

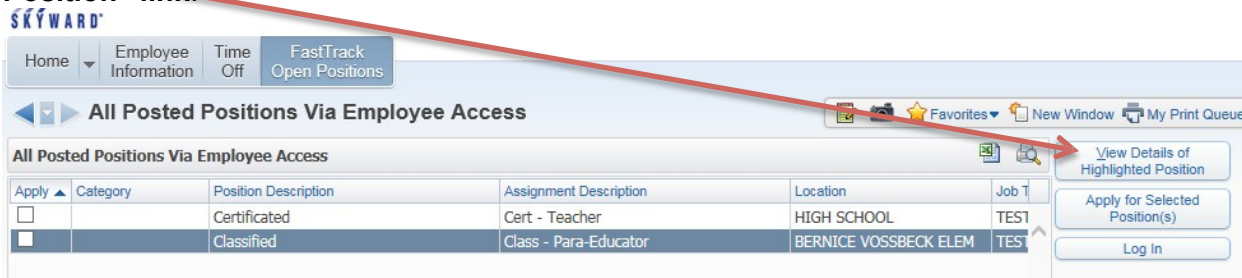
FastTrack Employee Access Guide for District Employees

How to Apply for District Positions:

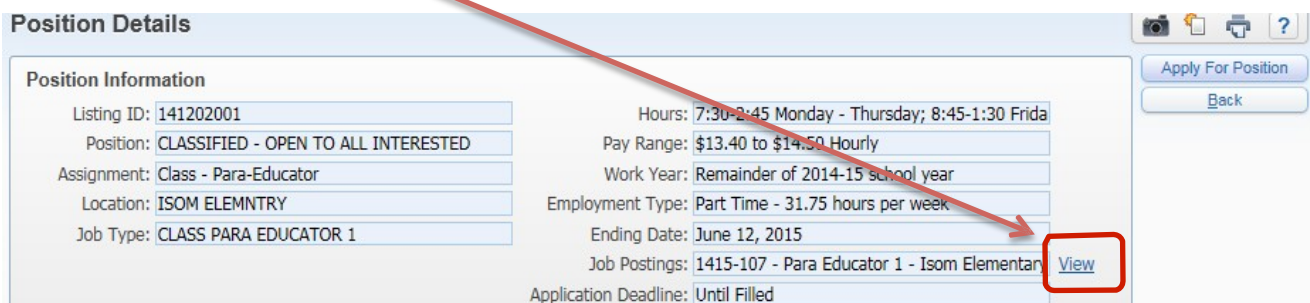
Welcome to the FastTrack online application system. As an employee, you will be able to access FastTrack through your Employee Access profile in the Skyward system. Once you get to Employee Access, click on the “Fast Track Open Positions” tab.



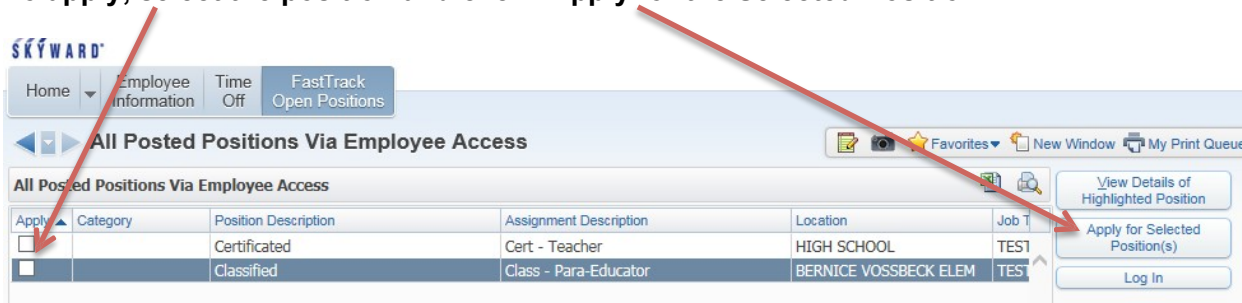
To view details of a position, highlight the position and click the “View Details of Highlighted Position” link.



From here, you can click on the **View** button to view the specific details and qualifications of the job posting.



To apply, select the position and click “Apply for the Selected Position” link.



From this page, you can “Log In” to your current profile or create one so you can apply for positions. This is the same system everyone uses to apply for jobs in the Blaine School District, but **Employee Access will be the only place to view “Internal Only” positions.**

The **first time** you use FastTrack, you will need to create a profile even though you have a Skyward Employee Access profile. The FastTrack profile is not automatically created. To keep it simple and consistent, consider using the same user name and password as you use for Skyward Employee Access.

Click on this button to view the specific details and qualifications of the job posting.

FastTrack Application Process

To apply for a position in Skyward, go to Employee Access, click on “FastTrack Open Positions,” highlight the position you would like to apply for, and click on “Apply for Selected Positions.” Then, Log In or Create a Profile. This will bring you to the Application Dashboard as seen below.

Application Dashboard - 05.14.10.00.05 - Internet Explorer

https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wlyndens71/rappjoblst460.w

Application Dashboard

Job Listing

Listing ID: 141201001 Location: HIGH SCHOOL Type: Part Time
Position: Classified Dept: Deadline: Until Filled
Assignment: Class - Para-Educator Group: Appl. Status: Online application submitted

[View Details Of This Job Listing](#)

This position has 9 sections to complete before you can submit your application. The sections are listed below and can be completed in any order. Each section (except Comments) contains a checkbox indicating that you have entered the information to the best of your abilities. Checking the checkbox will also change the status of the corresponding section below to 'Completed'. When no sections are marked 'Incomplete', you may submit your application to Human Resources with the button at the right.

Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Completed	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

The Lynden School District will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer, Tim Metz, 516 Main St., Lynden, WA 98264, telephone (360) 354-2952, Section 504 Coordinator, Tim Metz, 1203 Bradley Road, Lynden, WA 98264, telephone (360) 354-4443, and/or Compliance Coordinator for State Civil Rights Laws, Jim Frey, 1203 Bradley Road, Lynden, WA 98264, telephone (360) 354-4443.

100%

Employees: Click “Edit” beside each section of the application to enter or view information. There are only 3 mandatory sections for you to complete. You are required to fill out the “Conditions of Employment,” “General Questions,” and “Background Check Questions” sections. For the other sections, click on “Edit” beside each section and check the box at the top to select the “I Have Completed These To The Best Of My Abilities” statement. You are welcome to fill out more in these sections if you would like to, but it’s not required.

Click “Save” after you enter information in any of the application sections. Unless you’ve already selected the “I Have Completed statement,” a message asks whether you’d like to mark the section completed. Click Ok.

Click “Return to Profile” to leave the application process. The Applicant Profile screen shows the status for each section of the Profile along with positions you have applied for.

Click “Submit to HR” if all is complete on your application and you are ready to submit it to HR. ****You must click this Submit to HR button for your application to be considered for employment****

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Contact Information	Completed	Edit
Conditions of Employment	Incomplete	Add
Education History	Incomplete	Add
Employment History	Incomplete	Add
General Questions	Incomplete	Add
Background Check	Incomplete	Add
References	Completed	Edit
Attachments	Incomplete	Edit
Comments	Optional	Add

Submit to HR (highlighted in red box)

Cancel Application

Return to Profile

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Then, click “Log Out.” You will receive an automated message when your application has been received by HR.

In your Applicant Profile screen, the position status will state **Application Not Submitted** in red until you click the **Submit to HR** button, which can be done by clicking the **Edit** button next to the position. Your application has not been submitted until you get an e-mail from us.

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	0	Application Not Submitted	Until Filled	141202001

Once submitted, the status on the position changes to **Application Submitted** in white.

Your Applications

Open (1) Processing (0) Closed (0)

Open Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
Edit	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	1	Application Submitted	Until Filled	141202001

When the position has been moved forward for processing, such as for screening, the application information will move into the **Processing** section of the Applicant's Profile screen:

Your Applications

Open (0) Processing (1) Closed (0)

Processing Applications:

	Position ▲	Assignment	Location	New Msg	Status	Deadline	Position ID
View	CLASSIFIED - OPEN TO ALL INTERES	Class - Para-Educator	ISOM ELEMNTRY	1	300-Screening in Process	Until Filled	141202001

If you cancel an application, or the position has closed, you will see the position information in the **Closed** tab.