Site Selection App Overview
For Teacher, Counselor, Librarian Roles Only

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How to Navigate to the App

For principals:

1. Use your web browser to go to www.philasd.org/login
2. Log into the Employee Portal with your username and password
3. Click on the Site Selection application

What you will see in the App

4. Once you click on the Site Selection Application, you should see a list of the candidates who have been made eligible for the 2019-2020 school year. **This is a change from previous years where you could only see candidates that applied directly to your school. Now you will see the full list of eligible candidates**. The candidates are listed alphabetically by employee name. Here's what the app looks like:

5. At the top, you can use search for candidates who have applied to specific site-selection eligible positions using several search functions:

Filter Applicant List Criteria

| Applied for Organization: | | Applied for Title: | |
| Employee Name: | | Applied for Subject/Skill: | math |

    a. In the "Applied for Subject/Skill", type in something like "Math" to view all eligible external or internal candidates who have applied for a Math position in the portal, or use the 'Applied for Title" filter, type in something like teacher" to view everyone who has applied for a teacher position.

As a reminder, Site Selection is available for teachers, counselors, and librarians ONLY.

6. In order to see candidates who applied for a dual certified job, use the Applied for Subject/Skill and search for both certification as follows: SUBJECT%SUBJECT

Applied for Subject/Skill: english%social

7. In order to see applications from your own school, you will need to filter the applicants using "Applied for Organization" = your school's name.
   a. You will see a list of individuals who applied to your school. **A new feature is that you can see the date someone applied to your position in the far right column, "Update Date"**

Filter Applicant List Criteria   Filter   Reset   Excel

| Applied for Organization: | Barton School (7200) ✕ ▾ | Applied for Title: | ▾ | Status: | Active ▾ |
| Employee Name: | | Applied for Subject/Skill: | | | |

Showing 1 to 10 of 21 entries (filtered from 14,526 total entries)

Employee Name	Current Organization	Location Seniority	System Seniority	Current Title	Employee Certifications	Applied for Organization	Applied for Title	Applied for Subject/Skill	Applied for Activity	Vacancy Count	Forced Transfer	Update Date
Kapusta, Megan A	Barton School (7200)	09/01/2014	09/01/2014	Teacher,Spec Education (0430)	Elementary Pre-4 | Sp Ed Pk-8	Barton School (7200)	Teacher,Spec Education (0430)	Sp Ed Pk-8	Autistic Support	1	N	04/19/2018
Thomas, Steven A	Brown, Henry A. School (5210)			Teacher,Spec Education (0430)	Elementary Pre-4 | Sp Ed Pk-8	Barton School (7200)	Teacher,Spec Education (0430)	Sp Ed Pk-8	Autistic Support	1	N	04/18/2018
Green, Lisa				Teacher,Full Time (0415)	Special Ed Pk-12	Barton School (7200)	Teacher,Spec Education (0430)	Sp Ed Pk-8	Autistic Support	1	N	04/18/2018

8. Click 'Excel" to download all of your applicants into Excel.

Filter   Reset   Excel

9. To see who is leaving your school, navigate to reports. These reports should help you manage retention conversations with your teachers, particularly the voluntary transfers who may be leaving your building.
   a. Applicants by Current Organization: this shows only your organization/school, shows the teachers that are applying to leave your school, both forced and voluntary transfers
   b. Number of Applicants by Applied for Organization: this shows only your organization/school, the number of applicants (external and internal) for each position
   c. Number of Applicants by Current Organization: don't use this

How to View Candidates' Information

10. The list of applicants you see are those who have been screened by our central recruitment team in 2019-20. Here is a key for the information you see:

Employee Name	Current Organization	Location Seniority	System Seniority	Current Title	Employee Certifications	Applied for Organization	Applied for Title	Applied for Subject/Skill

   a. Employee Name: The name of the applicant (external hires, internal voluntary and forced transfers are in the site selection app)
   b. Current Organization: For voluntary and forced transfers, this will indicate the school where they are currently assigned.
   c. Location Seniority: For voluntary and forced transfers, this indicates how long they have been assigned to their current location.
   d. System Seniority Date: For voluntary and forced transfers, this indicates how long they have been an employee at SDP.
   e. Employee Certifications: For all applicants, this will list ALL certification(s) that the applicant has. You can use this information to determine what a candidate may be qualified to teach.
   f. Applied for Organization: The school location the candidate applied to
   g. Applied for Title: The specific position the candidate has applied for at your school. Candidates will ONLY apply for positions that are vacant in SMS. If you see a discrepancy between what someone has applied to and what you believe your vacancy is, contact your Talent Partner immediately.
   h. Applied for Subject/Skill: This is the certification required for the position the candidate applied to. If this does not match the "Employee Certifications", you will need to confirm with the candidate if they are eligible for the position and, if not, if they would be willing to get the certification required for the position (this is possible!)
   i. Vacancy Count: The is a count of how many vacancies you have in the specific position/subject the person applied for (for instance, you may have 4 Elementary positions open, and 8 candidates; you can offer 4 positions).
   j. Forced Transfer: This will show Y/N to indicate to you if the candidate is a forced transfer.

11. When you click on a person's name, it will bring up the following page: You will have access to resume, certifications, and have the ability to email a candidate directly from the system.

Employee Information

Name:	Martha J Albright	Employee ID:	00000-49917
Current Location:	Anderson, Add B. School (1460)	Current Position:	Teacher,Spec Education
System Seniority:	09/01/2002	Location Seniority:	09/01/2003
Phone:	(610) 544-5336	Disciplinary form on file:	No
Email:	mjnelson@philasd.org		

Certification Subject/Skill

Elementary K-6

Mentally, Phy Impared, Lrn Dis

Special Education Liaison

Attachments

Resume:	School Climate Manager rev 12 16.doc	View

E-mail

E-mail Template

[▼]

[   ]

Send Email

How to Communicate with Candidates in the App

12. To send a pre-written email to a candidate that will indicate where they are in your interview process, navigate down to "email" and click on the triangle under "email template" to bring up the email template options.You can send generic emails to candidates from the system; it will send to the candidate "from" you. The system does not receive email responses back, so you cannot schedule interviews just in the site selection portal, you must schedule interviews via email. The email templates are as follows:

    a. Received and reviewing your resume.
    b. No thank you letter.
    c. Thank you for the interview but we offered the job to someone else.
    d. Thank you for the interview and you are in a pool of eligible candidates.

13. Once you select the email template to send, the email language will populate in the box. Click "Send email" to send an email directly to the candidate.

E-mail

E-mail Template

Received and Reviewing your resume ▼

Dear Damali Best,

Thank you for your interest in applying for the Elementary Pre-4 position at Bache-Martin School.

We have received your resume and will be reviewing it shortly. You will be contacted at a later date by the Staff Selection Committee.

Sincerely,
Mark D Vitvitsky
Principal
Bache-Martin School

Send Email