

ACCESSING THE ASSISTANT PRINCIPAL AVAILABLE CANDIDATE POOL



Accessing the Assistant Principal Available Candidate Pool

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Introduction

In 2006, the Division of Human Resources (DHR) established the Assistant Principal Available Candidate Pool as part of a series of initiatives to improve the recruitment, selection and placement of assistant principals in the New York City public schools. It is intended to be used as a resource for principals who are searching for qualified candidates to fill assistant principal positions on either a permanent or interim basis.

In the past, principals provided feedback that they would like more control over the recruitment process for assistant principal positions, including access to a broader base of applicants and the ability to interact with candidates beyond the limitations of the C-30 process. Principals who want to ensure that the selection process for their vacancy is as competitive as possible can now use the Assistant Principal Available Candidate Pool to review a diverse group of applicants. At any point, principals can invite candidates from the Pool in for interviews or meetings, encourage them to apply for posted positions, or even select candidates for an interim acting assignment.

The Candidate Pool: Applicant Process

For applicants, entry into the Assistant Principal Available Candidate Pool is based upon completion of an online application that includes

- professional and educational history;
- two essay questions;
- preferences for geography, school level and subject area
- a resume; and
- the submission of a letter of recommendation from an applicant's current principal, assistant principal or superintendent.

All candidates who apply for the Pool are considered for general assistant principal positions (i.e., Assistant Principal-Elementary, Junior High School and Assistant Principal-Administration). If an applicant wishes to be considered for positions supervising a subject area (e.g. Assistant Principal-Supervision Mathematics), he/she must have valid teacher certification in that subject area.

Please note that the Assistant Principal Available Candidate Pool is voluntary. Candidates may still obtain interim or permanent assistant principal positions without participating in the Pool.

Accessing the Assistant Principal Available Candidate Pool

The Assistant Principal Available Candidate Pool is managed through the OpenHire online vacancy management system, which can be accessed at www.OpenHire.com. Principals who have used OpenHire to fill an assistant principal position should use their assigned username and password. If a principal has forgotten their login or needs one assigned, he/she should click on the [Forgot your password?](#) link on OpenHire's homepage.

For more information on using Open Hire to review applicants who applied for specific vacancies, please download the official OpenHire User's Manual at

<http://schools.nyc.gov/Offices/DHR/Employees/PrincipalsApsSupervisory/SupervisoryHiring.htm>

Searching for Candidates

When a principal logs into OpenHire to search for candidates that are well-matched for their school's vacancy, he/she will first come to the **Track My Jobs** screen.

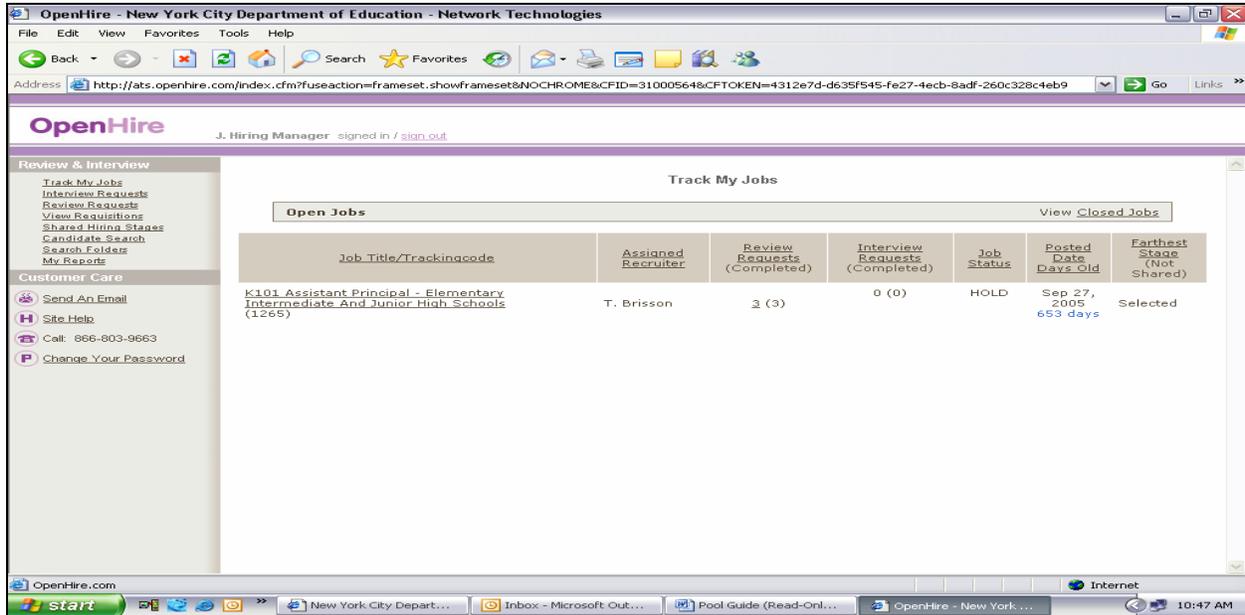


Figure 1: Track My Jobs screen

If the Hiring Manager has no open vacancies, there will be no job listed. Even if there are no officially vacancies on record, any principal can search the pool.

To search for candidates in the Pool, a principal will use the **My Reports** screen. **My Reports** can be accessed via the menu in the upper-left hand corner of the **Track My Jobs** screen.

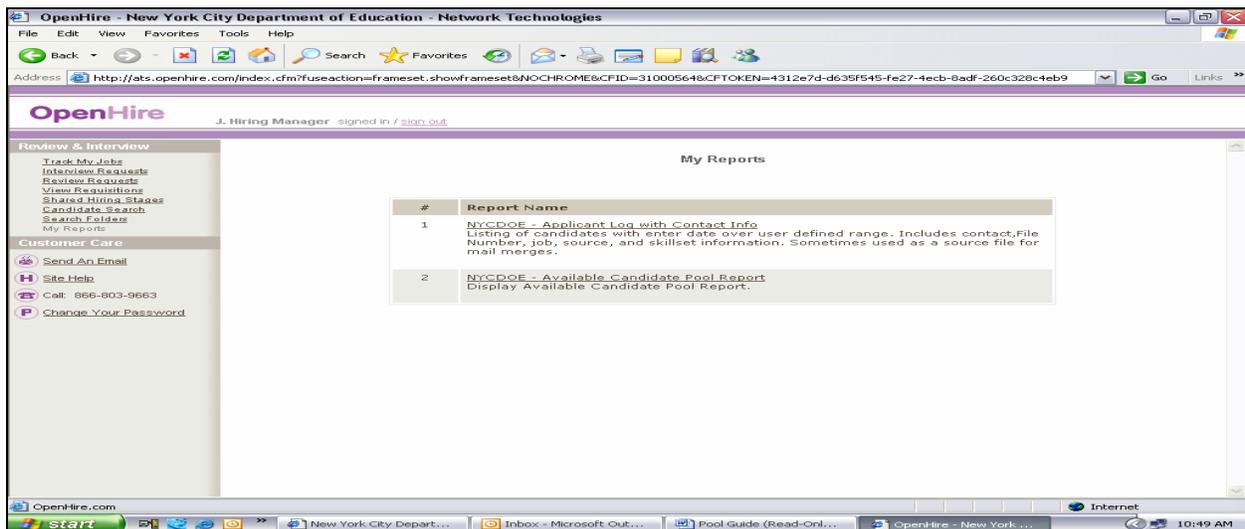


Figure 2: My Reports

From the **My Reports** screen, a principal selects the **NYCDOE- Available Candidate Pool Report** to find candidates suited for the vacancy. A new window will appear with the search criteria that are needed to run the report.

Search Criteria for the NYCDOE- Available Candidate Pool Report:

- **From Enter Date** - To ensure that all candidates in the Pool are included in the search, **choose a date on or before 6/15/2006.**
- **To** - To ensure that all candidates in the Pool are included in the search, **choose a date in the future.**
- **Job (optional)** - If the vacancy is for an Assistant Principal- Administration or Assistant Principal- Elementary, Intermediate and Junior High School, choose the Assistant Principal Available Candidate Pool from the drop-down menu. If the vacancy is for a specific subject area, choose that subject area from the drop-down list to only retrieve the candidates who are qualified for that subject area. *Leaving the Job as "Any" will not filter candidates by subject area.*
- **School Level (optional)** –To filter for a vacancy in a specific school level (elementary, middle/junior high school, or high school), select that level from the drop-down list to only retrieve candidates interested in that school level. *Leaving the Job as "Any" will not filter candidates by subject area.*
- **Geography (optional)** – To filter for borough preference, select the applicable borough from the drop-down list to only retrieve candidates interested in that borough. *Leaving the Job as "Any" will not filter candidates by subject area.*
- **Format** – Select the format of the report from the drop-down list. *Excel is recommended.*

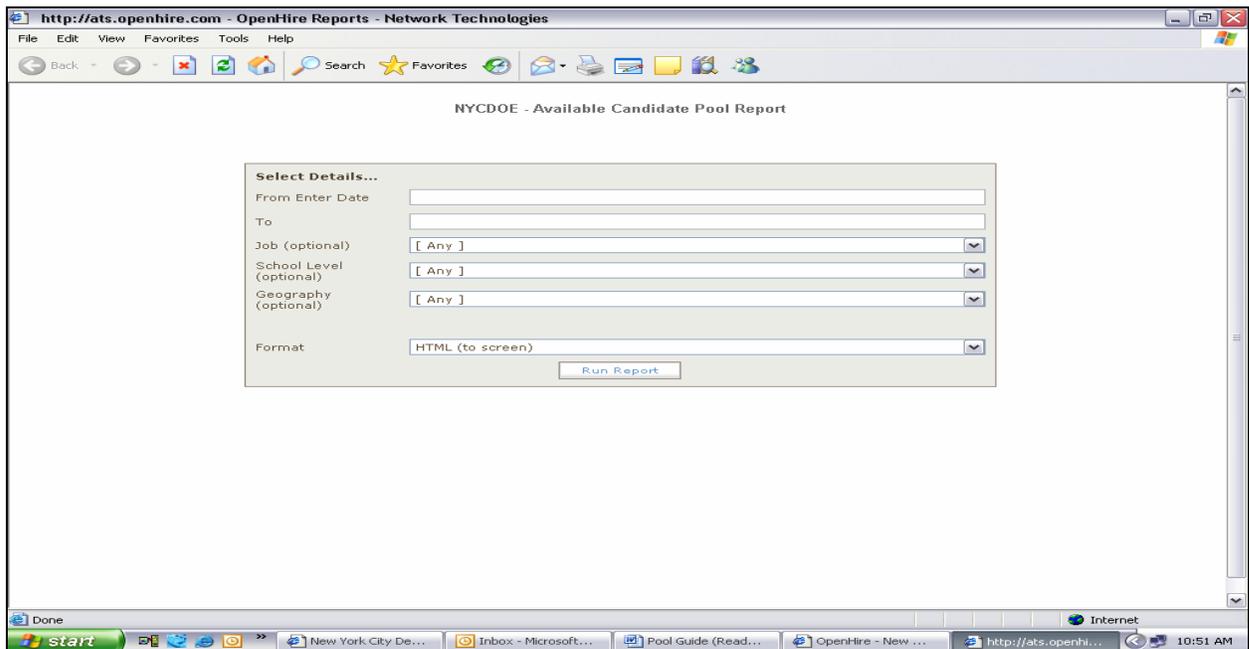


Figure 3: NYCDOE - Available Candidate Pool Report

Once the search criteria have been entered, click the **Run Report** button. A dialogue box will pop up asking whether you want to open or save the file. *It is recommended to save the file before opening it.*

Viewing Candidates' Profiles, Resumes, Applications and Letters of Recommendation

The **NYCDOE- Available Candidate Pool Report** will contain the names and contact information of all candidates in the Pool that met the search criteria. Principals can then use this information to look up candidates' detailed profiles, applications, resumes and letters of recommendation via the **Candidate Search** screen. The **Candidate Search screen** is accessed via the menu in the upper-left hand of the **Track My Jobs** screen.

In the **Candidate Search** screen, scroll down to **Select search filters**. "All" will appear in the **Entered in the Past** field. Click on the **Show Advanced Search Options** button. A new window will bring up several search fields. In the **Candidate Name** field, enter the candidate's first and last name.

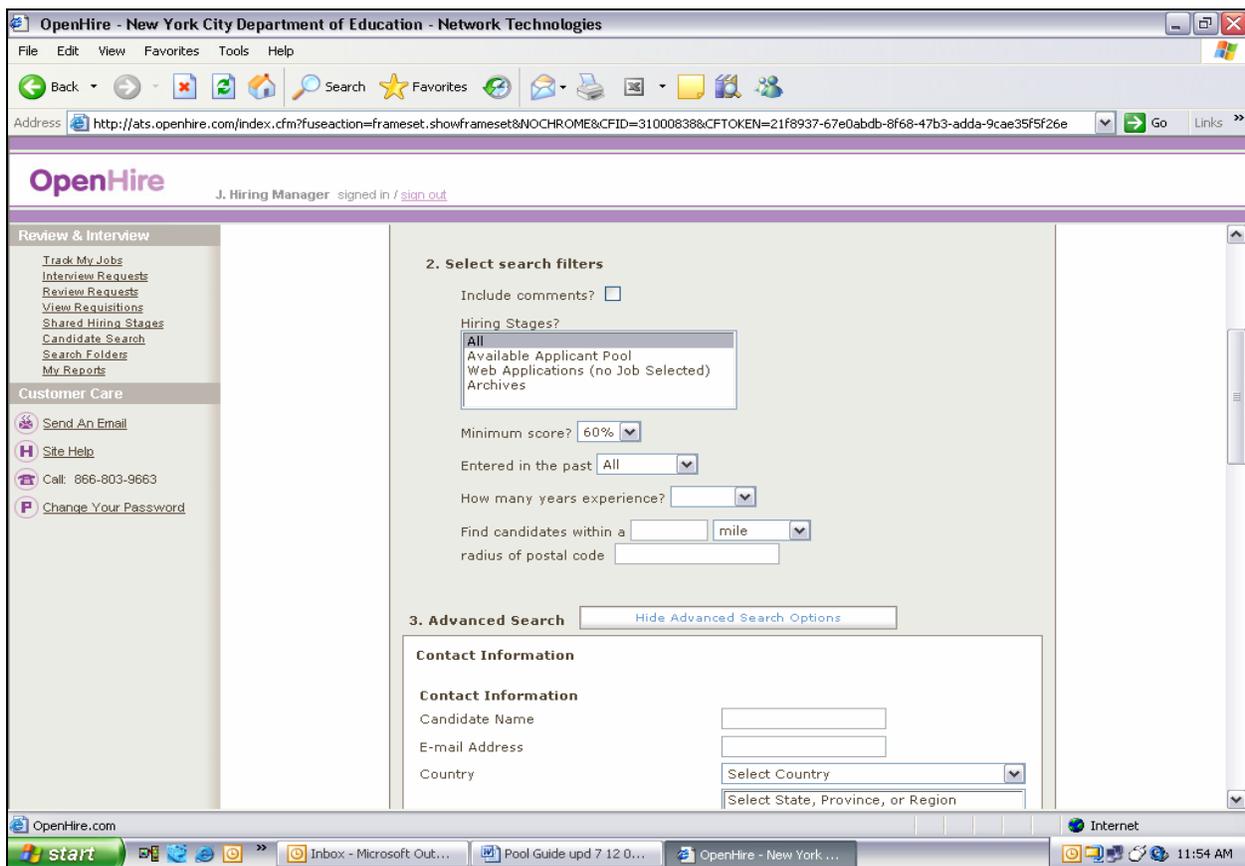


Figure 4: Candidate Search Function

All candidates in the Pool will have a record for the Assistant Principal Available Candidate Pool (2060). If a candidate is also included in any subject area Pools (i.e. Assistant Principal- Supervision English), they will have additional record(s) listed in the Pool.

To view a candidate's entire profile, including the letter of recommendation, you **must** click on the candidate's name in the record tied to the general Assistant Principal Available Candidate Pool (2060). The application associated with the subject area may not have the entire application.

Reviewing a Candidate's Profile and Resume

Clicking on a candidate's name will access their application and resume.

Application and Resume Tabs:

- **Resume/CV:** contains the candidate's resume.
- **Attachments:** contains attachments, such as cover letters, letters of recommendation, and resumes if provided by the applicant.
- **eForms:** contains the candidate's submitted application and essay questions
- **History:** contains a record of all transactions regarding the candidate since an application was submitted.

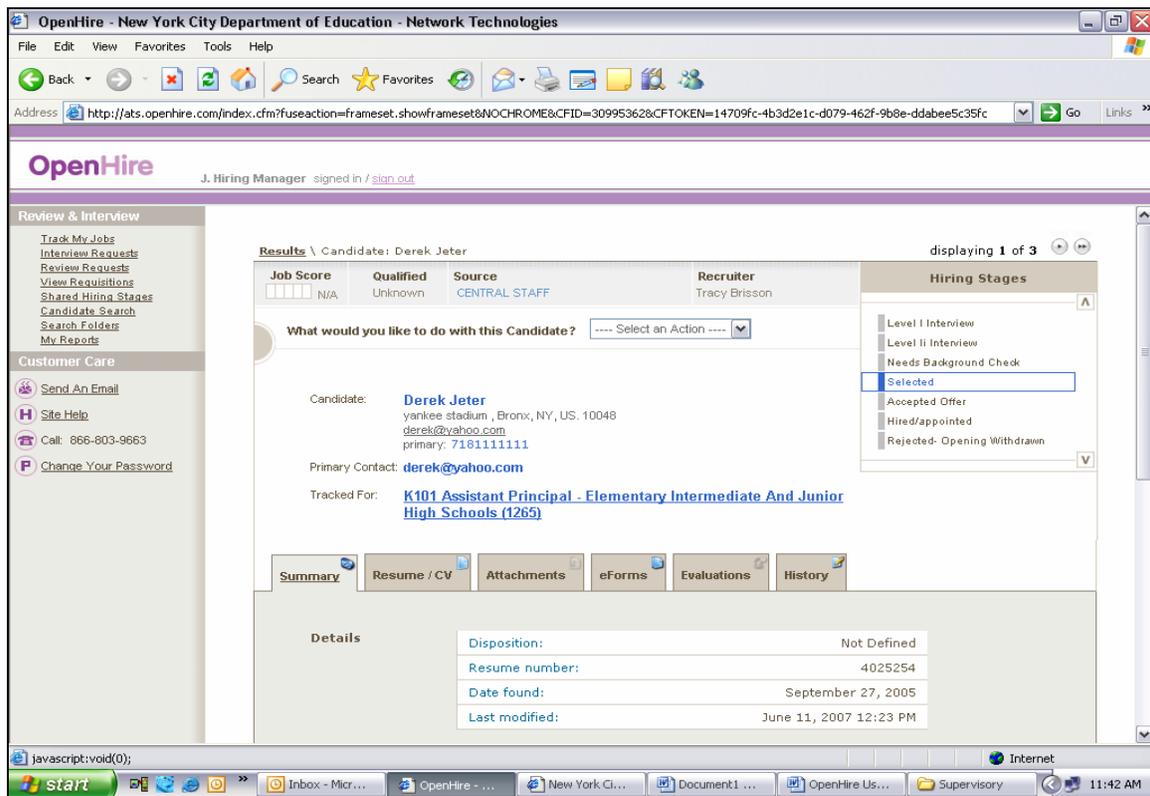


Figure 5: Application and Resume Tabs

We currently do not use the **Summary** and **Evaluations** tabs.

Viewing the Resume and Letter of Recommendation

To view a candidate's resume, click on the **Resume/CV** tab. The candidate's resume will appear here along with the cover letter if one was written. To view a candidate's letter of recommendation, click on the **Attachments** tab. You can also check the **Attachments** tab to see if the candidate has attached their resume as a MS Word document. To print the candidate's resume copy and paste the text on the **Resume/CV** tab into a Word document or see if the candidate has the resume as a printable attachment on the **Attachments** tab.

The screenshot displays the OpenHire web application interface. The browser window title is "OpenHire - New York City Department of Education - Network Technologies". The address bar shows the URL: <http://ats.openhire.com/index.cfm?fuseaction=frameset.showframeset&NOCHROME&CFID=30995362&CFTOKEN=14709fc-4b3d2e1c-d079-462f-9b8e-ddabee5c35fc>. The user is logged in as "J. Hiring Manager" with a "sign out" link.

The main content area is titled "Results \ Candidate: Derek Jeter" and shows "displaying 1 of 3". A table lists candidate details:

Job Score	Qualified	Source	Recruiter
N/A	Unknown	CENTRAL STAFF	Tracy Brisson

Below the table, there is a dropdown menu labeled "What would you like to do with this Candidate?" with the option "Selected" chosen. The candidate's information is displayed:

Candidate: **Derek Jeter**
yankee stadium , Bronx, NY, US. 10048
derek@yahoo.com
primary: 7181111111

Primary Contact: derek@yahoo.com

Tracked For: [K101 Assistant Principal - Elementary Intermediate And Junior High Schools \(1265\)](#)

The "Hiring Stages" dropdown menu is open, showing the following options: Level I Interview, Level II Interview, Needs Background Check, **Selected**, Accepted Offer, Hired/appointed, and Rejected- Opening Withdrawn.

At the bottom of the candidate details, there are tabs for "Summary", "Resume / CV", "Attachments", "eForms", "Evaluations", and "History". The "Resume / CV" tab is active, showing the text:

Resume / CV

APPLICATION CHANGES

Reasons for proposed changes:

- ⚡ Current application is too long, causing managers to skim it or not use it at all
- ⚡ Encourages people to submit the same application for every position without customizing it
- ⚡ Questions are redundant and not specific enough for candidates- responses become laundry lists of

The Windows taskbar at the bottom shows the system tray with the time 11:41 AM and the date 11/11/2011. The taskbar includes icons for "start", "Inbox - Mic...", "OpenHire - ...", "New York Ci...", "Document1 ...", "OpenHire Us...", "Supervisory", and "Internet".

Figure 6: Resume/CV tab

Viewing the Application

To view a candidate's application, which includes information regarding a candidate's education and work history as well as the answers to two essay questions, click the **eForms** tab. Then, click the **View** link next to **NYC DOE Application** to pull up the candidate's application.

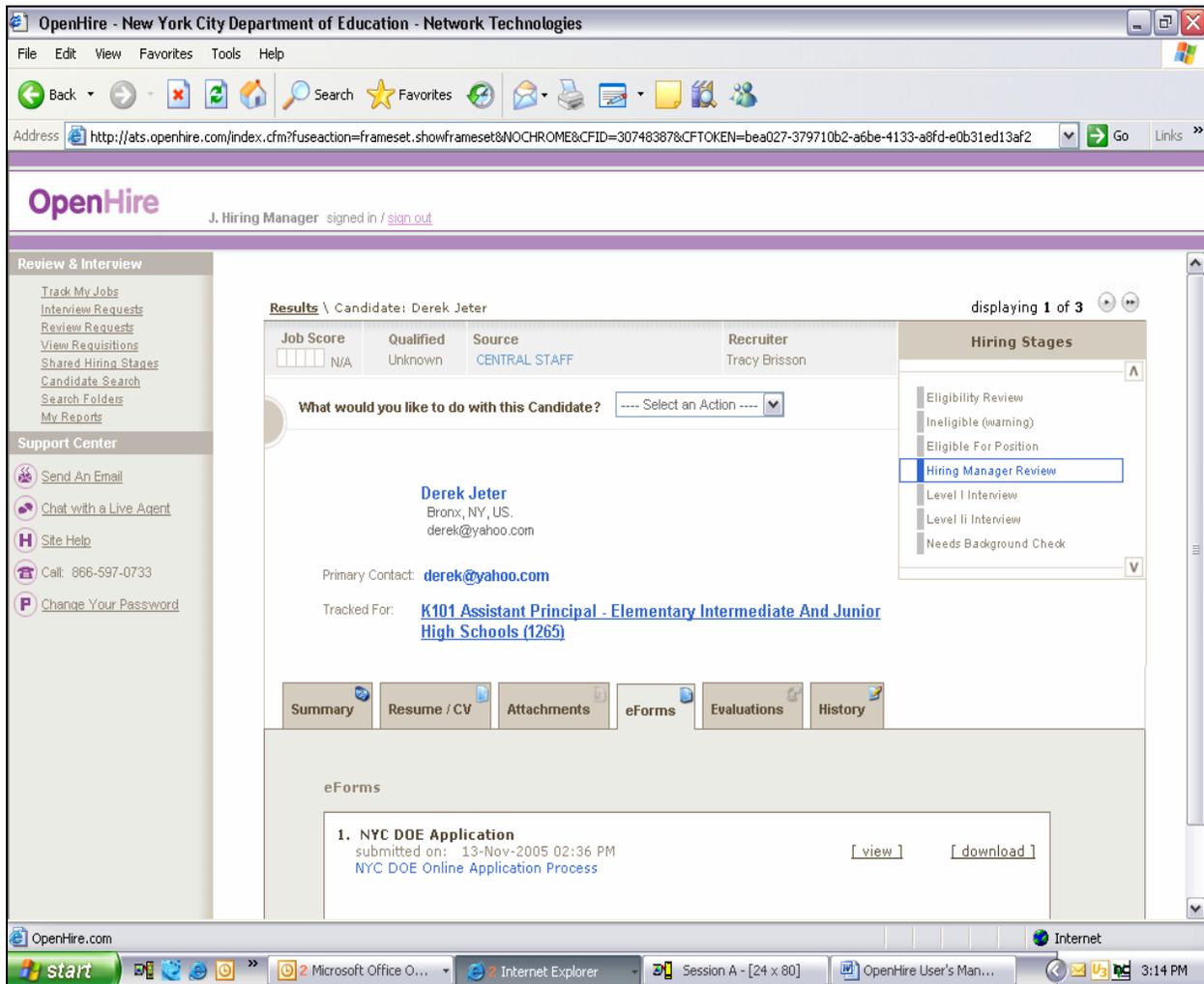


Figure 7: Accessing the Application

Parts of the NYC DOE Application screen:

- The candidate's contact information;
- Information regarding the open position;
- Information regarding a candidate's certification;
- Education information;
- Work experience from the candidate's last three education related positions;
- Performance record criteria;
- Professional references;
- Responses to the two essay questions; and
- An electronic signature.

To print a candidate's application, click on the **Print Application Form** button at the top of the application display.

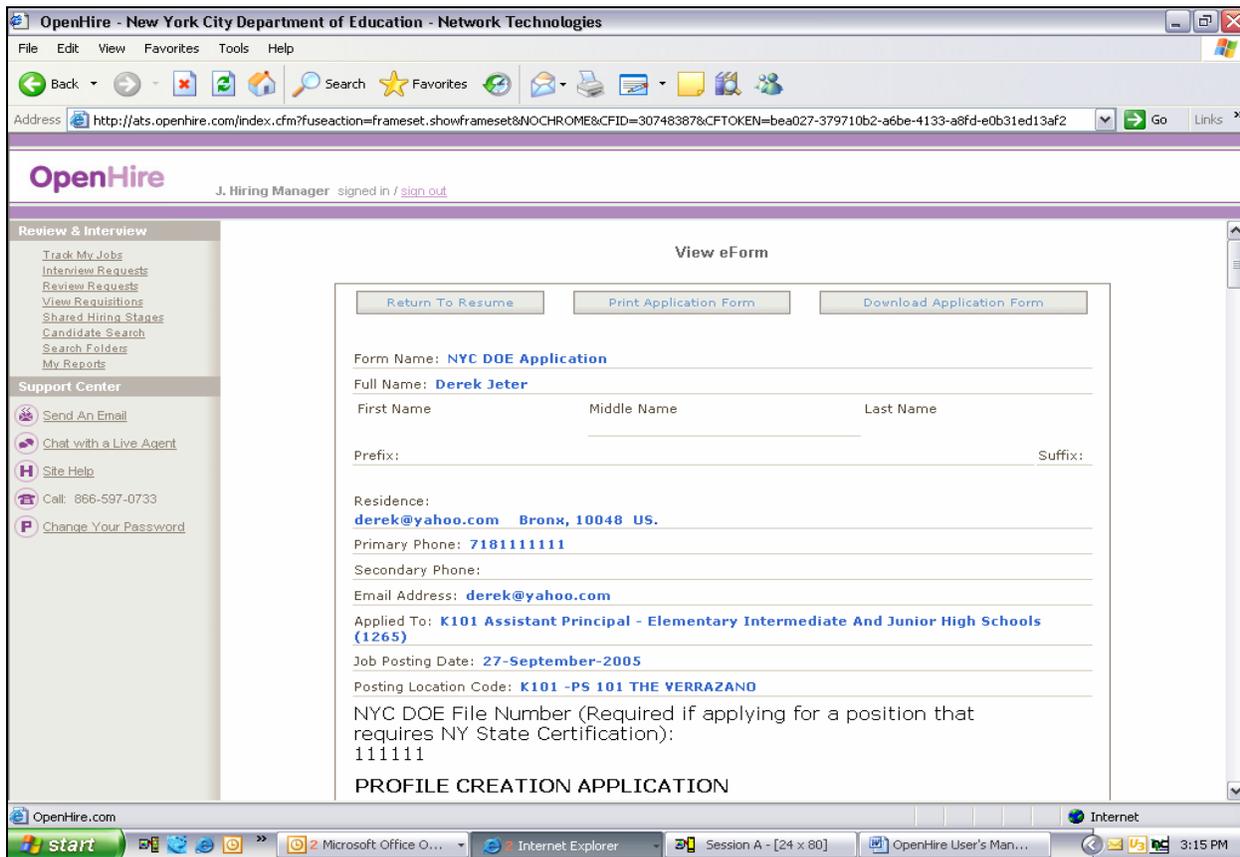


Figure 8: Application Screen

To find the resumes and applications of additional candidates, select **Results** (at the top of a candidate's record), then select **Candidate Search** and begin a new search.

Contacting Candidates from the Pool

After reviewing candidates' profiles, resumes, applications and recommendation letters, a principal can contact candidates that meet the school's search criteria. These candidates can be invited to the school for informal interviews, school visits, etc. During these interactions, principals may encourage candidates from the Pool to apply for posted positions, or select them for an interim acting assignment.

Questions

Questions regarding using the Available Assistant Principal Candidate Pool, including requests for passwords, should be directed to supvpool@schools.nyc.gov.