



Executive Overview of the Consortium Concept and Process

An online application process is intended to save each district time and money by automating common tasks associated with the application process. One important difference between a consortium district and a district that uses AppliTrack on their own is that each district can simultaneously post vacancies to the Consortium site and their own site. Additionally, consortium districts can refer potential applicants to their online application, and grant access to the submitted applications to all of their district administrators.

Here's how:

1. A position is posted. It is then automatically posted on both the district site and the consortium site.

The diagram illustrates the process of posting a job. On the left, a table titled 'Open Job Postings' shows five items. Arrows point from the first two items (ID 102 and 103) to two separate job posting pages. The first page is the 'Consortium Site' for 'Northern High School Principal' at 'Walled Lake Consolidated Schools'. The second page is the 'School District Site' for 'Elementary School Principal' at 'West Bloomfield School District'. Both pages show detailed job information, including district, position type, location, and a summary.

ID	District	Category
102	Walled Lake	Administration/Principal
103	West Bloomfield	Administration/Principal
104	West Bloomfield	Administration/Principal
105	South Lyon	Instructional - High School/Industrial-Technology Education

Consortium Site

School District Site

2. Applicants looking for open positions can start at a district site or the consortium site. Both consortium and non-consortium districts postings can be listed (only consortium districts are currently present) on the consortium job board. Only postings for your district are listed on your district site.

3. After viewing open positions, applicants can choose to “Start an Application.” After the applicant starts their application, they have 30 days to complete it.

4. As they fill out their application, applicants can indicate vacancies or a “position pools.” If an applicant selects a vacancy, they are automatically placed into the position pool of the same type. Your district can look at applicants for your positions as well as applicants in position pools. For example, if an applicant specified the Ceramics position for District X, District Y can find the applicant in the “Art” pool.

5. Administrators can set up “Routings” that tell the system to email them when applications for certain job types are submitted. Assuming this is done, when the applicant submits their application, **notification emails are sent to administrators.**

6. District administrators and the HR/Personnel office log into the system to search/review submitted applications.