

FastTrack Application Process—Frequently Asked Questions (FAQs)

Q: How can I find out about open positions?

A: You may view openings by visiting our web site: www.mtbaker.wednet.edu and click "Job Openings". We also post positions in each building as well as in the District Office. We post newly opened positions as they occur.

Q: I have already completed a paper application with Mount Baker School District. Do I have to start over?

A: While we appreciate that some of you have previously taken the time to complete our application process, we require all applications effective December 1, 2016, to be completed via the new FastTrack system.

Q: Do I need to have an email address to use the online system?

A: You must have an email address to use the system. Since applicant contact is most often made through the system it is important that you add our address and domain to your address book (to enable your spam blocker to allow the information to reach you). Two applicants may not use the same email address as the system can only recognize one name per email address. You can register for free email via Hotmail, Yahoo, Gmail, etc.

Q: I forgot my username and/or password. How do I retrieve them?

A: To retrieve your username and/or password, go to the main FastTrack login screen. Below the "Log In" button you will see a link that says "Forgot your username/password." Click on that link and enter the email address that you used to create your account. Your username and password will then be emailed to you.

Q: I clicked to view a job posting and nothing happened. What can I do to view the screen? A:

There are a several reasons that you may not be able to view the job announcement. If your computer does not allow pop-ups, you may not be able to view the screen. Select **"Allow Pop-ups"** from the bar at the top of the screen or bottom prompt, or reset your browser to allow pop-ups. If your screen is too small, you will also not see the full page. To view the whole screen, make sure that your window is completely maximized. You can use the scroll panels on the right hand side and the bottom of the screen to move the page up/down and right/left. You should see three buttons on the right hand side once your screen is maximized. Highlight one of the positions and select the button that says "View Details of Highlighted Position/Apply for Position." This displays the position details.

Q: May I apply for more than one position?

A: Yes, you may apply for any open position for which you are qualified and/or interested. If you have already registered on our online system, simply enter your email address and password. This will take you to your profile, where personal information, education, and work experience are saved. You may then select a position you'd like to apply.

Q: What happens if I need to finish the application at a later time?

A: You do not have to complete all the steps in a single session. You can complete them at different times, even on different days. Simply select the **"Save and Return Later"** button on the top right side of the screen. When you are ready to complete the process, simply select the position, log on to your profile, and complete the application. At the end of the process, select the **"Submit Application"** button. This will update your application in our system.

Q: Can I view a previously submitted application?

A: Yes, if it was submitted in the FastTrack system. While you are logged in to your account and viewing your application history, click on the position you are looking for and select **"View"** to pull up your application. Here you can see all the information from your application, including the answers you submitted to all the General Questions, which can be useful when answering similar questions in future applications.

Q: I want to apply for another job. Is my FastTrack application information saved?

A: When you fill out an application, most of the information you enter is stored in your applicant "profile" for easy access when applying for other jobs in the future. The "Name and Contact Information," "Education History," "Certifications/Licenses," and "Employment History" sections are automatically filled in each time you begin an application, using the most recent data that you entered. If your information has changed since your last application or you want to make adjustments to those sections, you can do so each time you apply and your profile will be updated to reflect those changes and saved for the next time you apply.

The "Conditions of Employment" and "Attachments" sections are specific to each job and your previous responses will only be recalled if you are applying for another job that requires the exact same information in those sections. *That is, if you previously applied for a Math teaching job and you now apply for another Math teaching position that contains the same Conditions of Employment questions as the first job, your answers from the first application will automatically be inserted when you begin the second application.* When this occurs, you are still able to make changes to the responses in the new application before submitting it. If you then also apply for a Counselor position, you would need to answer the new questions specific to that job. These same parameters apply to the "Attachments" section of the application.

Note: When you are applying for multiple positions at the same time that require the same set of Conditions of Employment and/or Attachments, you cannot make changes to one application without affecting your entries for the other(s). In other words, when you make changes to an application and you also have started or submitted applications for other positions containing the same Conditions of Employment and/or Attachments, all currently open applications are also updated in those sections. This is because the system assumes you want the same answers to the same sets of questions across jobs and the same attachments for identical attachment lists. Once the application deadline has passed for an application you have submitted, that application is locked and nothing will change if you alter your responses to similar applications that are still open.

Q: What happens if I submit my application before I am finished?

A: You may edit your application or attach additional documents up until the closing date and time. The screening committee will not see your application until after the closing date (or the "screening begins after" date if position is posted "Open Until Filled"). Just log back into the application, make the changes, and click the **"Submit Application"** button again. Your application will then be updated in our system.

Q: I have previously turned in paper Confidential Professional Reference Forms; do I still need to have my references do it electronically?

A: Yes, your references will need to complete their reference electronically but we have worked hard to make the process as painless as possible (for them and for you). Once you have entered your references' contact info, and sent the request, they will receive an email that walks them through the process, which includes a link to access the electronic form. **IMPORTANT:** At least two of your references 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.

Q: I have ordered my confidential placement file to be sent to HR directly from my educational institution. It includes all of my letters or recommendation. How do I complete that attachment section of my application so that I can submit my application?

A: If you have ordered your confidential placement to be sent directly to our HR office, please just attach a document to those sections that advises us to that fact (including when it was ordered and when we should expect to receive it). When it arrives, HR will then scan your placement file in on the confidential side of the application. **IMPORTANT:** Any attachments that we upload as "Confidential" (which includes placement files) are not carried over from application to application so if we upload your placement file, please plan on

providing your own "unconfidential" versions of any attachments you currently have that are marked "Placement File contains this document" in your attachments section as soon as you can.

Q: Can I enter more than four jobs in the work experience area?

A: No, currently the system only allows you to enter your last four positions in the "Employment History" section. If you have had more than four jobs, you can include the additional ones in a resume or elsewhere in the application.

Q: How do I insert an institution/degree/major/minor not listed in the drop down box?

A: Click on the drop down box. A list of all the default locations/degrees will appear. At the very top of the list select **"New Value Not in List"**. The system will allow you to type in specific information.

Q: My Washington State teaching or administrator credential is pending. Can I still apply? If so, how do I indicate this in the application?

A: Yes, you may still apply. It is very important that you indicate when you anticipate receiving your credentials by either stating the status of your credential in the "comments" area, or by attaching a Word document to the "credentials" area which states the status. Please note, however, that an offer of employment will be contingent on the district receiving a copy of your Washington State credential.

Q: How do I attach a resume, letter of recommendation, cover letter, or other relevant documentation to my application?

A: The Attachment List for each job posting will advise which documents are required for your application. Attaching documents ***is required for all positions and you will be automatically removed from the applicant pool if you do not submit all required documentation.*** Near the end of the online application there is a screen that allows you to attach several documents. To attach a document, select **"Browse"** and locate the file. It takes a few seconds to retrieve the document.

Q: What if I have a reference letter, transcript, resume, etc. that is not in electronic form? A:

You need to use a scanner to scan the document into a Microsoft Word, PDF, JPG, or other file and upload it to your application.

Q: When do I have to submit transcripts?

A: Please submit copies of unofficial transcripts into the attachment area. Applications will not be complete unless a copy of transcripts is attached for certificated and administrative positions. Upon hire, employees are required to submit an official transcript.

Q: Why did I receive an email stating that my application was incomplete?

A: Receiving a courtesy email from HR stating that your application is "incomplete" means that it has been determined that a component of the application we received was unfinished or was not the document requested or application questions were not fully answered. HR will make every effort to review the attachments, as soon as possible after an application is submitted, to be sure they are the requested documents (instead of an uploaded document stating that the real document would be submitted later/is in the mail/etc.). ***Please remember that it is ultimately your responsibility as an applicant to submit the required application materials for any position before the posting closes (or the "screening begins after" date on Open Until Filled postings).***

Applications marked as "incomplete" by HR will not be considered so please be sure to review all of the email notifications that you receive to ensure that you revisit your application in a timely manner and that you are clear on what the requested documents are.

Q: How do I know the Human Resources Department has received my application?

A: An automatic email will be sent thanking you for your application. You may edit/change your application up until the closing date. Once the closing date/time has passed, you may not change your application nor add additional attachments (resumes, reference letters, transcripts, etc.).

Q: How can I track the status of a position I applied for once the posting has closed?

A: Typically, you should allow at least 1-2 weeks after the closing date for application screening. Once the

screening committee is finished, candidates selected for an interview will be called. All others will receive an email updating them once the position has been filled.

Q: When do you interview for positions that are shown as "open until filled"? **A:** As soon as there are sufficient qualified candidates to create an interview pool.

Q: How will I be notified regarding an interview?

A: You will be notified by telephone when you have been selected to interview for an opening. We will give you as much notice as possible, but appreciate your understanding and flexibility.

Q: What if I need an accommodation to complete these materials?

A: To request accommodation during the process contact our Human Resources Coordinator for assistance at (360) 383-2000 or pbutenschoen@mtbaker.wednet.edu

Q: If I have questions about your equal employment opportunity policies, whom do I contact?

A: Human Resources at (360) 383-2000 or pbutenschoen@mtbaker.wednet.edu