



NYC Department of Education
Joel I. Klein, Chancellor



Preparatory Academy Program Training Manual

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**Preparatory Academy Program
Training Manual**

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Preparatory Academy Program Training Manual

OBJECTIVE

This manual is intended to help Regional Personnel / DHR process applications and recruit teachers for available teaching positions within the Preparatory Academy. Functions include reviewing the applicant's qualifications, selecting that applicant for an interview, selecting the candidate for a position and location and getting a reply back from the candidate regarding the offer.

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Logging In

Go to the internet and go to:

<http://www.nycboe.net/applications/prepselproc/>

This page will validate that you are an authorized user for Intranet Preparatory Academy Selection/Assignment Processing system. When you attempt to use the system a login window will pop up. You must enter your user domain/user id and password that you use when you sign in to Windows on your computer (i.e., Centra\JKlein, Nycboe\JDoe, OWS\GPerez, etc.) Anyone who needs access to the system must send an email to: prepacadsupport@nycboe.net

The screenshot shows the top of the NYC Department of Education website. The header includes the department name, the Chancellor's name (Joel I. Klein), and the Division of Human Resources. A navigation bar contains links for Home, Sign In, Department Of Education Home Site, Phone Directory, Calendar, and HR Home Page. A 'Human Resources' logo is on the right. A sidebar on the left has 'Home' and 'Sign In' buttons. A callout box points to the 'Sign In' button with the text 'Click on "Sign In"'. The main content area is titled 'PREPARATORY ACADEMY' and contains a 'Welcome to the selection process' message. A callout box points to the 'Sign In' button with the text 'Type in your information in the sign-in box'. Overlaid on the page is a 'Connect to qa.nycboe.net' dialog box with fields for 'User name' and 'Password', and a 'Remember my password' checkbox. The dialog box has 'OK' and 'Cancel' buttons.

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Welcome Page

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NYC.gov - The Official New York City Web Site

The New York City Department Of Education
Joel I. Klein, Chancellor

Division of Human Resources
Dr. Elizabeth Arons, Chief Executive Officer

Department Of Education Home Site | Phone Directory | Calendar | HR Home Page

Home
New Applicants
Pending Interview
Confirmed
Declined
Sign Out
Help
Emails Text
View Postings

Click on "New Applicants".

HelloDOE User!

New Applicants

These are the applicants who have submitted their applications to the Preparatory Academy positions in your region(s). You can view the details of the applicants by region, choose matching applicants for interviews, or release unqualified applicants. [Click here..](#)

Pending Interview

These are the applicants who have been invited for interview for a Preparatory Academy position. You can View the pending candidates, select the candidates (i.e., extend job offers) that have successfully completed the interviews, or release the candidates that failed the interviews. [Click here..](#)

Confirmed

These applicants have been selected for Preparatory Academy positions in your region(s) and were notified via the E-Mail confirming their positions. You can view the selected candidates by region and deselect the candidates that have declined the offer. [Click here..](#)

Declined

This is a pool of candidates that declined interview, attended but failed interview, declined Job offer, Released as New Applicant, Released from Interview Pending. You can reselect these applicants. [Click here..](#)

You access application functions either with the sidebar or by using "Click here".

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New Applicants

This page will list all applicants that have applied for a job in your region(s). If you are responsible for multiple regions, this screen will display the applicants from the first region. You can use the drop-down menu to see the applicants from the other regions. By default, candidates will be listed (sorted) by "Seniority". You can sort the list by Applicant's Last Name and the Home School. You can search the candidates by using the Last Name, Home School, or the License.

PREPARATORY ACADEMY - APPLICANTS FROM HOME REGION 05

Last Name: Home School: License:

Applicant's Name	File No/ EIS ID	License(s)	Phone Number	Seniority (YYTMD)	Home School	Invite for Int./ Release	Select
WILLIAMS, ULINDA	232323	(781B)C B(Y)	(212) 111-1111	090000	Q223	Invite for Int. ▼	<input type="checkbox"/>
LEVINE, FRANCES	232323	(900B)SPEC EDUC(Y)	(212) 111-1111	070000	K190	Invite for Int. ▼	<input type="checkbox"/>
FORMAN, EILEEN	232323	(781B)C B(Y)	(212) 111-1111	070000	K346	Invite for Int. ▼	<input type="checkbox"/>
HURT, ANN MARIE	232323	(781B)C B(Y)	(212) 111-1111	060000	K328	Invite for Int. ▼	<input type="checkbox"/>
BIAMONTE, JUDITH	232323	(781B)C B(Y)	(212) 111-1111	060000	K072	Invite for Int. ▼	<input type="checkbox"/>
DALEY, PATRICIA	232323	(781B)C B(Y)	(212) 111-1111	030000	Q223	Invite for Int. ▼	<input type="checkbox"/>
WIGZAW, KIDAN	232323	(781B)C B(Y)	(212) 111-1111	021201	K158	Invite for Int. ▼	<input checked="" type="checkbox"/>
ENA	232323	(781B)C B(Y)	(212) 111-1111	020000	K202	Invite for Int. ▼	<input type="checkbox"/>
ARA	232323	(781B)C B(Y)	(212) 111-1111	020000	K328	Invite for Int. ▼	<input type="checkbox"/>
DENISE	232323	(900B)SPEC EDUC(Y)	(212) 111-1111		Q262	Invite for Int. ▼	<input type="checkbox"/>

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You can view details of the individual applicants by clicking on the applicant's name. (see page 10)

If an applicant has a "Problem Code", his/her record (row) will be highlighted indicating that you need to resolve the issue before continuing processing.

(1) Select the **region** for which you want to view candidates

(2) Select **Interview** if you want to invite the applicant for interview or **Release** if candidate is not qualified for the position

(3) Check (✓) the check Box(es) in "Select" column

(4) Press the "Invite for Interview /Release" button

The system will send email invitations to all the applicants that are selected for interview.

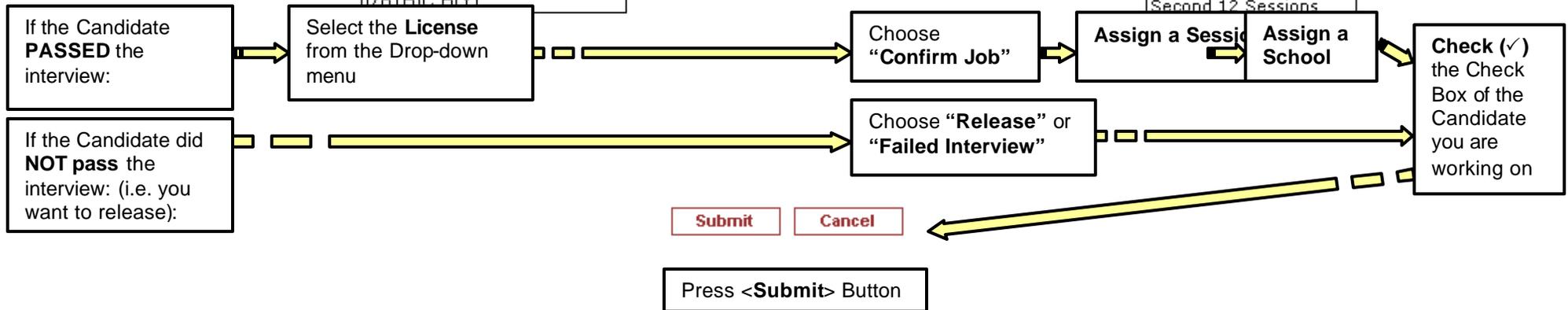
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Pending Page

This page lists all the applicants who have been invited for interview for a Preparatory Academy position. You can view the pending candidates, select the candidates (i.e., extend job offers) that have successfully completed the interviews, or release the candidates that failed the interviews. You can accomplish this by doing the following:

PREPARATORY ACADEMY - PENDING INTERVIEW APPLICANTS FROM HOME REGION 01

Applicant's Name	File No/ EIS ID	License(s)	Phone Number	Seniority (YYTMDD)	Home School	Confirm Job/Release/ Fail Interview	Assign Session	Assign School	Select
CRUZ, EDITH	232323	(730B)EMT HAND REG(Y)	(212) 111-1111	281118	X145	Confirm Job	Select one		<input type="checkbox"/>
OCHIAGHA, ROBERT	232323	(787B)EARLY CH CL(Y)	(212) 111-1111	151427	X230	Confirm Job	Select one		<input type="checkbox"/>
MOSKOWITZ, STACEY	232323	(4100)ASST PRIN(Y)	(212) 111-1111	151226	X090	Confirm Job	Select one		<input type="checkbox"/>
NDUKWU, BENNETT	232323	(900B)SPEC EDUC(Y)	(212) 111-1111	031000	X002	Confirm Job	Select one		<input type="checkbox"/>
JONES, BEVERLY	232323	(781B)C B(Y)	(212) 111-1111	030000	X008	Confirm Job	Select one		<input type="checkbox"/>
SIMMONS, CRYSTAL	232323	(764B)SOC STUDIES(Y)	(212) 111-1111	020000	X037	Confirm Job	Select one		<input type="checkbox"/>
WEBB, ROHAN	232323	(797B)BIL CB SPAN(Y)	(212) 111-1111	020000	X070	Confirm Job	Select one		<input type="checkbox"/>



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- Note: By releasing the applicant that person will be moved out of the pending list. You will be able to reselect them via the **Declined Applicants** screen.
- The following email will be sent out to the applicant informing them of your acceptance:

We are pleased to inform you that you have been selected to work in the Preparatory Academy. Your work location is _____ for

- All 24 weeks _____
- First 12 Sessions: Oct 30; Nov 6, 13 and 20; Dec 4, 11, 18, 28 and 29; Jan 8, 15 and 22 _____
- Second 12 Sessions: Jan 29; Feb 5, 12, 22, 23, and 24; March 5, 12 and 19; April 2, 9, and 16 _____

Please note the daily schedule is 5 hours per session, 8:30 – 1:30, inclusive of a maximum of 4 hours teaching time. There are also 12 hours of professional development, to be scheduled after school.

Since the program starts soon it is necessary that you reply to this email indicating whether or not you wish to accept this position. Due to time considerations your failure to reply within that time frame will be deemed to be a declination of this offer. We hope you will accept and look forward to having you report to the above assigned location on _____.

Very truly yours,

- You can see the text of any emails sent out by going back to the home screen and clicking on “**Emails Text**” in the sidebar.

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Confirmed Applicants Page

This page lists all the applicants that have been selected for Preparatory Academy positions in your region(s) and were notified via the email confirming their positions. You can view the selected candidates by region and deselect the candidates that have declined the offer.

PREPARATORY ACADEMY - CONFIRMED APPLICANTS FROM HOME REGION 01 ▾

Last Name: Assigned Location: License:

Applicant's Name	File# / EIS ID	Assigned License	Phone	Seniority	Home Location	Assigned Location	Assigned Session	Declined Offer
ALVAREZ , NOEMI	232323	4122	(212) 111-1111	180000	X399	FFFF	1	<input type="checkbox"/>
POLEON , BARNABAS	232323	781B	(212) 111-1111	041405	X055	PS20	1	<input type="checkbox"/>
NUNEZ , BRENDA	232323	997B	(212) 111-1111	031000	X219	X218	1	<input type="checkbox"/>
DHARENENI , BALAMANGA	232323	002B	(212) 111-1111	001228	X219		2	<input type="checkbox"/>
MEBANE GRIFFIN , EDDICE	232323	4100	(212) 111-1111		X015	PS 0	1	<input type="checkbox"/>

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Select any number of check boxes for candidates who have declined your offer and then press the **Decline** button.

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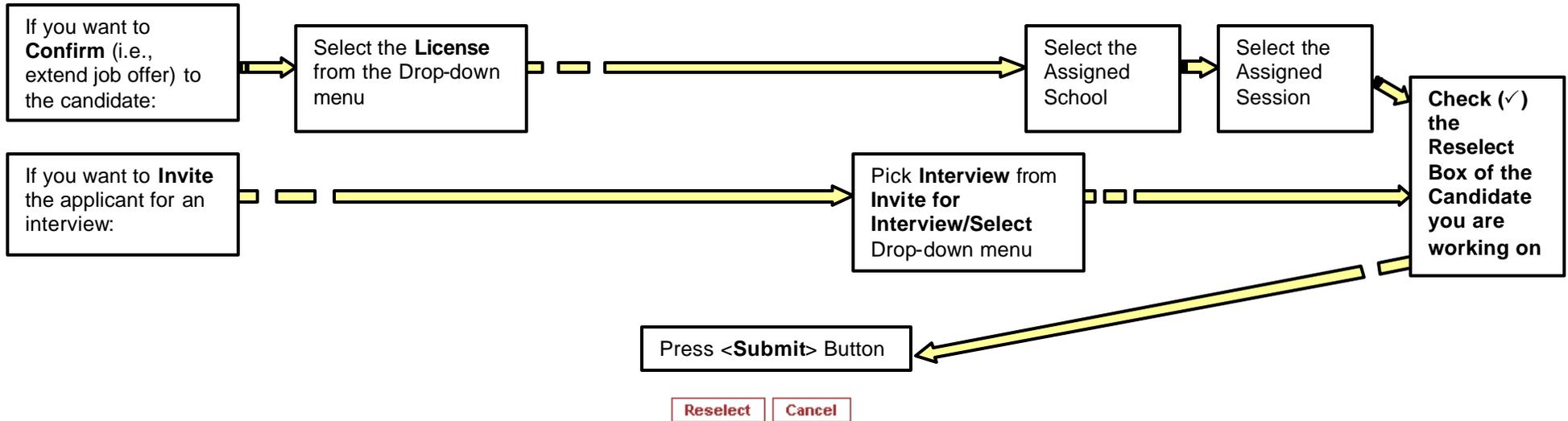
Declined Page

You can reselect these applicants. You can accomplish this by doing the following:

PREPARATORY ACADEMY - DECLINED APPLICANTS FROM HOME REGION 01 ▾

LAST NAME:	<input type="text"/>	CURRENT LOCATION:	<input type="text"/>	CURRENT LICENSE:	<input type="text"/>	<input type="button" value="Search"/>			
Applicant's Name	File#/ EIS ID	License	Phone	Seniority (YYTMD)	Home School	Invite for Interview/ Select	Assign School	Assign Session	Reselect
ALVAREZ , NOEMI	232323	(4122)A.P.ADMIN(Y) ▾	(212) 111-1111	180000	X399	INVITE FOR INTERVIEW ▾	>> ▾	SELECT >> ▾	<input type="checkbox"/>
MOSKOWITZ , STACEY	232323	(4100)ASST PRIN(Y) ▾	(212) 111-1111	151226	X090	INVITE FOR INTERVIEW ▾	>> ▾	SELECT >> ▾	<input type="checkbox"/>
POLEON , BARNABAS	232323	(781B)C B(Y) ▾	(212) 111-1111	041405	X055	INVITE FOR INTERVIEW ▾	>> ▾	SELECT >> ▾	<input type="checkbox"/>

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Applicant's Detail Page

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The applicant's detail page is divided into two sections: The top section has applicant's personal information that resides in the HR system. The bottom section contains the comments provided by the applicant during the application submission, including the status of the candidate. For example, a "declined" candidate might have one of the following status: Declined Interview, Attended but Failed Interview, Declined Job Offer, Released as New Applicant, or Released from Interview Pending.

PREPARATORY ACADEMY - TEACHER DETAILS

PERSONAL INFORMATION

EIS Id/File Number: 232323

First Name: Susanna **MI:** **Last Name:** Perez

Street Address: 123 1st Avenue **Apt#:**

City: Bronx **State:** NY **Zip:** 10469

Home Region: 01

School Location: 10X399 **School:** MS 399

Contact Phone: (212) 111-1111 **Email-Id:** nmutyal@nycboe.net

Seniority: **HRS Status:**

Finger print Status: **Problem Code:**

Current License: 781B-C B

ADDITIONAL LICENSE(S) INFORMATION

License Code	License Description	Certified
4122	A.P.ADMIN	Yes
5760	A.P.SUP ENG	Yes
576B	ENGLISH	Yes
4120	PRINCIPAL	Yes
001B	SPECIALIST	Yes

APPLICATION INFORMATION

Job Position: Teacher - 5th Grade **Confirmation #:** 2043074319

Date Applied: 10/4/2004 8:18:23 AM **Region Applied:** 01

Status: Invited for Interview

Comments: I did participate in a per session activity this July but it was re-writing my school's CEP not in a program. I have worked in extended day programs aimed at increasing test scores of students scoring 1 and 2. I've worked with general education and ELA students. My background is in literacy here in district 10, region 1.

Notes:

Finger Print Status: "S" implies fingerprints results are cleared. Any other status indicates bad fingerprints.

Problem Code: YES/NO. Yes indicates the applicant has an existing problem code and cannot be hired. This will show up as a shaded line on the selection page.

License(s): This displays all current license(s) held by the applicant and indicates certification status.