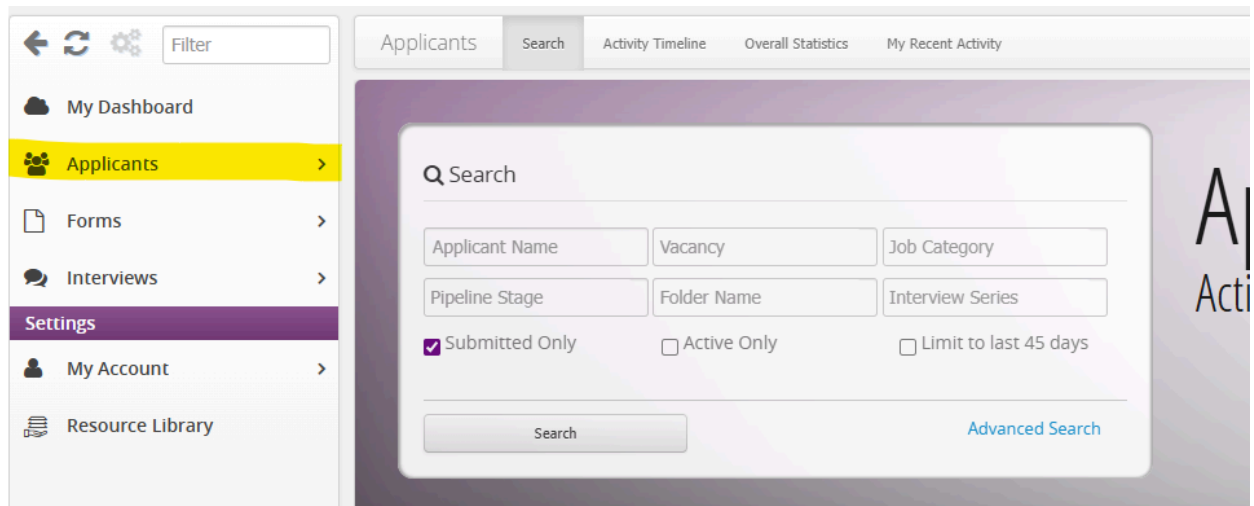


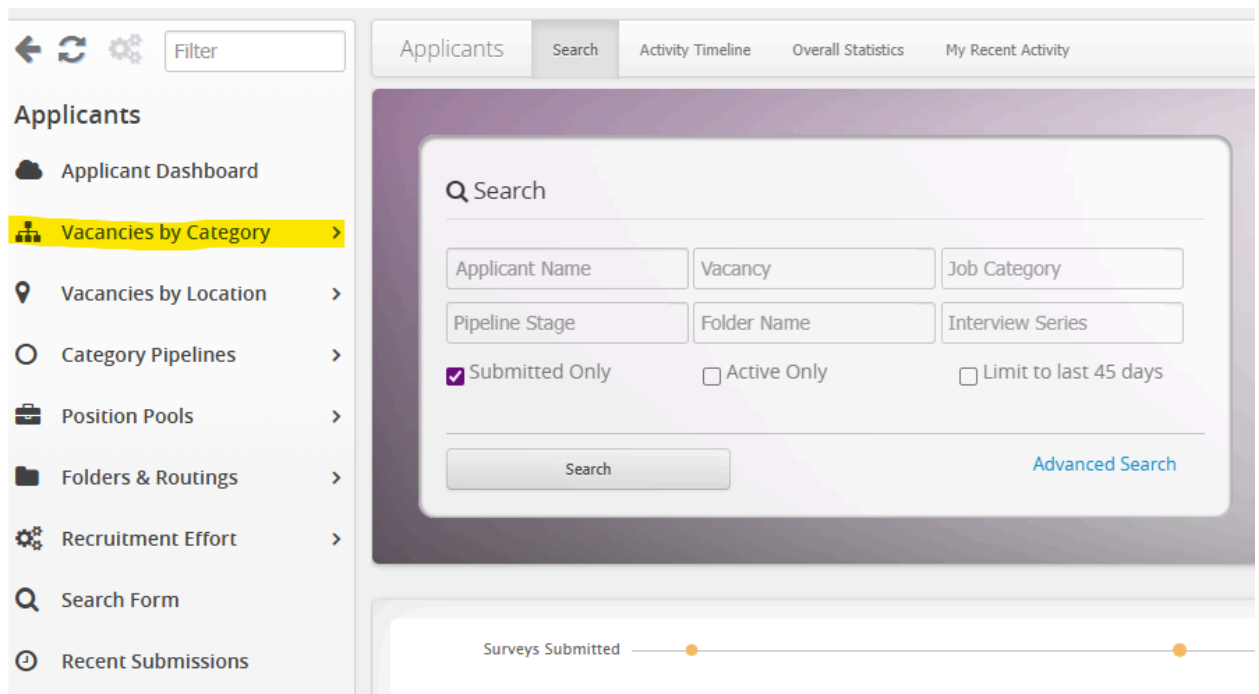
Non-interviewed Applicants Job Aid

1. First go to “applicants” (shown in the image below).



The screenshot shows the 'Applicants' page in a recruitment system. On the left is a sidebar with navigation links: 'My Dashboard', 'Applicants' (highlighted in yellow), 'Forms', 'Interviews', 'Settings', 'My Account', and 'Resource Library'. The main content area has a top navigation bar with 'Applicants', 'Search', 'Activity Timeline', 'Overall Statistics', and 'My Recent Activity'. Below this is a search panel with a 'Q Search' header. It contains six input fields: 'Applicant Name', 'Vacancy', 'Job Category', 'Pipeline Stage', 'Folder Name', and 'Interview Series'. There are three checkboxes: 'Submitted Only' (checked), 'Active Only', and 'Limit to last 45 days'. A 'Search' button and a link to 'Advanced Search' are at the bottom of the search panel.

2. Go to “vacancies by Category” (shown in the image below).



The screenshot shows the 'Vacancies by Category' page in a recruitment system. The sidebar on the left has a new section titled 'Applicants' with links: 'Applicant Dashboard', 'Vacancies by Category' (highlighted in yellow), 'Vacancies by Location', 'Category Pipelines', 'Position Pools', 'Folders & Routings', 'Recruitment Effort', 'Search Form', and 'Recent Submissions'. The main content area has a top navigation bar with 'Applicants', 'Search', 'Activity Timeline', 'Overall Statistics', and 'My Recent Activity'. Below this is a search panel identical to the one in the first screenshot, with 'Q Search' header, six input fields, three checkboxes ('Submitted Only' checked), and 'Search' and 'Advanced Search' buttons. At the bottom of the page, there is a progress bar labeled 'Surveys Submitted' with two orange markers.

3. Find job posting by category (shown in the image below).

← ↻ ⚙ Filter

Applicants Search Activity Timeline Overall Statistics My Recent Activity

Vacancies by Category

- Adult Education >
- Athletics / Activities >
- Clerical >
- Elementary School Teaching >
- Finance >
- Food Services >
- High School Teaching >
- Maintenance / Custodial >
- Middle School Teaching >
- Special Education >
- Student Support Services >

Search

Applicant Name Vacancy Job Category

Pipeline Stage Folder Name Interview Series

☒ Submitted Only ☐ Active Only ☐ Limit to last 45 days

Search Advanced Search

Surveys Submitted

Applications Forwarded

4. Next click on “Filter Applicants”(shown in the image below).

← ↻ ⚙ Filter

Filter Applicants

+ Add/Remove Columns >

⚙ Batch Actions & Tools >

109 Applicants Found, Page 1 of 3.

<input type="checkbox"/>	Full Name	Date Comp.
<input type="checkbox"/>	Internal Applications	
<input type="checkbox"/>	Awada, Kafa	6/29/2025
<input type="checkbox"/>	Al-ansari, Fahd	6/20/2025

[Open](#) Internal

Awada, Kafa 6/29/2025

Active Jobs (7) Pools (5)

- High School Teaching
 - JobIDs: 21366 - High School Teacher - 2022-2023 Sch Not Submitted
 - JobIDs: 29428 - High School Teacher - 2025-2026 Sch (3.0 years exp.)
- Middle School Teaching
 - JobIDs: 22432 - 6th Grade Science Teacher (1.0 years exp.)
 - JobIDs: 26103 - District Instructional MS Math Coac (3.0 years exp.)
 - JobIDs: 20120 & 19463 - Middle School Science Teacher (Clinical/Internship)
 - JobIDs: 21367 - Middle School Teacher - 2022-2023 S

[Open](#) Internal

Al-ansari, Fahd 6/20/2025

Active Jobs (10) Pools (0)

- Adult Education
 - JobIDs: 27495 - Adult Education ESL Teacher (Full-T
- Athletics/Activities
 - JobIDs: 27286 - Girls Basketball Head Coach (2024-2 Not Submitted
- Elementary School Teaching
 - JobIDs: 23951 - Elementary School Teacher - 2023-20
 - JobIDs: 29426 - Elementary School Teacher - 2025-20
- High School Teaching
 - JobIDs: 23953 - High School Teacher - 2023-2024 Sch (Clinical/Internship)
 - JobIDs: 26694 - High School Teacher - 2024-2025 Sch (Clinical/Internship)
 - JobIDs: 29428 - High School Teacher - 2025-2026 Sch

5. Click on “Submission Date”(shown in the image below).

109 Applicants Found, Page 1 of 3.

Full Name	Date Comp.	AdminFit Overall	JobFit Overall
Internal Applications			
Awada, Kafa	6/29/2025		
<div>Active Jobs (7) Pools (5)</div> <ul style="list-style-type: none"> High School Teaching <ul style="list-style-type: none"> JobIDs: 21366 - High School Teacher - 2022-2023 Sch Not Submitted JobIDs: 29428 - High School Teacher - 2025-2026 Sch (3.0 years exp.) Middle School Teaching <ul style="list-style-type: none"> JobIDs: 22432 - 6th Grade Science Teacher (1.0 years exp.) JobIDs: 26103 - District Instructional MS Math Coac (3.0 years exp.) JobIDs: 20120 & 19463 - Middle School Science Teacher (Clinical/Internship) JobIDs: 21367 - Middle School Teacher - 2022-2023 S 			
Al-ansari, Fahd	6/20/2025		
<div>Active Jobs (10) Pools (0)</div> <ul style="list-style-type: none"> Adult Education <ul style="list-style-type: none"> JobIDs: 27495 - Adult Education ESL Teacher (Full-T Athletics/Activities <ul style="list-style-type: none"> JobIDs: 27286 - Girls Basketball Head Coach (2024-2 Not Submitted Elementary School Teaching <ul style="list-style-type: none"> JobIDs: 23951 - Elementary School Teacher - 2023-20 JobIDs: 29426 - Elementary School Teacher - 2025-20 High School Teaching <ul style="list-style-type: none"> JobIDs: 23953 - High School Teacher - 2023-2024 Sch (Clinical/Internship) JobIDs: 26694 - High School Teacher - 2024-2025 Sch (Clinical/Internship) JobIDs: 29428 - High School Teacher - 2025-2026 Sch 			
Sterbenz, Brianna	6/3/2025		

6. Select the option that fits best with your applicant search criteria (**you will never select unsubmitted applicants**)(shown in the image below).

109 Applicants Found, Page 1 of 3.

Full Name	Date Comp.	AdminFit Overall	JobFit Overall	TeacherFitUE Overall
Internal Applications				
Awada, Kafa	6/29/2025			
<div>Active Jobs (7) Pools (5)</div> <ul style="list-style-type: none"> High School Teaching <ul style="list-style-type: none"> JobIDs: 21366 - High School Teacher - 2022-2023 Sch Not Submitted JobIDs: 29428 - High School Teacher - 2025-2026 Sch (3.0 years exp.) Middle School Teaching <ul style="list-style-type: none"> JobIDs: 22432 - 6th Grade Science Teacher (1.0 years exp.) JobIDs: 26103 - District Instructional MS Math Coac (3.0 years exp.) JobIDs: 20120 & 19463 - Middle School Science Teacher (Clinical/Internship) JobIDs: 21367 - Middle School Teacher - 2022-2023 S 				
Al-ansari, Fahd	6/20/2025			
<div>Active Jobs (10) Pools (0)</div> <ul style="list-style-type: none"> Adult Education <ul style="list-style-type: none"> JobIDs: 27495 - Adult Education ESL Teacher (Full-T Athletics/Activities <ul style="list-style-type: none"> JobIDs: 27286 - Girls Basketball Head Coach (2024-2 Not Submitted Elementary School Teaching <ul style="list-style-type: none"> JobIDs: 23951 - Elementary School Teacher - 2023-20 JobIDs: 29426 - Elementary School Teacher - 2025-20 High School Teaching <ul style="list-style-type: none"> JobIDs: 23953 - High School Teacher - 2023-2024 Sch (Clinical/Internship) JobIDs: 26694 - High School Teacher - 2024-2025 Sch (Clinical/Internship) JobIDs: 29428 - High School Teacher - 2025-2026 Sch 				

7. Next **ONLY** select the candidates names that were **not interviewed** → then select “Send them an email”(shown in the image below).

Save search

+ Add them to a folder >

✕ Remove them from a folder

📌 Mark them with notes >

✉ Send them an email >

👁 View sent emails

👁 View submissions

➡ Forward applicant(s)

📅 Schedule an Interview >

✉ Send a form >

⌚ Download applicant data

👤 Add/Update in Absence Management >

📊 Create chart >

🖨 Print all documents

🖨 Print their notes

📊 Reports >

Full Name	Date Comp.	AdminFit Overall	JobFit Overall	TeacherFitUE Overall
Awada, Batoul	7/15/2025			
<p>Active Jobs (6) Inactive Jobs (0) Pools (8)</p> <ul style="list-style-type: none">Finance<ul style="list-style-type: none">JobIDs: 29336 - Accounting TechnicianHigh School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher (3.0 years exp.)JobIDs: 24870 - High School Mathematics Teacher Not SubmittedJobIDs: 26694 - High School Teacher - 2024-2025 SchJobIDs: 29428 - High School Teacher - 2025-2026 Sch (3.0 years exp.)Student Support Services<ul style="list-style-type: none">JobIDs: 27479 - Social Responsibility Technician -				
Temkow, Benjamin	7/8/2025			
<p>Active Jobs (1) Inactive Jobs (0) Pools (2)</p> <ul style="list-style-type: none">High School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher				
Sharkey, Margaret	7/3/2025			
<p>Active Jobs (3) Inactive Jobs (0) Pools (2)</p> <ul style="list-style-type: none">High School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher (5.0 years exp.)JobIDs: 24870 - High School Mathematics Teacher (5.0 years exp.)JobIDs: 27595 - High School Mathematics Teacher (5.0 years exp.)				
Krause, Andrew	7/2/2025			
<p>Active Jobs (1) Inactive Jobs (0) Pools (3)</p> <ul style="list-style-type: none">High School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher				
Glynn, Kevin	6/30/2025			
<p>Active Jobs (1) Inactive Jobs (0) Pools (2)</p> <ul style="list-style-type: none">High School Teaching				

8. Select “Currently checked applicants”(shown in the image below).

Filter

✉ Currently checked applicants

✉ All applicants in the list

🔍 All in the list minus some

9 Applicants Found

Full Name	Date Comp.	AdminFit Overall	JobFit Overall	TeacherFitUE Overall
Awada, Batoul	7/15/2025			
<p>Active Jobs (6) Inactive Jobs (0) Pools (8)</p> <ul style="list-style-type: none">Finance<ul style="list-style-type: none">JobIDs: 29336 - Accounting TechnicianHigh School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher (3.0 years exp.)JobIDs: 24870 - High School Mathematics Teacher Not SubmittedJobIDs: 26694 - High School Teacher - 2024-2025 SchJobIDs: 29428 - High School Teacher - 2025-2026 Sch (3.0 years exp.)Student Support Services<ul style="list-style-type: none">JobIDs: 27479 - Social Responsibility Technician -				
Temkow, Benjamin	7/8/2025			
<p>Active Jobs (1) Inactive Jobs (0) Pools (2)</p> <ul style="list-style-type: none">High School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher				
Sharkey, Margaret	7/3/2025			
<p>Active Jobs (3) Inactive Jobs (0) Pools (2)</p> <ul style="list-style-type: none">High School Teaching<ul style="list-style-type: none">JobIDs: 30375 - High School Math Teacher (5.0 years exp.)JobIDs: 24870 - High School Mathematics Teacher (5.0 years exp.)JobIDs: 27595 - High School Mathematics Teacher (5.0 years exp.)				

9. Select “Do Not Reply” → Keep “Dear (FirstName)(LastName),” → deselect “copy me on this email”(shown in the image below).

Filter

Currently checked applicants

All applicants in the list

All in the list minus some

Email Person - Google Chrome

applitrack.com/resa/onlineapp/admin/Action-EmailPerson.aspx?PersonType=app

Email Applicant

From: ☐ Me ☒ Do Not Reply ☐ Other

To: CC:

Subject:

Templates Attach a File

Font Size A A Ω

B I U

Merge T...

Source

Dear [FirstName] [LastName]

☒ Copy me on this email ☐ Copy email to public Notepad ☐ Preview mode ☐ Send Email Anonymously

Send Message

10. Copy of Rejection Letter for Non-Interviewed Applicants

Thank you for your interest in the [redacted] position with Dearborn Public Schools. We have had the opportunity to review your resume and regret to inform you that we have chosen to pursue other applicants whose skills, background, and education are more closely matched to the requirements for the position. Although your name was not among those recommended for an interview, I encourage you to continue to apply for positions in which you are interested.

Best wishes for future success.

Sincerely,

(First Name) (Last Name)

11. Review email → click “send message”(shown in the image below).

Email Person - Google Chrome

applitrack.com/resa/onlineapp/admin/Action-EmailPerson.aspx?PersonType=app

Email Applicant

From: ☐ Me ☒ Do Not Reply ☐ Other

To: [9 Applicant](#) **CC:**

Subject:

Templates Attach a File

Font Size A A Ω

B I U | | | | | | | | Merge T... | | | Source

Dear [FirstName] [LastName],

☐ Copy me on this email ☐ Copy email to public Notepad ☐ Preview mode ☐ Send Email Anonymously

Send Message