

Applí Help Manual

This online application system, Applí, walks you through the process of building an application packet for the position(s) for which you would like to apply. Your packet consists of a portfolio and supporting documents.

Using Applí, you will complete the following steps:

1. Complete your portfolio.
2. Select a position for which you are applying.
3. Add supporting documents.
4. Review your application.
5. Submit your packet.

The basis for the application packet is your portfolio, which includes your personal, professional, and background information. Using Applí, you also can upload documents, such as resumes, educator certifications, graduate transcripts, and application letters. At each step, your information and uploaded documents will be saved in the secured system for use on future applications.

Navigating the system

Primary navigation

The primary navigation bar is located on the left side of the screen. This navigation lists the steps in the application process:

- *My Portfolio*—input your contact, personal, professional, and background information, and upload your documents.
- *My Applications*—search for and select a position for which you would like to apply.
- *Build Packet*—answer questions specific to the position for which you are applying and select the documents you would like included in your application packet.
- *Review*—review, print, modify, or withdraw your application.
- *Submit*—print, submit, or withdraw your application.

The screenshot displays the 'Applicant Information' section of the TASB Executive Search Services application. The interface includes a primary navigation bar on the left with options like 'My Portfolio', 'My Applications', 'Build Packet', 'Review', and 'Submit'. A secondary navigation bar at the top lists 'Applicant Info', 'Personal Info', 'Professional Info', 'Background Info', and 'Documents'. The main content area shows a progress indicator with 5 steps, where step 1 is active. Below the progress indicator, there is a form with fields for 'Honorific', 'First Name', 'Last Name', and 'MI'. A dropdown menu for 'Other Spoken Language' is open, showing options: 'None', 'American Sign Language', 'Arabic', and 'Bulgarian'. There are 'Add >', 'Add All >>', and '<< Remove' buttons. A 'Save' and 'Continue' button are also visible.

Note: You must complete *My Portfolio* in order to access the other sections of Applí.

Additional navigation

The secondary navigation bar is located at the top of the central content area. This navigation lists the

application sections associated with each step of the application process. The section you are currently accessing is highlighted.

Just below the secondary navigation is a row of arrows. These arrows correspond to the steps in the secondary navigation bar. The highlighted number indicates the section in which you are working. A check mark next to the number indicates you have completed that section.

In the upper right corner, you will find links to the **Logout** and **Help Manual**.

Required data

Fields marked with a red asterisk (*) require an answer and, in some cases, a specific format. You cannot proceed to the next task until all required fields are completed.

Information sections

Each section contains content areas in which you will input the requested information. Next to the heading for the content area is a plus (+) or minus (-) sign. Use these symbols to expand or collapse the area. On the right are status indicators; a red X indicates the section is incomplete and a green check mark indicates the section is complete.

Completing your portfolio

Step 1: Applicant Information

This step includes entering basic contact information.

Note:

- In the *Other Spoken Language* field, select the name of any additional language that you speak and click **Add**. To select more than one language, hold the Control (Ctrl) key while making your selections.
- The format for any field requiring a date is mm/dd/yyyy.
- The *Zip Code* field requires a nine-digit zip: your five-digit zip code and four-digit code. If you do not know the last four digits, use 0000.
- Under *Contact Information*, three telephone number fields are provided. If you have only one phone number, enter that number in all three fields.

When you have entered all requested information, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

If the application will not allow you to progress, check for error messages at the top of the page and correct the issue. Then, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

Step 2: Personal Information

This step includes entering salary and criminal history.

Note: The format for any field requesting a date is mm/dd/yyyy.

When you have entered all requested information, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

If the application will not allow you to progress, check for error messages at the top of the page and correct the issue. Then, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

Step 3: Professional Information

This step includes entering professional references, education and professional training, and experience.

Complete the following steps to enter information in each of these sections:

1. Click the **Add** button for the section. The fields in that section will activate.
2. Enter the information in the appropriate fields.
3. Click the **Save** button at the top of that section. The information will be displayed in a chart at the bottom of the section.
4. To enter additional information in a section, repeat this process.

To edit individual entries in a section, click the **Edit** link to the left of the entry. The section fields will populate with the information for the selected entry. After making your edits, click the **Save** button at the top of the section. To delete an entry, click the **Delete** link to the left of the entry; then, click the **Save** button for the section.

Note:

- The *Education and Professional Training* section is intended to document courses of study completed at accredited institutions of higher learning. Professional development courses and workshops of shorter duration should be reflected in your resume.
- When you enter your current position, use a recent date as the *End Date*.

When you have entered all requested information, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

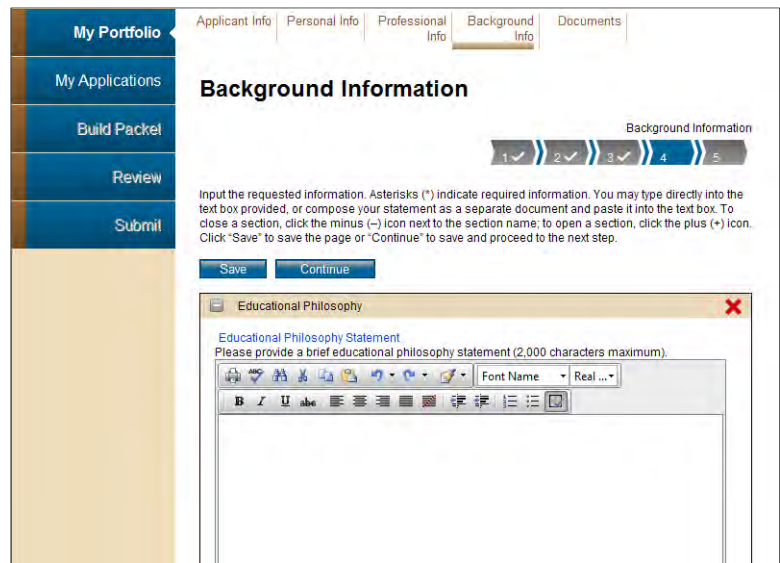
If the application will not allow you to progress, check for error messages at the top of the page and correct the issue. Then, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

Step 4: Background Information

This step includes your *Educational Philosophy Statement*. The statement can be entered directly in the text box provided, or you can compose the statement in another document and paste it into the box. In either case, this window allows you to use composition and editing tools common in most word processing programs.

To attach your *Educational Philosophy Statement* to your application packet as a separate document, upload the document in the next step. Select **Other** as the document type. Enter a short statement in the text box on this screen to explain you will be uploading a document, and proceed to the next section.

Complete all sections in this step. Click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.



If the application will not allow you to progress, check for error messages at the top of the page and correct the issue. Then, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

Step 5: Documents

This section allows you to load supporting documents for the application packet, such as a transmittal letter, a résumé, copies of college transcripts, and copies of your state board of education issued educator certifications. Additional documents not included in the drop-down list may be added using the document type **Other**.

Each document must be in electronic format (.pdf or .doc preferred) and uploaded from your computer or external drive.

Note: Select a unique name for each



document or revision so the different documents or versions of the same document can be easily identified in the *Build Packet* process.

To upload a document:

1. Click **Add New File**.
2. Next, select the **Document Type** using the drop-down menu.
3. Click **Browse** and locate the file on your computer or external hard drive.
4. Click **Upload**.
5. Continue this process until you have added all of the files desired.

Check the *Uploaded Documents* box at the bottom of the screen to ensure your documents have been successfully uploaded.

To replace or delete individual entries use the links to the left of the document.

When you have uploaded all of your documents, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

Selecting a position

When you have completed your portfolio, you will be able to access the *My Applications* section. This is where you can view searches currently in progress and select a position for which you would like to apply.

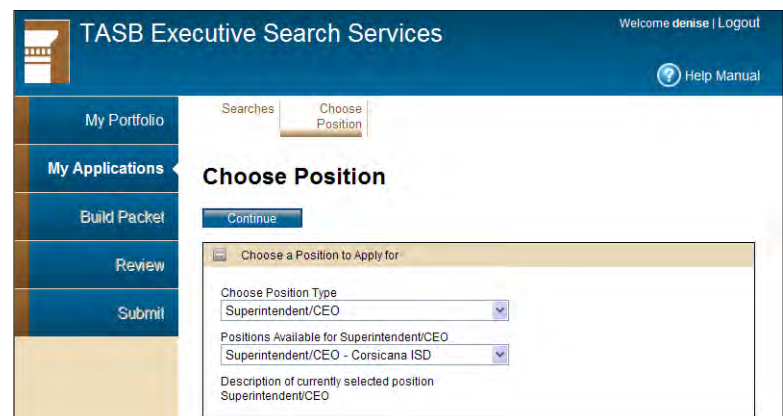
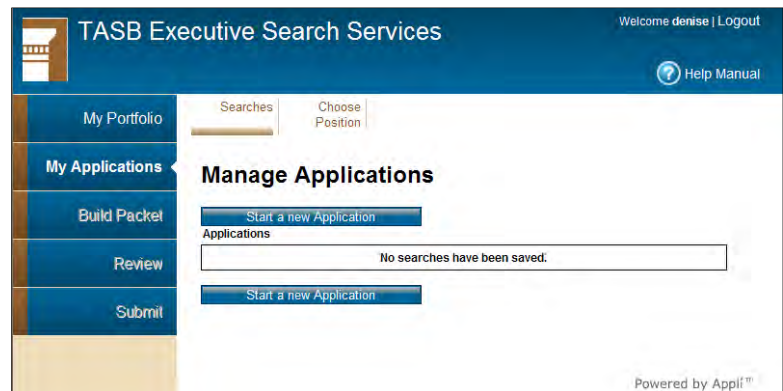
To view open searches:

1. Click **Start a new Application**.
2. Select **Position Type** from the drop-down menu.
3. Next, select a specific position for which you want to apply from the **Positions Available** drop-down list.

Note: To apply for several open positions, complete one application packet, and then return to this screen to build a packet for the next position of interest.

4. Click **Continue** to move to the *Build Packet* section.

Note: On subsequent logins, Applí will open to the *Manage Applications* page. This is where you will find the list of searches for which you have applied. From here, you can start a new search or edit existing searches.



Building a packet

Step 1: Application Questions

Questions included in this step are specific to the position and/or the hiring district. When you have entered all requested information, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

The screenshot shows the 'Application Questions' page. On the left is a navigation menu with 'My Portfolio', 'My Applications', 'Build Packet', 'Review', and 'Submit'. The main content area has tabs for 'Application Questions', 'Q & C', and 'Packet Documents'. A progress indicator shows step 1 of 3 is active. The user is identified as 'Superintendent/CEO - Corsicana ISD'. Below the instructions, there are 'Save' and 'Continue' buttons. A pop-up window titled 'Additional Application Questions' is open, containing two questions with radio button options for 'Yes' and 'No': 'Do you hold a valid Texas Teacher Certificate?*' and 'Do you hold a valid teaching certificate from another state?*'.

Step 2: Qualifications and Characteristics

The qualifications and characteristics describe the position for which you are applying. The number of required responses will vary depending on the position. The purpose of these questions is to allow you to describe your experience and background as it relates to the specific qualification and characteristic, not to describe your philosophy regarding the issue. If you do not have experience in a specific area, please indicate that.

When you have entered all requested information, click **Save** to save the page.

Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

The screenshot shows the 'Qualifications and Characteristics' page. The navigation menu and tabs are the same as in Step 1. The progress indicator shows step 2 of 3 is active. The user is identified as 'Superintendent/CEO - Corsicana ISD'. Below the instructions, there are 'Save' and 'Continue' buttons. A pop-up window titled 'Qualifications and Characteristics' is open, showing a text area with a rich text editor toolbar (bold, italic, underline, font name, etc.) and the text: 'Qualifications and Characteristics Questions. Is an effective communicator with superior interpersonal skills who can make and defend difficult decisions that are best for student'.

Step 3: Packet Documents

In this step, you will assign the documents to be included in your final packet submission.

1. The *Documents* window displays a list of all the files you have uploaded. To upload additional documents, click **Edit Documents**.
2. To sort documents, click on any of the headings in the *Documents* table.
3. You may view a document by clicking the document name in the *Description* column. The document will open in a separate window.

The screenshot shows the 'Packet Documents' page. The navigation menu and tabs are the same as in Step 1. The progress indicator shows step 3 of 3 is active. The user is identified as 'Superintendent/CEO - Corsicana ISD'. Below the instructions, there are 'Save', 'Continue', and 'Edit Documents' buttons. A pop-up window titled 'Documents' is open, showing a table of uploaded documents. The table has columns for 'Include', 'File', 'Document Type', 'Description', 'Date Uploaded', and 'Page Count'. There are three documents listed: 'Certification.docx', 'Resume.docx', and 'Transcript.docx', all uploaded on 03/08/2010 and 1 page each.

Include	File	Document Type	Description	Date Uploaded	Page Count
<input type="checkbox"/>	Certification		Certification.docx	03/08/2010	1
<input type="checkbox"/>	Resumé		Resume.docx	03/08/2010	1
<input type="checkbox"/>	Transcript		Transcript.docx	03/08/2010	1

Note: Your browser's pop-up blocker and security settings may prevent the document from opening. If necessary, change your pop-up blocker settings to allow pop-ups on this site. If your

document doesn't open, look for security messages/warnings in the browser's information bar at the top of the page.

4. Click the checkbox in the **Include File** column to select the documents you want to assign to this application.
5. When you are finished assigning the documents needed to support the application, click **Save** to save the page. Once you have saved the page, you can log out of the system or click **Continue** to move to the next step.

Reviewing your application packet

Prior to submitting your application, you will have an opportunity to review the packet, edit the material you have submitted, and add or delete supporting documents as needed.

Sections with a check mark on the right end of the heading bar are completed; those with a red X are incomplete. Note: Next to the heading for the content area is a plus (+) or minus (-) sign. Click these symbols to expand or collapse the area.

To edit a section, click the **Edit** or **Modify List** button in that section. All sections must be completed to activate the **Submit** button.

To cancel your application, click **Withdraw Application** and the application will be removed.

When completed, click **Continue** to move to the *Submit Application* section.

Submitting your application packet

This is your final opportunity to review your application packet. You also may print a copy (recommended) or withdraw the application.

Next to the heading for the content area is a plus (+) or minus (-) sign. Use these symbols to expand or collapse the area. To make any changes, return to the *Review* section using the left side navigation bar.

To submit your packet, click **Submit Application**. The system will acknowledge your submission by sending an e-mail message to the address included in your portfolio. You do not need to respond to this e-mail. The search status will change to Submitted on the *Manage Applications* page under *My Applications*.

Once your application is submitted, you may log out or return to *My Applications* to complete additional application packets.