



Frontline Applicant Tracking (FKA: Applitrack)

Overview: Principals and Administrators

What is it?

From the same company as our Absence Management, **Applicant Tracking** (formerly known as and commonly referred to as Applitrack) is job posting site for our Catholic Schools. All your openings must be listed here, but you are welcome to also utilize other websites or avenues to advertise positions.

How can I use it?

Job Descriptions: Before you begin, be sure to know what you are looking for. A good job description helps explain the requirements for the position and will help draw in qualified and passionate applicants.

Submitting Requisitions: A “requisition” is how you post a job. Those get submitted to our office, and then they are approved to be posted and made live online.

Reviewing Applicants: You can review applicants who have applied to your positions, and those who are in applicant “pools” for types of positions. You can view their application, resume, cover letter, and any other materials they have uploaded such as transcripts or certificates. You can also communicate with them to set up interviews, etc.

Closing Filled Postings: When you fill a position, please be sure to close a position.

What are best practices?

- Check in after about 6 weeks if you have yet to hire. Positions are set to expire after 6 weeks, but if you have yet to hire, please connect with Kristine so they stay up longer.
- When writing a title, it is important to include the school name at the top, and oftentimes the school year. For example, instead of “5th Grade Teacher” try “2018-2019 5th Grade Teacher – School Name, City”.
- Write a detailed but concise job description. Feel free to browse current listings for examples.
- Check your openings regularly and please either remove filled postings or ask Kristine for help to remove them.

Recommended Sites for Additional Job Postings:

- [National Catholic Education Association Career Center](#)
- [Handshake](#) (Seattle U, Gonzaga, SPU, WSU, UW, St. Martin’s University, Eastern WA, Carroll, University of Portland)
- [Indeed.com](#)
- [CatholicJobs.com](#)
- [JobsforCatholics.com](#)
- [Washington Federation of Independent Schools Job Board](#)
- Your Parish Bulletin & local print

Questions?

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