

FastTrack Application Instructions

(for those who are not NKSD Current/Previous Employees who have data in Employee Access/Skyward).

Why do I have to complete a new application? On July 19, 2011, we began using a module of Skyward, known as FastTrack, as our online application. While this application process can seem labor intensive for first time users (as no previous application materials were able to be transferred into this system) it results in the ability for applicants to:

- a. Customize each of their applications to address the requirements of each specific job type
- b. Keep their application materials in tip-top and current condition
- c. Know exactly what has been completed in their application (*no more wondering if a reference has responded, you can just look and see if it's complete and resend if needed*).

These directions are designed to help answer any questions you have as you move through each of the different sections of your application(s) after you've created your FastTrack Profile

If you need further assistance, please don't hesitate to contact HR 396-3007 or hr@nkschools.org

Creating your FastTrack Profile

1. Choose the "Search For Jobs/New Applicant" option and click "Search"
2. Highlight the position or click Apply (the little box to the left of the position(s) you are interested in)
3. Click **View Details of highlighted position** you are interested in.
4. Review details of the position and if you are still interested, click **Apply for Position** (*you must select a position before you can create a profile. If the position you are looking for is not posted yet, you can choose the appropriate application workareas to get started with*)
5. **New Users Please Create a Profile** (*After you've created your new profile, you will log in as an Existing FastTrack User from then on*).

FastTrack Username: _____ FastTrack Password: _____

6. To the top left of the screen, you see the "Profile Data for <your name>".
7. Under the "Profile Section" Header, you'll see the names of all of the sections that are needed for all of the open applications you have.
8. Any Sections with a Status of Incomplete (red letters) will need be completed before you will be able to submit your application(s).
9. Click on the word "Update" to the left of each section header.
 - **Email Address and Username/Password Section**
 - Will be autopopulated as you create your profile (you can also change your password here).
 - **Name and Contact Information Section**
 - All Asterisked * fields need to be completed.
 - **Education History Section**
 - Complete * fields and Click on the "I have completed ____ to the best of my ability" box. Save.
 - **Certifications/Licenses Section**
 - You can just click on the "completed to best of my abilities" box if you have none. Save.
 - **Employment History Section**
 - You'll need to complete this section yourself. If you have been with the district for quite a while and have done multiple jobs with us, you could use those instead of very old info. Click on the "I have completed ____ to the best of my ability" box. Save.
 - **General Questions Section**

There may be several groups of questions depending on what you are applying for so you'll need to update any that are marked incomplete. Click on the "I have completed ____ to the best of my ability" box. Save.

Note: The General Questions section does not hold the info from one application to the next so we recommend that you copy and paste your answers in to a document on your computer so that you can just copy and paste them in to other applications as needed.

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- **References Section** (*As of April 17, 2014, electronic references will remain in the system for 2 years*).
 - *Note: FastTrack uses an electronic references format (as soon as you enter and save your references name and email, the system will send a request (containing a link to the questionnaire) directly to that person so you'll be able to track when and by whom they were completed –**IMPORTANT: 2 people will need to respond and complete the questionnaire before you'll be able to click on the "All Required References Have Been Completed" box and mark that section of your application complete**) so you might want to start with this section first.*
- **Attachments Section** Once documents have been attached to all of the field that are marked with a red * you'll be able to click on "All required attachments have been uploaded"
 - **Previous application materials that HR can scan in to the FastTrack Attachment section for you** (if we have them on file for you):
 - **Resume** (should be current and include NKSD experience)
 - **Certification, Authorization and Release form** (available on Employment page of website)
 - **Transcripts** (certs)
 - **HQ documentation/Transcripts** (for para positions)
 - **CPR & First Aid cards** - training must be "Hands On" (for coaching positions)
 - **WA Admin/Teaching certificates** (certs)
 - **Letters of recommendation** (limited to 3, so please list the names you'd prefer to have scanned if you have more than 3) (*these are required for certs, optional for classified applications*)
 - **Placement file** - typically certs only, would be scanned in to the confidential side of the application system to maintain that confidentiality. *Note: this attachment does not carry over from posting to posting so please try to replace any items in the placement file with unconfidential versions as soon as possible (until then you'll need to remind me to upload it to each job posting for you).*
 - **Previous application materials that will need to be updated for the new system:**
 - **Cover Letter** (as they are position specific)
 - **Applicant Disclosure Statement** (form has been updated and is available on the Employment page of the website)
- **Comments Section**
 - You can add any comments you like here and save.

Submitting your application

IMPORTANT: Just clicking on the work apply does not mean that you have successfully submitted your application. Once all of your sections are marked complete, you be able to submit you application.

You'll see a section below your profile data called '**Your Applications**' (has 4 tabs)

1. The first tab "**Open/unsubmitted**" shows any applications you have not submitted yet.
2. Click on "**Edit**" to the left of the application you want to submit.
3. Then on the top right you should see a button "**Submit to HR**".
 - a. If all of your sections are marked complete, you'll be able to click on it to submit to HR.
 - b. If any of your sections are marked "Incomplete", they will need to be completed before this option becomes available.
 - i. Double-check by clicking "Edit" next to any "Incomplete" section.
 - ii. If it appears complete, check to be sure that the box next to the words "I Have Completed This _____ To The Best Of My Abilities:" has been checked.
4. You'll receive a confirmation email from the system once you have successfully submitted your application.

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