# TSN Online Principal and AP Application and C-30 Tracking System

Guide for Hiring Managers: How to Review Candidates

*Office of Supervisory Support Services*

August 2014

Department of Education
Carmen Fariña, Chancellor

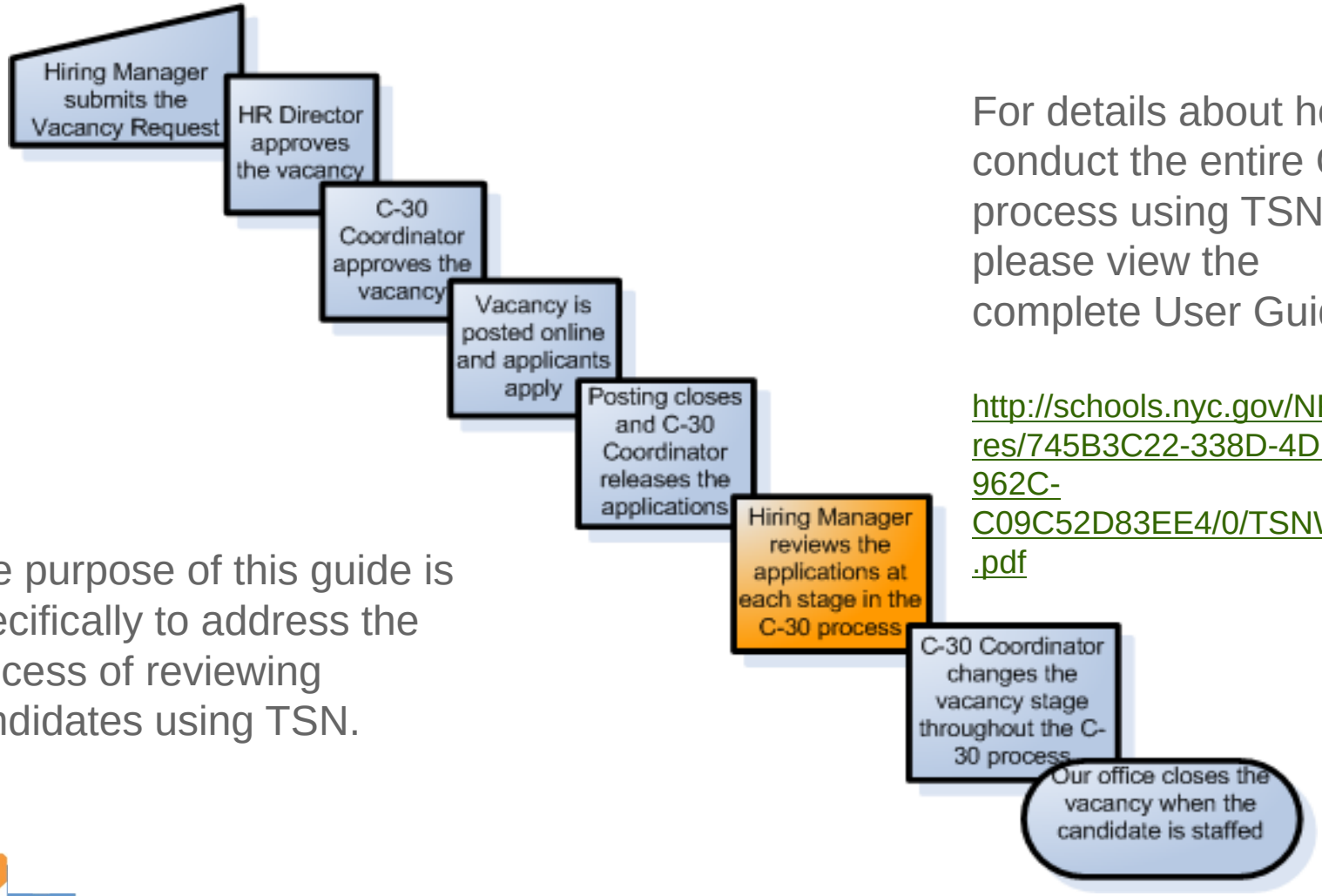
# Online Application System (TSN)

- This online application system is used to post Principal and Assistant Principal vacancies and to track the C-30* selection process for these positions.
- *The selection process for Principal and AP positions is governed by the Chancellor's Regulation C-30. A link to the Regulation is posted on the DOE website. http://schools.nyc.gov/RulesPolicies/ChancellorsRegulations/default.htm
- Online applications in Teachers Support Network (TSN) are also used Citywide for Teachers; Pupil Personnel titles; School Aides; Substitute Teachers and Paraprofessionals; the Principal Candidate Pool; and the LEAP program.
- In order to be considered for a position as a Principal or AP, all candidates must submit an online application using this system.

# Posting Calendar and Submission Deadlines

- Principal and AP vacancies are generally posted at the beginning and middle of each month and remain open for at least 15 calendar days. Posting dates may be adjusted for holidays or weekends.
- These vacancies are posted throughout the school year as vacancies arise. AP vacancies are not typically posted from mid-May through August.
- A link to the current vacancy posting calendar is available on the Supervisory Hiring page on the Division of Human Resources website. http://schools.nyc.gov/Offices/DHR/TeacherPrincipalSchoolProfessionals/Supervisory+Hiring.htm
- A link is also available on the Supervisory Support Services page on the DHR Exchange. http://dhrexchange3/topics/SSS/default.aspx

# Hiring Manager Reviews the Applications




For details about how to conduct the entire C-30 process using TSN, please view the complete User Guide

http://schools.nyc.gov/NR/rdonlyres/745B3C22-338D-4DE1-962C-C09C52D83EE4/0/TSNWebcast.pdf

The purpose of this guide is specifically to address the process of reviewing candidates using TSN.

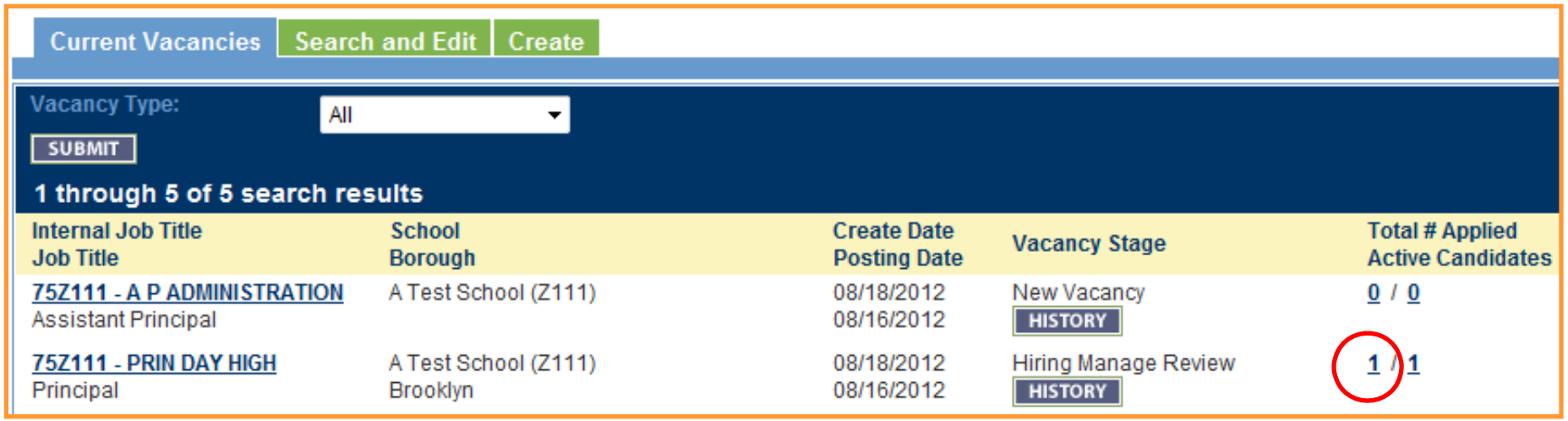
Department of Education
Carmen Fariña, Chancellor

# The Review Process Begins with an Email Alert

- When the C-30 Coordinator changes the Vacancy Stage to Hiring Manager Review, you receive an automatic email alert.
- This is an example of the message you receive: http://schools.nyc.gov/NR/rdonlyres/D446BE00-D056-4404-8264-6EA37E500AF3/0/HiringManagerAlertEmailExampleHMReview.pdf
- After you receive this email alert, you must log into the system and review each candidate individually.

# Accessing the List of Candidates to Review

- To review all candidates at the start of the C-30 process, click on the Total # Applied hyperlink to view the list of candidates for review.
- Later in the C-30 process, the Total # of Candidates will remain constant, but the # of Active Candidates will decline as applications are rejected.




Department of Education
Carmen Fariña, Chancellor

# Accessing a Candidate's Profile

- From the list of candidates, you can access each candidate's details to review their application.
- To view a candidate's profile and application, click on the Candidate Name hyperlink.

Department of Education
Carmen Fariña, Chancellor

# Candidate Profile

The Profile tab displays the candidate's TSN profile.

This was entered by the candidate.

Profile | Snapshot | Vacancy Application

1. Account Information
2. Contact Information
3. Employment Status
4. Certification Status
5. Position Preferences
6. Teaching Experience
7. References

## Account Information

| | | | |
|---|---|---|---|
| Prefix: | | Primary Email Address: | applicant@test.com |
| First Name: | Applicant | Secondary Email Address: | |
| Middle Name: | | Password for this website: | ******** |
| Last Name: | Testing | | |
| Suffix: | | Password Hint Answer: | |

## Contact Information

| | | | |
|---|---|---|---|
| Mailing Address 1: | 123 Main Street | Primary Phone (Business): | 7189352822 |
| Mailing Address 2: | | Secondary Phone (): | |
| City: | Brooklyn | | |
| State: | New York | | |
| Country of Residence: | UNITED STATES | | |
| Zip/Postal Code: | 11201 | | |

Department of Education
Carmen Fariña, Chancellor

# Candidate HR History

The Snapshot tab displays the candidate's information on record with the DOE.

Profile | Snapshot | Vacancy Application

1. U-Rating
2. Service History
3. State Certification
4. NYC License
5. Selection Data
6. Biographical Information

## 1. U Rating

| U Rating Date | U Rating Code | Created | Last Update |
|---|---|---|---|

## 2. Service History

| Start Date | End Date | Employment Status/Description | License Code/Description | School | District |
|---|---|---|---|---|---|

## 3. State Certification

| State Certification Code | Description | Type | Type Description | Issue Date | Expiration Date | Title Category |
|---|---|---|---|---|---|---|
| 1180 | SAS | EX24 | EXT-2 YEARS | 2011-02-01 | 2013-01-31 | SU |
| 2080 | SCH SOC WKR | PERM | PERMANENT | 2003-09-01 | | SW |

## 4. NYC License

| License Code | License Description | License Category | License Category Description | License Expiration | Created | Last Update |
|---|---|---|---|---|---|---|

## 5. Selection Data

| Nomination Code | Job ID | Title | Assignment Code | School Location | Selection Date | Effective Date | File Number |
|---|---|---|---|---|---|---|---|
| Not available | | | | | | | |

CLOSE

Department of Education
Carmen Fariña, Chancellor

# Vacancy Application

- To view the application the candidate submitted for this position, click on the Vacancy Application tab, then click on the “View this vacancy application” link.

Department of Education
Carmen Fariña, Chancellor

# Vacancy Application Details

- The Vacancy Application includes a resume and a cover letter which should contain answer(s) to the essay question(s) provided.
- If these items appear as hyperlinks, then you are able to click on the links to open the documents in their native software (PDF files open in Adobe Acrobat; Word documents open in Microsoft Word, etc.) The documents can then be printed as you would print any file using that software.
- If these items appear as text displayed in the online application system, then in order to print the material, you must copy the text, paste into another program such as Microsoft Word, and print using that software.

**Vacancy Application Resume and Cover Letter**

**Resume:** New Admin Resume 2012.doc
**Cover Letter:** Cover Letter and Essay Responses.doc

Department of Education
Carmen Fariña, Chancellor

# Essay Questions

Applicants are instructed to answer the following essay question(s) within their cover letter.

- FOR PRINCIPAL POSITIONS **(one question)**:
  - In 100-400 words, please explain why you are an excellent candidate to lead this specific school, including any experience or special skills that you will bring as the new leader to enable the school to meet and surpass its goals.
- FOR ASSISTANT PRINCIPAL POSITIONS **(first of two questions)**:
  - In 400-1000 words, please describe one instructional initiative that you undertook that was intended to improve student achievement. Select an initiative where you were responsible for the results and had a significant leadership role. The endeavor could range in scope from a school-wide program or initiative that you implemented in your classroom.

    Specifically, address:
    - The purpose and scale of the initiative
    - The steps you took to start and implement the initiative
    - The end results of the initiative
    - What you would have done differently, if anything
- FOR ASSISTANT PRINCIPAL POSITIONS **(second of two questions)**:
  - In 400-1000 words, please describe what has inspired you to want to become an assistant principal. Please include relevant information on your experience, skills, and vision for student achievement and how this qualifies you to be an excellent school leader.

# Candidate Eligibility

- An Eligibility Status of E, C, or I should be displayed for each candidate who applied.
- If Eligibility Status = E, the candidate can be invited to an interview.
- If Eligibility Status = C, I, or blank, please contact your C-30 Coordinator if you wish to invite this candidate to an interview. Our office must manually check the candidate's eligibility first.

Department of Education
Carmen Fariña, Chancellor

# Reviewing a Candidate

- From the list of candidates, you can change each candidate's Candidate Vacancy Status.
- To change each candidate's Candidate Vacancy Status, click the Edit button next to that candidate.

Department of Education
Carmen Fariña, Chancellor

# Changing the Candidate Vacancy Status

| | |
|---|---|
| Candidate: | Applicant Testing |
| Eligibility Status: | |
| Job Title: | Principal |
| Internal Job Title: | PRIN DAY HIGH |
| School: | A Test School |
| Borough: | Brooklyn |
| Vacancy Stage: | Hiring Manage Review |
| Current Candidate Status: | Sent to Hiring Manager for Review |
| Select new candidate status: | Select New Candidate Status |
| Level I Candidate Score: | |
| Level II Candidate Score: | |
| Candidate Type: | AP from another school |

Comments *(Required when advancing a candidate with an eligibility*

CANCEL SUBMIT

Select from drop-down list:
- **Rejected after Hiring Manager Review**
- **Proposed for Level 1**
- Rejected after Level 1
- Proposed for Level 2
- Rejected after Level 2
- Proposed Final Candidate
- Needs Background Check

When you select an option, a pop-up message is displayed. This relates to the C-30 Coordinator's work. Ignore this message and click OK.

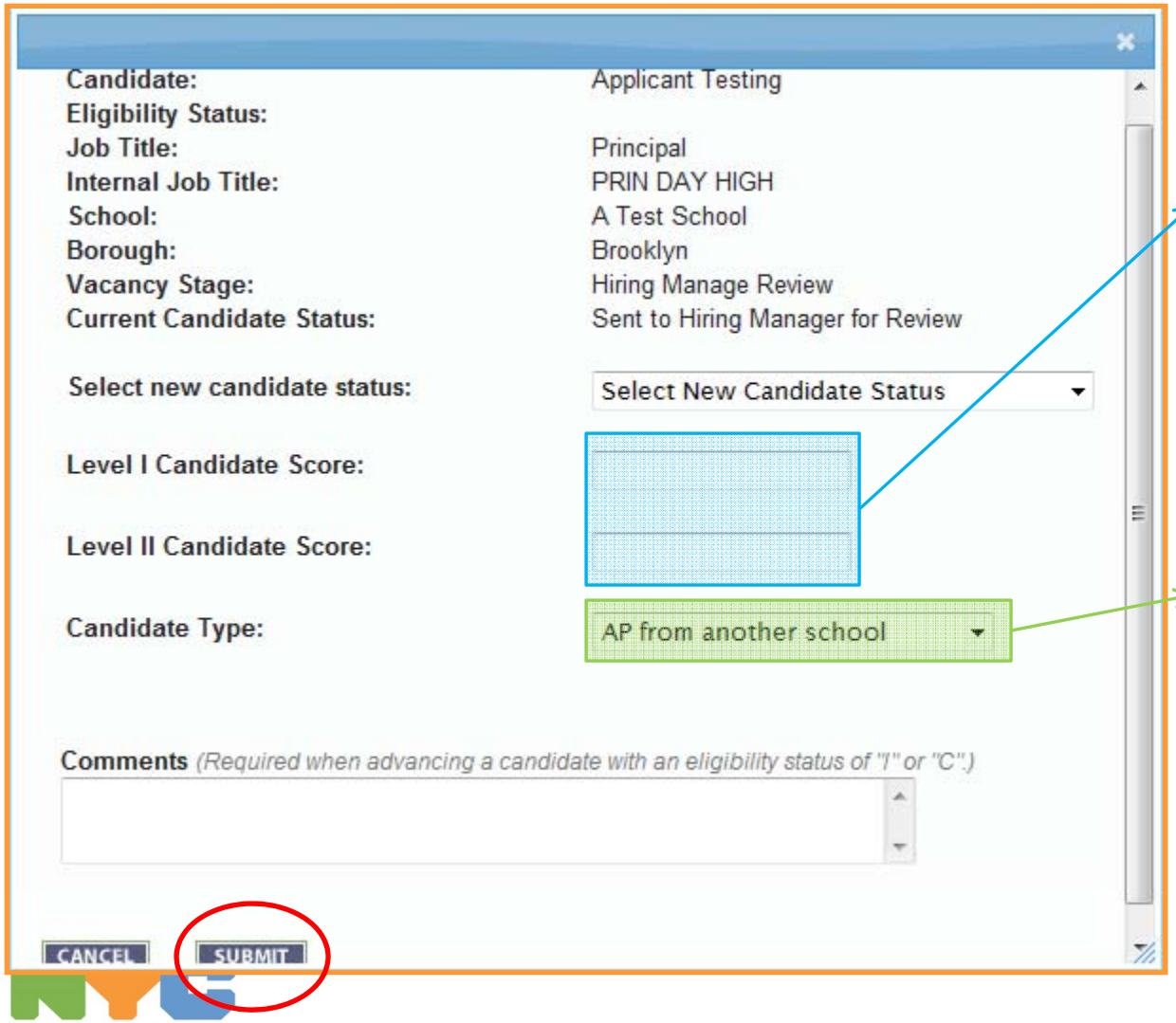
Windows Internet Explorer

When you change/ update a Candidate Vacancy Status, please remember to ensure that the Position Vacancy Stage is updated as appropriate.

OK

Department of Education
*Carmen Fariña, Chancellor*

# Changing the Candidate Vacancy Status




At this stage in the C-30 process, leave these fields blank.

After the interviews, you review each active candidate again. At that time, enter the interview scores for each candidate who was interviewed.

If a candidate is proposed for an interview, select from a drop-down list the option that describes the candidate:

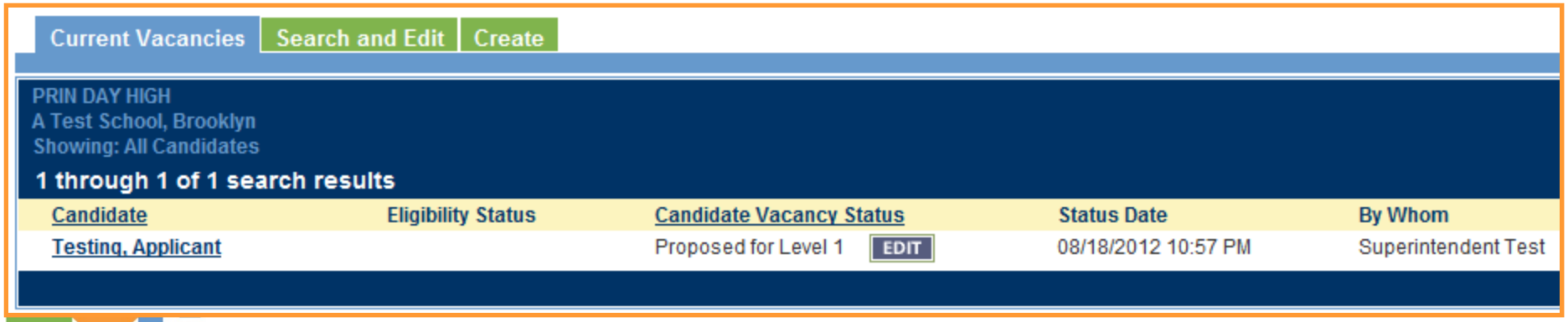
- Internal AP
- AP from another school
- Internal Teacher
- Excessed Principal
- APPer
- New Leader
- External Candidate
- …..Etc…..

When you are finished, click the Submit button.

Department of Education
Carmen Fariña, Chancellor

# After you Change the Candidate Vacancy Status

- After you submit the Candidate Vacancy Status change, you return to the list of all candidates.
- The list displays the candidate's new Candidate Vacancy Status.
- Repeat this process to evaluate each candidate listed. At this stage in the C-30 process, you should assign each candidate a status of:
  - Rejected After Hiring Manager Review; or
  - Proposed for Level 1.




Department of Education
Carmen Fariña, Chancellor

# Evaluate the Active Candidates At Each Stage

- After the Level 1 interviews, repeat the process of evaluating the active candidates. At that stage, you should assign each candidate a status of:
  - Rejected After Level 1; or
  - Proposed for Level 2.
- After the Level 2 interviews, repeat the process of evaluating the active candidates. At that stage, you should assign each candidate a status of:
  - Rejected After Level 2; or
  - Needs Background Check.
- If a candidate declines an interview invitation or does not show for an interview, please notify your C-30 Coordinator immediately.

# Getting Help

Hiring Managers or network users who are unable to log in and/or perform your work:

- Contact the C-30 Coordinator indicated on the email alert; or
- Call Supervisory Support Services at (718) 935-2822

Applicants contact HR Connect for support at (718) 935-4000.