics	Job Postings	Hiring Tasks		Mass Update Default Reviewers
 District	My Application Tasks	Job Categories		
 Employee	My Applications	Job Types		
 Federal Reporting	My Applications to Review	Message Defaults		
	Restricted Applicants	Post Submit Questions		
		Reference Questions		

You will go to this section to add the hired applicant as an Employee in Skyward Q.

Menu Options in Applicant Tracking Hired Applications

HIRED APPLICATIONS

Search Application Full Legal View: Skyward Default (Modified) Filter: All Quick Filter

	Job Title	External Job Posting Identifier	Application Full Legal Name	Submitted Date	Preferred First Name	Demographics Profile Status	Assignment Status	Certification Types	Degree Types	Post Submit Question Status
🔍	Certified: SPED Elementary Behavior Support Teacher			2/28/2023 9:03:12 PM		Processed	Processed			Not Sent
🔍	Summer School Certified: SPED Teacher			3/28/2023 10:15:49 AM		Skipped	Processed			Not Sent
🔍	Summer School: Teacher Certified			4/13/2023 10:42:41 PM		Skipped	Processed			Not Sent
🔍	Office: Secretary/Bookkeeper			2/14/2023 11:37:35 AM		Processed	Processed		Bachelor	Submitted
🔍	Certified: Elementary Teacher Kindergarten			4/23/2023 5:01:38 PM		Processed	Processed		Bachelor, Bachelor, Bachelor	Submitted
🔍	Summer School: Strength and Conditioning Certified			4/18/2023 9:33:39 AM		Skipped	Processed			Not Sent
🔍	Extra Duty Athletics Activities: Assistant High School Powerlifting Coa...			11/6/2023 8:44:57 AM		Skipped	Processed			Not Sent
🔍	Extra Duty Athletics Activities: High School Asst Softball Coach			10/4/2023 10:17:16 PM		Processed	Processed	NA	Associate	Submitted
🔍	Summer School Paraprofessional: Special Education			4/12/2023 10:48:52 AM		Skipped	Processed			Not Sent
🔍	Certified: Elementary Teacher			4/12/2023 5:09:20 PM		Processed	Processed		Bachelor	Submitted
🔍	Certified: Elementary Teacher			4/12/2023 5:09:20 PM		Skipped	Skipped		Bachelor	Not Sent
🔍	Accompanist High School Choir Part Time			6/21/2023 12:29:52 AM		Processed	Processed		Doctorate, Master	Submitted
🔍	Paraprofessional: Special Education			12/14/2023 6:30:20 PM		Processed	Skipped		Associate	Submitted
🔍	Extra Duty Athletics Activities: Assistant High School Girls Soccer Coa...			3/21/2023 5:38:41 PM		Skipped	Skipped		Bachelor	Submitted
🔍	Extra Duty Athletics Activities: Assistant High School Boys Soccer Coa...			6/6/2023 10:46:02 AM		Skipped	Skipped		Bachelor	Not Sent

Setting filters changes what you see

Adding a Hired Applicant as an Employee

HIRED APPLICATIONS

Search Application Full Legal Name

View: Skyward Default (Modified) Filter: Waiting Quick Filter

Job Title	External Job Posting Identifier	Application Full Legal Name	Submitted Date	Preferred First Name	Demographics Profile Status	Assignment Status	Certification Types	Degree Types	Post Submit Question Status
Administration: Elementary Principal			12/13/2023 2:59:03 PM		Processed	Waiting	Teacher's Certificate	Bachelor, Doctorate, Mast...	Submitted
Extra Duty Athletics Activities: High School Asst Softball Coach			9/26/2023 10:32:39 AM		Waiting	Waiting			Not Sent
Certified: School Psychologist 2024-25 School year			12/7/2023 5:57:21 PM		Waiting	Waiting	School Psychology License	Bachelor, Master, Other	Submitted

Job Title

Administration: Elementary Principal

Extra Duty Athletics Activities: High School Asst Softball Coach

Certified: School Psychologist 2024-25 School year

Record Options

- Process Demographics
- Skip Application
- Add to Assignment

Click the Triangle to add the Applicant as an Employee-Process Demographics
And
Add them to an Assignment

Adding a Hired Applicant as an Employee

Process Demographics
Enter Employee Profile Details

← Previous → Next Cancel

MOVE TO PROFILE ROWS

Field	Current Employee Profile Value	Application Value	Has Difference	Update Employee Profile Value	Final Profile Value
DEMOGRAPHIC DETAILS					
Legal First Name	Kayla	Kayla	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Middle Name	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legal Last Name	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Federal EIN				<input type="checkbox"/>	
Social Security Number	5- <input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Birth Date	8- <input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender	F - Female	B - Blank	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Drivers License Number			<input type="checkbox"/>	<input type="checkbox"/>	
ADDRESS DETAILS					
Profile Address	<input type="text"/>			<input type="checkbox"/>	
Address Line 1	Shawnee, KS 66203				
Address Line 2					
City					
State		B - Blank			
Zip Code					
Zip Code Add On					
PHONE DETAILS					
Primary Phone Number	785- <input type="text"/>	785-4- <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary Extension			<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Phone Number			<input type="checkbox"/>	<input type="checkbox"/>	
Secondary Extension			<input type="checkbox"/>	<input type="checkbox"/>	
DISTRICT EMAIL DETAILS					
District Email Address	<input type="text"/>			<input type="checkbox"/>	
District Email Address Type	District - District			<input type="checkbox"/>	
EMAIL DETAILS					
Email Address	<input type="text"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EMPLOYEE DETAILS					
Employee Number	100455			<input type="checkbox"/>	
Current Start Date	8/3/2022				

It will take you through a series of screens to add their demographic information, their degrees, and their certifications.

This is done by comparing what they entered on the application and matching it to the “codes” in the System.

You will then be asked if you want to add them to an assignment.

You can choose to do this or come back later to the triangle and choose Add to an Assignment.

Adding a Hired Applicant to an Assignment

HIRED APPLICATIONS

Search Application Full Legal Name

View: Skyward Default (Modified)

Filter: Waiting

Quick Filter

Job Title	External Job Posting Identifier	Application Full Legal Name	Submitted Date	Preferred First Name	Demographics Profile Status	Assignment Status	Certification Types	Degree Types	Post Submit Question Status
Administration: Elementary Principal			12/13/2023 2:59:03 PM		Processed	Waiting	Teacher's Certificate	Bachelor, Doctorate, Mast...	Submitted
Extra Duty Athletics Activities: High School Asst Softball Coach			9/26/2023 10:32:39 AM		Waiting	Waiting			Not Sent
Certified: School Psychologist 2024-25 School year			12/7/2023 5:57:21 PM		Waiting	Waiting	School Psychology License	Bachelor, Master, Other	Submitted

Job Title

Administration: Elementary Principal

Extra Duty Athletics Activities: High School Asst Softball Coach

Certified: School Psychologist 2024-25 School year

Record Options

- Process Demographics
- Skip Application
- Add to Assignment**

Click the Triangle to
Add them to an Assignment

Adding a Hired Applicant to an Assignment

Choose the fiscal year. If you have attached a position to the Job Posting, it will show here for you to choose.

OR

You can add a position to the system at this time using the boxes at the top.

EXISTING POSITION NUMBERS FILTER

Position Type

Assignment Type

Building

Position Number

Last Employee

EXISTING POSITION NUMBERS

Search Position Type Code

	Position Type Code	Assignment Type Codes	Building Codes	Position Start Date	Position End Date	Budgeted FTE	Available Closing FTE	Position Number	Employee	Employee Number	Assignment End Date	Assignment Type Descriptions
<input type="button" value="Select Position"/>	Aide	SpedPara	DRE	08/16/2023	05/24/2024	1.00000	1.00000	DRECL12				SPED Para



Adding a Hired Applicant to an Assignment

You will then complete the details for the assignment.

ASSIGNMENT DETAILS

*Employee

*Salary Calculation Method Entered Hourly Rate

Time Off Entitlement 10 MONTH CLASSIFIED

Next Year Intent Returning

Assignment Calculation Time Tracking Group Assignment Calculation Group

Assignment Punch Time Tracking Group Work onsite only

Assignment Salary Time Tracking Group

FEDERAL REPORTING

EEOC Primary

ASSIGNMENT DETAIL DETAILS

*Start Date

*End Date

Primary

Active Paid Days

*Hours Per Day

*Entered FTE

Schedule Hours

Entered Rate

Base Total Pay

Supplement Pay Total

Total Pay

Annualized Pay

Daily Pay

Hourly Pay

Comment

SUPPLEMENTS

Codes

You create these for your district to add to applications to flag applications or to Deny and remove from consideration.

APPLICANT TAGS	
Search Applicant Tag Code	
View: Skyward Default (Modified) Filter: Sky	
Applicant Tag Code	Applicant Tag Description
CF	Candidate from Career Fair
CP	Consider Future Positions
DC	Do not consider addl Interview
DP	Declined Position Offered
Exx	Excellent Interview
FB	Failed Background Check
Lic	Licensed for Position
NL	Not Licensed for Position
NoHire	Not Eligible for Hire
PE	Previously Employed in USD 204
PI	Previously Interviewed

DENIAL REASONS		
Search Denial Reason ID		
View: Skyward Default (Modified) Filter: Skyward Default		
Denial Reason Code	Denial Reason Description	Denial Reason ID
NoLic	No License for position	1
Filled	Position Filled	2
FailBkgd	Failed Background Check	3
PC	Position has been closed	4
Test	System Test Not a real application	5
PostErro	Fixed a Posting Error in the new system	6
Hired	Hired for another position in the district	7
Rej	Rejected another position offered in the district	8
NS	Not Selected for Interview	9
ID	In District Transfer	10
Ref	Reference Issue	11
TJ	Took a job in another district	12
WD	Withdrew Application	13
DC	Declined Job Offer	14
WA	Used Internal Application instead of External	15
NH	Could not find a candidate to hire	16
DAA	Declined after accepting initially	17
CP	Closing Position Not Needed	18
NRH	Not Eligible for Rehire	19

Codes

You create these for your district to categorize the application used

JOB CATEGORIES	
Search Job Category Description <input type="text"/>	
View: Skyward Default (Modified) Filter: Sky	
Job Category Description	
Administration Building	
Administration District	
Business Office AP/Purchasing Specialist	
Business Office Benefits Coordinator	
Business Office Payroll Specialist	
Certified	
Certified Administrator	
Certified General Ed Summer School	
Certified Instructional Coach	
Certified Teacher	
Certified Teacher - Special Education	
Certified Tech Integrationist	
Child Care	
Classified	
Classified Director	
Classified Instructional Aide	
Coach/Activity Sponsor	
Communications Coordinator	
Counselor	
Drivers Education	
Facilities and Grounds	
Head Start Family Advocate	
Head Start Lead Instructor	





JOB TYPES	
Search Job Type Description <input type="text"/>	
View: Skyward Default (Modified)	
Job Type Description	
Certified Administration	
Certified Non Administration	
Classified Administration	
Classified Instructional	
Classified Non Instructional	
Full Type	
Part Time	
Summer Position	








Codes

You can create templates for messages that you send to applicants

Message Default List

MESSAGE DEFAULTS













Search Message Default Code   View: Skyward Default  Filter: Skyward Default  Quick Filter

	 Message Default Code 	Message Default Description 
 	Classif	Classified Job Offer
 	Welcome	Welcome Letter

Codes

We use the Post Submit Questions for the Consent for Background Check.

Note--Post Submit Questions must be sent BEFORE and submitted by the candidate before you mark an applicant as hired!

POST SUBMIT QUESTIONS					
Search Rank <input type="text"/> <input type="button" value="Q"/>					
View: Skyward Default Filter: Skyward Default Quick Filter					
	Rank	Question Text	Required	Response Type	Allow Explanation
 	1	Consent for Background Check To complete the hiring process we need your consent to perform a Background Check. Entering your name, date and submitting indicates your consent. Please indicate Yes or No	<input checked="" type="checkbox"/>	Yes/No	<input type="checkbox"/>
 	2	DISCLOSURE REGARDING BACKGROUND INVESTIGATION The Bonner Springs/Edwardsville Unified School District 204 may conduct a background investigation as part of its screening and hiring process. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, credit header data, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. The primary objective of any investigation will be to verify information you provided on your application in connection with your application for employment or continued employment with the district. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the district, to the extent permitted by law. If you submit a timely written request to our personnel department, we will provide you with the name, address and phone number of the consumer reporting agency and the nature and scope of any investigative consumer report (if one is ordered). Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Validity Screening Solutions, PO Box 860443, Shawnee, KS 66286-0443, 866.915.0792, www.validityscreening.com, or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing the district to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. SUMMARY OF YOUR RIGHTS UNDER FCRA The FCRA (Fair Credit Reporting Act) requires that we inform you that a background investigation may be conducted as part of the screening and hiring process. In the course of this screening process before any adverse action is taken, you will be provided a copy of the report and a comprehensive summary of your rights under the FCRA, as well as additional information on your rights under the law. For a full copy of your rights and other useful information visit: http://www.ftc.gov/os/statutes/fcrajump.shtm ACKNOWLEDGMENT AND AUTHORIZATION I acknowledge the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and the SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the district at any time	<input checked="" type="checkbox"/>	Yes/No	<input type="checkbox"/>
 	3	Enter Current Date	<input checked="" type="checkbox"/>	Date	<input type="checkbox"/>
 	4	Enter your date of birth	<input checked="" type="checkbox"/>	Date	<input type="checkbox"/>
 	5	Enter your Social Security Number	<input checked="" type="checkbox"/>	Freeform	<input type="checkbox"/>
 	6	Enter your name as your digital signature	<input checked="" type="checkbox"/>	Freeform	<input type="checkbox"/>

Codes

You will add your Reference Questions in this tab. These are used for all applicants.

REFERENCE QUESTIONS



View: Skyward Default

Filter: Skyward Default

Quick Filter



Rank

Question Text

Required

Response Type

Allow Explanation



1 How long have you known this applicant?



Freeform



2 In what capacity have you known this applicant?



Freeform



3 What position did or does this applicant hold?



Freeform



4 How would you rate this applicant's professional judgement?



Single Select



5 How does this applicant respond to feedback?



Single Select



6 Do you know of any reason that this applicant should not be employed to work with or around students?



Yes/No



7 If you are/were the supervisor of this applicant, would you rehire?



Yes/No/NA



8 Is there anyone else who would be important to contact before making an employment decision regarding this applicant?



Yes/No



Codes

You create these for your district to move applications through the process. These appear in the My Application Tasks Tab.

HIRING PROCESSES

Search Hiring Process Code View: Skyward Default (Modified) Filter: Skyward Default Quick Filter

Hiring Process Code	Hiring Process Description
Antic	Old Don't Use
ExtCert	External Certified
ExtCertA	External Certified Admin
ExtClasi	External Classified Instruct
ExtClasN	External Classified Non Instru
Internal	Internal

- You can have multiple processes for external or internal candidates, categories or employees.
- Each Process can have different Phases and Tasks
- Each Phase can have One or Multiple Tasks
- **CAUTION!!** You can't clone an application between Hiring Processes--so an External Classified application can't be cloned to an External Certified posting

HIRING PHASES

Search Rank View: Skyward Default (Modified) Filter: Skyward Default Add Hiring Phase Reorder Hiring Phases More

Rank	Hiring Phase Description	Applicant Description	Send Post Submit Questions	Send Reference Questions
1	Application Review Supervisor	Application Under Review	<input type="checkbox"/>	<input type="checkbox"/>
2	Schedule Interviews	Invited to Interview	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Complete Online Interview Form	Invited to Interview	<input type="checkbox"/>	<input type="checkbox"/>
4	Complete Telephone Ref Check	Interview	<input type="checkbox"/>	<input type="checkbox"/>
5	Recommend to Hire/Salary Assig	Consideration for Hire	<input type="checkbox"/>	<input type="checkbox"/>
6	HR Reference Check/Lic Check	Consideration for Hire	<input type="checkbox"/>	<input type="checkbox"/>
7	Offer to Hire Message	Employment Offer	<input type="checkbox"/>	<input type="checkbox"/>
8	Background Check	Consent for Background Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>

HIRING PHASE TASKS

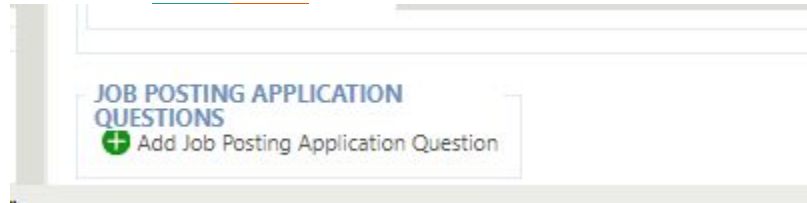
Search Hiring Task Code View: Skyward Default (Modified) Filter: Skyward Default Select Hiring Task

Hiring Task Code	Hiring Task Description	Rating Type	Default Reviewers
ScrPDCLI	App Screen Supervisor-Click Complete in pull down-Move to next hiring phase to interview	Numeric	Debbie Elmer, Doug Hitchcock

Some things can automatically occur when the application is moved to the Phase!

Posting A Position

You can also add Questions specific to this Job Posting by scrolling to the bottom and clicking this:



An Example: You may want to ask candidates for a bus driver job if they hold a current CDL. This question would just apply to this posting.

Settings

This is information for defaults and messages. These are used for all applicants.

District Configuration Details

General

Application View Access

DISTRICT CONFIGURATION DETAILS

Submission Disclaimer

Sending Alias

APPLICATION SUBMISSION CONFIRMATION MESSAGE

[+ Insert Field](#) [Reset to Default](#)

***Submission Confirmation Message Subject**

***Submission Confirmation Message Content**

REFERENCE REQUEST MESSAGE

[+ Insert Field](#) [Reset to Default](#)

***Reference Request Message Subject**

***Reference Request Message Content**

POST SUBMIT QUESTION MESSAGE

[+ Insert Field](#) [Reset to Default](#)

***Post Submit Question Message Subject**

***Post Submit Question Message Content**


Settings

This is information for defaults for the system. These are used for all applicants.

SYSTEM CONFIGURATION DETAILS

External Job Posting Logo



External Job Posting List Link <https://skyward.iscorp.com/BonnerSpringKSBus/ApplicantTracking/Job>  Copy

Enable Applicant Access Portal

VERIFICATION EMAIL

 Insert Field  Reset to Default

*Verification Email Subject

*Verification Email Content