

# 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.

A screenshot of the 'All Posted Positions Via Employee Access' page. The top navigation bar includes 'Home', 'Employee Information', 'Time Off', and 'FastTrack Open Positions'. Below the navigation is a title 'All Posted Positions Via Employee Access'. A red arrow points from the 'View Details of Highlighted Position' link in the top right corner of the page to the 'View' button in the 'Position Details' section below. The 'Position Details' section shows various job posting information and has a 'View' button highlighted with a red box.

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

A screenshot of the 'Position Details' page. It displays 'Position Information' for a job posting with ID 141202001. The 'View' button in the bottom right corner of this section is highlighted with a red box. Other buttons like 'Apply For Position' and 'Back' are also visible.

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

A screenshot of the 'All Posted Positions Via Employee Access' page. The top navigation bar and title are the same as the previous screenshot. A red arrow points from the 'Apply for Selected Position(s)' link in the top right corner to the 'Apply' checkbox in the table below. The table lists two positions: 'Certificated' and 'Classified'. The 'Classified' row has its checkbox selected. The 'Apply for Selected Position(s)' link is also highlighted with a red box.

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.

The screenshot shows the Application Dashboard interface. At the top, there are fields for Listing ID (141201001), Location (HIGH SCHOOL), Type (Part Time), Position (Classified), Dept., Group, Deadline (Until Filled), and Appl. Status (Online application submitted). Below these are buttons for 'Submit to HR', 'Cancel Application', and 'Return to Profile'. A link 'View Details Of This Job Listing' is also present. The main area displays sections of the application with their status: 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), and Comments (Optional, Add). A note at the bottom states: "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."

**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\*\***

The screenshot shows the 'Application Dashboard' interface. At the top, there are input fields for 'Listing ID: 141201001', 'Location: HIGH SCHOOL', 'Type: Part Time', and other details. Below this is a note about completing sections before submission. A large list of application sections is shown with their status: Contact Information (Completed), Conditions of Employment (Incomplete), Education History (Incomplete), Employment History (Incomplete), General Questions (Incomplete), Background Check (Incomplete), References (Completed), Attachments (Incomplete), and Comments (Optional). The 'Submit to HR' button is located at the top right of the dashboard area, with a red arrow pointing to it from the text above. The URL in the browser bar is <https://www2.nwrdc.wa-k12.net/scripts/cgiip.exe/WService=wlyndens71/rappjoblist460.w>.

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	
<a href="#">Edit</a>	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)									
<b>Open Applications:</b>													
<b>Position ▲</b>													
Edit	CLASSIFIED - OPEN TO ALL INTERES	Assignment Class - Para-Educator	Location ISOM ELEMNTRY	New Msg 1	Status <b>Application Submitted</b>	Deadline Until Filled	Position ID 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)									
<b>Processing Applications:</b>													
<b>Position ▲</b>													
Edit	View	CLASSIFIED - OPEN TO ALL INTERES	Assignment Class - Para-Educator	Location ISOM ELEMNTRY	New Msg 1	Status <b>300-Screening in Process</b>	Deadline Until Filled						

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