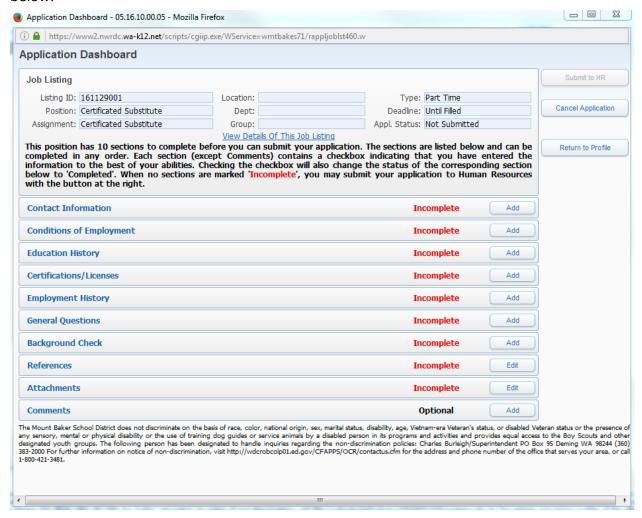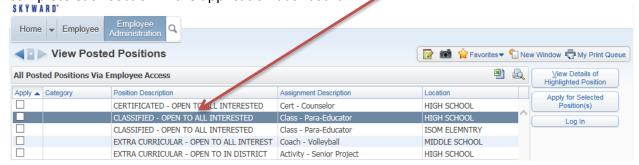**FastTrack Application Process**

To apply for a position in FastTrack, log in to your FastTrack account and click on "View Posted Positions." Then click next to the position(s) you would like to apply for (under the "Apply" column) and click "Apply for Selected Position(s)." This will bring you to the Application Dashboard as seen below.

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.

Coaches and Substitutes: Look for positions open to all interested applicants. You are required to complete each section in the application dashboard.
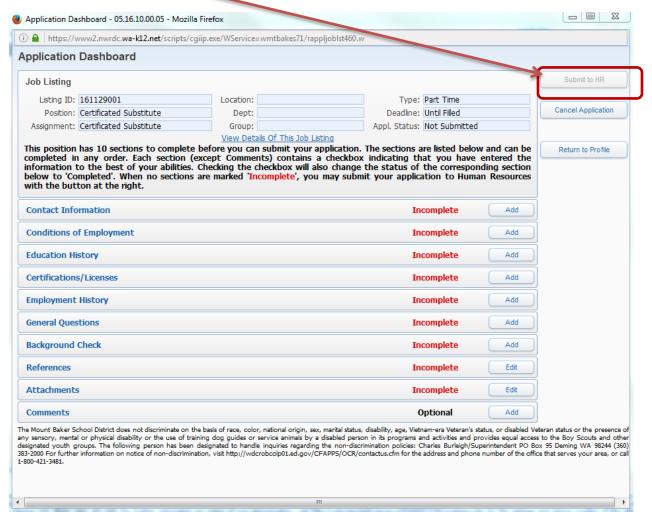
Click "Save" after you enter information in any of the application sections. Unless you've already selected the "I Have Completed statement", a message asks whether you'd like to mark the section completed. Click Ok.

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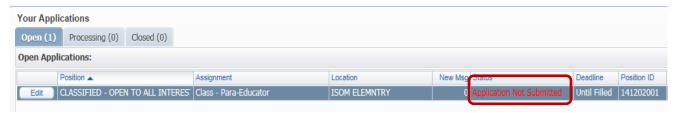
Click "Submit to HR" if all is complete on your application and you are ready to submit it to HR.
You must click this Submit to HR button for your application to be considered for employment
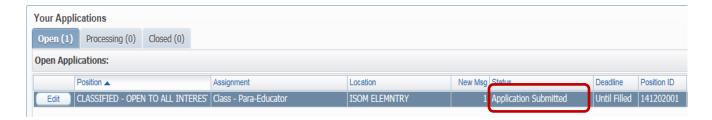

Then, click "Log Out". You will receive an automated message when your application has been received by HR.
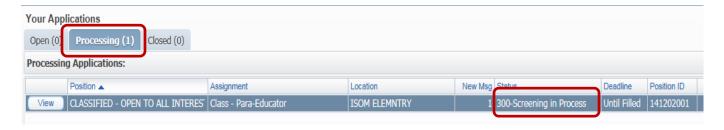
In your Applicant Profile screen, the position status will state **Application Not Submitted** in red until you click the **Submit to HR** button, which can be done by clicking the **Edit** button next to the position. Your application has not been submitted until you get an e-mail from us.

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

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:

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