

# Using SchoolSpring to Review Applications

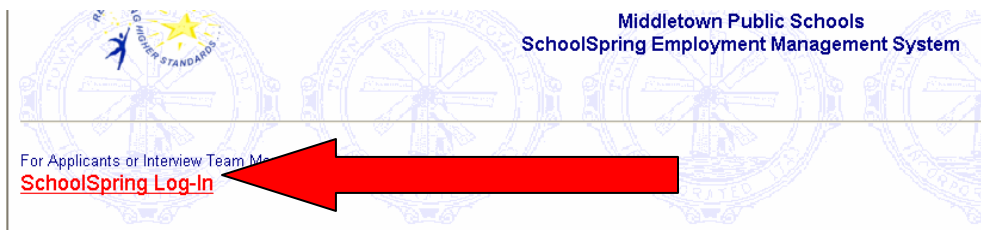
## (Directions for Interview Team Members)

1. Go to [www.ri.net/middletown](http://www.ri.net/middletown)

2. Select the **SchoolSpring** link.



3. Select the **School Spring Log In** link.



4. Enter your username and password information. (If you do not know this information please click on ***Trouble logging in?*** You will need to enter your mpsri.net email address. Your SchoolSpring information will be sent immediately to your mpsri email account. After you check your email you can then log in to SchoolSpring.)



- After logging in you will see any positions that you are assigned to be a member of the interview team. In order to see the applicants for a position you should click on the Job Title.

The screenshot shows the 'Employer Console' interface for SchoolSpring.com. The date is April 6, 2004. The navigation menu includes Home, Administration, New Job, Candidate Search, Log Out, and Help. The main area shows a list of jobs with columns for Job ID, Location, Job Title (# positions), Start Date, Deadline, and Status. A red circle highlights the 'Location' column, and a red arrow points to the 'Job Title' column.

Job ID	Location	Job Title (# positions)	Start Date	Deadline	Status
3831	District-wide	Test without salary	0 (0 new)	Mar 22, 2004	none
3830	BPS	Test Job with Apostrophes and quotes	1 (0 new)	Mar 22, 2004	none
3350	BPS	Principal	2 (0 new)	Oct 27, 2003	Jun 23, 2004
3191	LBE	Fifth Grade Teacher	3 (0 new)	Aug 25, 2003	none
1165	SS Elementary	Physical Education	1 (0 new)	Feb 22, 2002	Feb 28, 2004
2837	SS High	Assistant Principal	2 (0 new)	Jun 17, 2003	Jul 20, 2003
3849	SS High	Math Teacher with App Questions	1 (0 new)	Mar 23, 2004	none

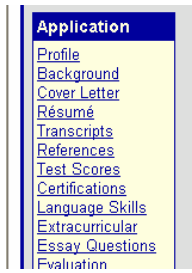
- This will bring you to the names of each applicant. In order to view the applicant's information you should click on their name.

The screenshot shows the 'Applicants' page for SchoolSpring.com. The date is April 7, 2004. The navigation menu includes Home, Job Posting, Applicants, Evaluation, Interviews, Activity, Log Out, and Help. The main area shows a list of applicants for a job opening. The page title is 'Applicants' and the date is April 7, 2004. The list includes columns for ID, Name, Residence, Degree, Experience, and Status.

Job Opening: 3191 - Fifth Grade Teacher - L Barnes Elementary  
 App. Deadline: Open Until Filled  
 Job Status: open (applications accepted)

ID	Name	Residence	Degree	Experience	Status
136	<a href="#">Jones, Barbara</a>	Backdoor, SC	Masters	12 years	reviewing
130	<a href="#">White, Bob</a>	Gordonville, NH	Bachelors	3 years	reviewing
126	<a href="#">Willis, Ernie</a>	Sure Foot, NH	Bachelors	3 years	reviewing
126	<del>Willis, Ernie</del>	Sure Foot, NH	Bachelors	3 years	withdrawn

After selecting an applicant you will be able to review their application. You can review each area of their application by selecting the links in the application box.



**★ Please Note:**

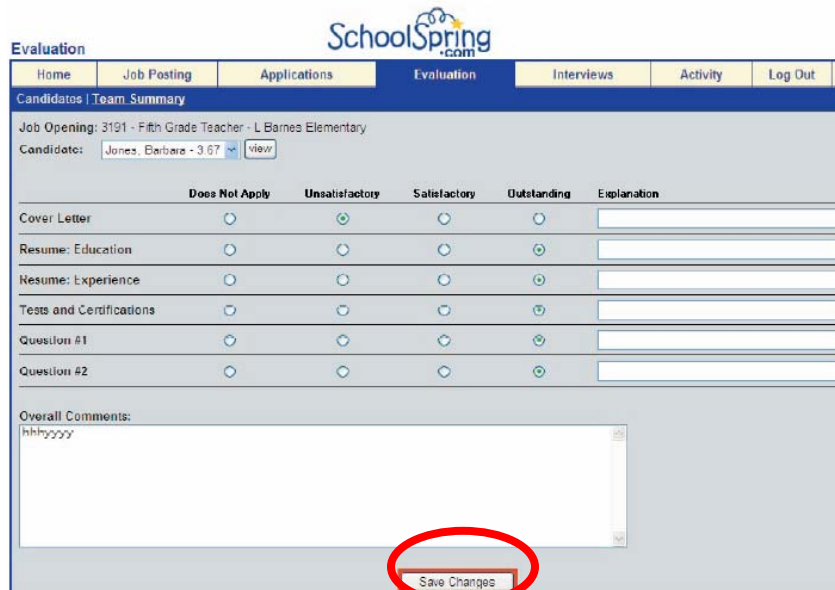
**Applicants for Internal Postings must complete:**

1. Profile
2. Background
3. Cover Letter
4. Resume – Education

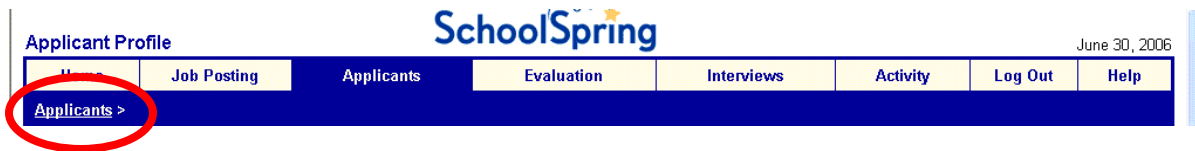
**Applicants for External Postings must complete:**

1. Profile
2. Background
3. Cover Letter
4. Resume – Education
5. Resume – Experience
6. Transcripts
7. References
8. Test Scores
9. Certifications
10. Language Skills
11. Extracurricular
12. Essay Questions (if applicable)

7. Upon review of an applicant the interview team member can enter their evaluation information in the online evaluation tool. This information will not be available to anyone else but the person that entered it. You will need to select Save Changes when you are complete.



8. After you have reviewed the applicant you will be able to return to the other applicants to review by selecting the Applicant link



## **Frequently Asked Questions**

### **1. *What do I do if I have trouble logging in?***

You can contact SchoolSpring directly or contact the technology department.

### **2. *I am the leader of an interview team. How do I arrange the notifications for the interviews and making sure that my team has access to the applicant information?***

The leader of the interview team should contact Mary Dyl in the Office of the Superintendent. The leader of the interview team will need to complete the MPS interview worksheet once the team and interview times have been determined.