

FastTrack Application Process

To apply for a position in Skyward, go to Employee Access, click on “FastTrack Open Positions”, highlight the position you would like to apply for, and click on “Apply for Selected Positions.” Then, Log In or Create a Profile. This will bring you to the Application Dashboard as seen below.

Application Dashboard - 05.16.10.00.05 - Mozilla Firefox

https://www2.nwrdc.wa-kl2.net/scripts/cgiip.exe/WService=wmtbakes71/rappljoblst460.w

Application Dashboard

Job Listing

Listing ID: 161129001 Location: Type: Part Time
 Position: Certificated Substitute Dept: Deadline: Until Filled
 Assignment: Certificated Substitute Group: Appl. Status: Not Submitted

[View Details Of This Job Listing](#)

This position has 10 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Incomplete	Add
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Certifications/Licenses	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Incomplete	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

[Submit to HR](#)
[Cancel Application](#)
[Return to Profile](#)

The Mount Baker School District does not discriminate on the basis of race, color, national origin, sex, marital status, disability, age, Vietnam-era Veteran's status, or disabled Veteran status or the presence of any sensory, mental or physical disability or the use of training dog guides or service animals by a disabled person in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Charles Burleigh/Superintendent PO Box 95 Deming WA 98244 (360) 383-2000 For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Employees: Click “Edit” beside each section of the application to enter or view information. There are only 3 mandatory sections for you to complete. You are required to fill out the “Conditions of Employment”, “General Questions”, and “Background Check Questions” sections. For the other sections, click on “Edit” beside each section and check the box at the top to select the “I Have Completed These To The Best Of My Abilities” statement. You are welcome to fill out more in these sections if you would like to, but it’s not required.

Coaches and Substitutes: Look for positions open to all interested applicants. You are required to complete each section in the application dashboard.

SKYWARD

Home Employee Administration

View Posted Positions

All Posted Positions Via Employee Access

Apply	Category	Position Description	Assignment Description	Location
<input type="checkbox"/>		CERTIFICATED - OPEN TO ALL INTERESTED	Cert - Counselor	HIGH SCHOOL
<input checked="" type="checkbox"/>		CLASSIFIED - OPEN TO ALL INTERESTED	Class - Para-Educator	HIGH SCHOOL
<input type="checkbox"/>		CLASSIFIED - OPEN TO ALL INTERESTED	Class - Para-Educator	ISOM ELEMNTY
<input type="checkbox"/>		EXTRA CURRICULAR - OPEN TO ALL INTEREST	Coach - Volleyball	MIDDLE SCHOOL
<input type="checkbox"/>		EXTRA CURRICULAR - OPEN TO IN DISTRICT	Activity - Senior Project	HIGH SCHOOL

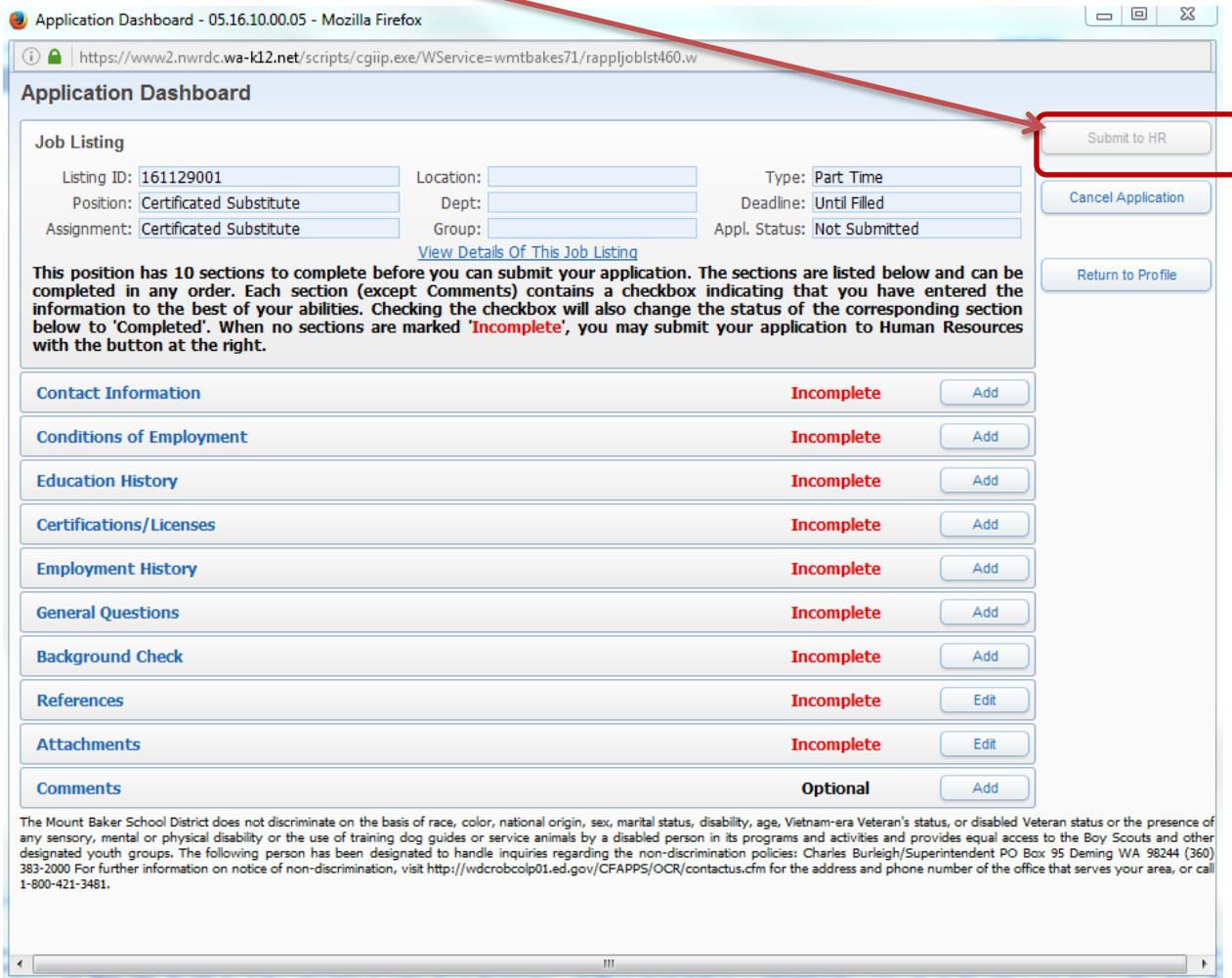
[View Details of Highlighted Position](#)
[Apply for Selected Position\(s\)](#)
[Log In](#)

Click “Save” after you enter information in any of the application sections. Unless you’ve already selected the “I Have Completed statement”, a message asks whether you’d like to mark the section completed. Click Ok.

Click “Return to Profile” to leave the application process. The Applicant Profile screen shows the status for each section of the Profile along with positions you have applied for.

Click “Submit to HR” if all is complete on your application and you are ready to submit it to HR.

****You must click this Submit to HR button for your application to be considered for employment****



Then, click “Log Out”. You will receive an automated message when your application has been received by HR.

In your Applicant Profile screen, the position status will state **Application Not Submitted** in red until you click the **Submit to HR** button, which can be done by clicking the **Edit** button next to the position. Your application has not been submitted until you get an e-mail from us.

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

	Position ▲	Assignment	Location	New Message Status	Deadline	Position ID
Edit	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTY	Application Not Submitted	Until Filled	141202001

Once submitted, the status on the position changes to **Application Submitted** in white.

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	1	Application Submitted	Until Filled	141202001

When the position has been moved forward for processing, such as for screening, the application information will move into the **Processing** section of the Applicant's Profile screen:

Your Applications

Open (0) **Processing (1)** Closed (0)

Processing Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
View	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	1	300-Screening in Process	Until Filled	141202001

If you cancel an application, or the position has closed, you will see the position information in the **Closed** tab.