

Agile Applicant Tracking System

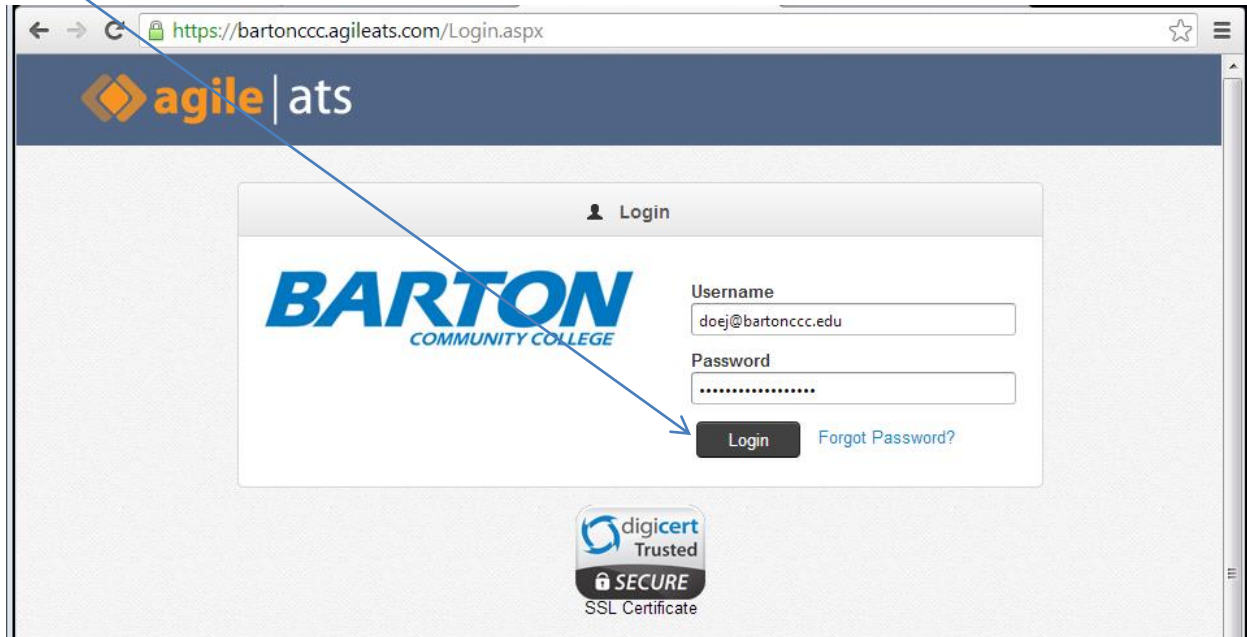
Hiring Manager

2/27/2014

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Logging into System

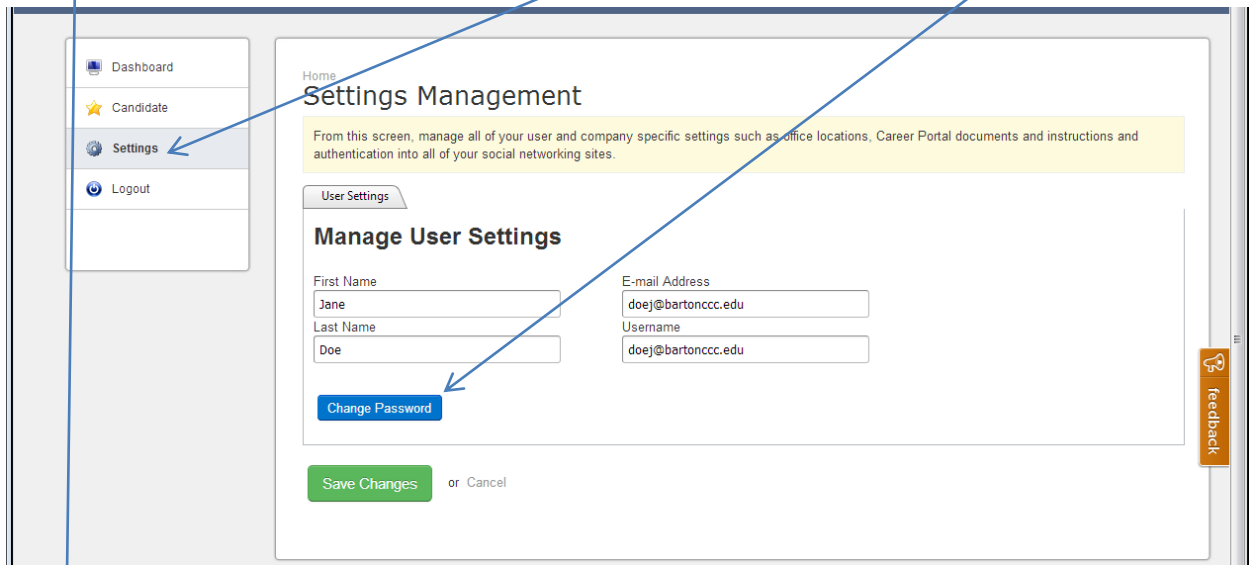
To log-in to the Agile applicant tracking system go to: <https://bartonccc.agileats.com/Login.aspx>. Your Username will be your Barton e-mail address. E.g., doej@bartonccc.edu. If this is your first time logging into the system, your password will be your Barton e-mail address. Enter your password and then click **Login**.



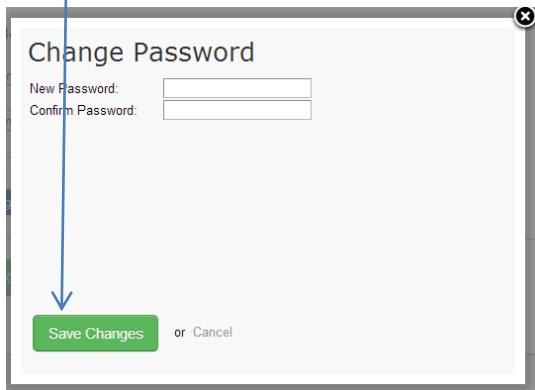
The screenshot shows a web browser window with the URL <https://bartonccc.agileats.com/Login.aspx>. The page features the "agile | ats" logo at the top. Below the logo is a "Login" form with the Barton Community College logo on the left. The form contains two input fields: "Username" with the value "doej@bartonccc.edu" and "Password" with masked characters. Below the password field is a "Login" button and a "Forgot Password?" link. At the bottom of the page, there is a "digicert Trusted" logo and a "SECURE SSL Certificate" badge. A blue arrow points from the word "Login" in the text above to the "Login" button in the form.

Change Password

To change your password, after logging into the system click on **Settings** and then click on **Change Password**. It will bring up another box where you will enter and confirm your new password. Click on **Save Changes**.



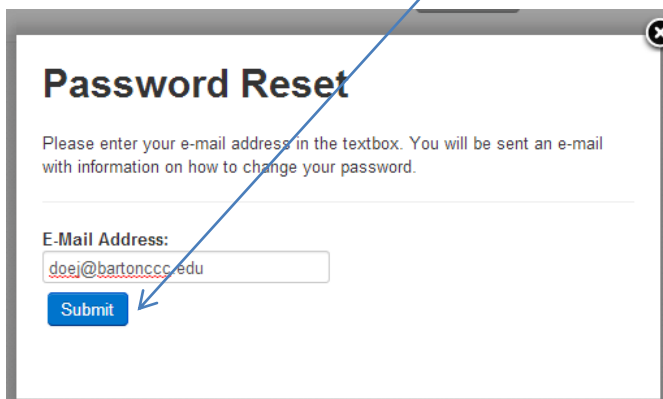
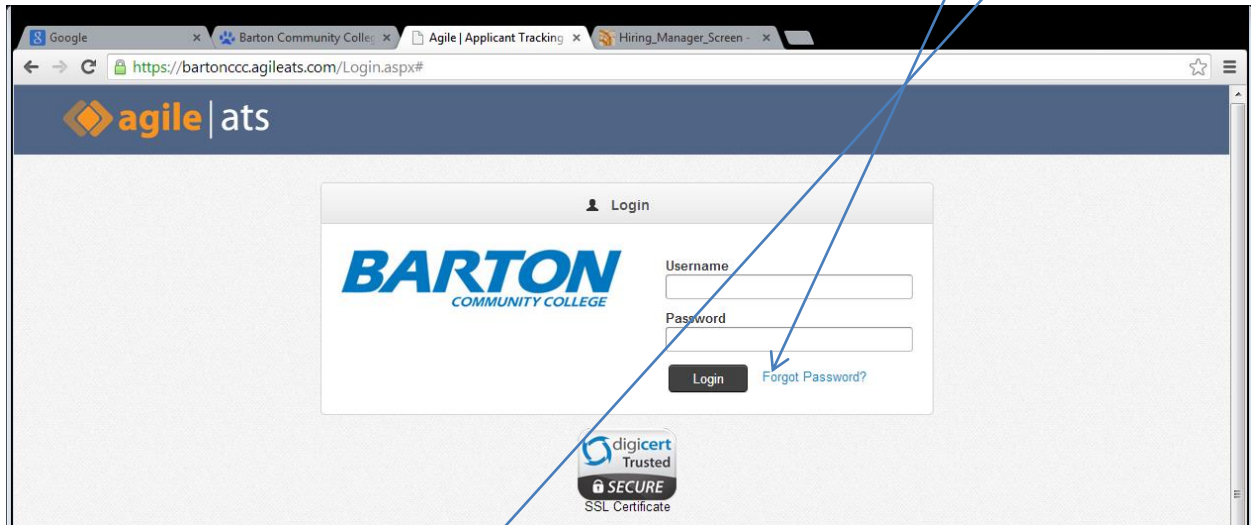
The screenshot shows a web application interface. On the left is a navigation menu with items: Dashboard, Candidate, Settings (highlighted with a blue arrow), and Logout. The main content area is titled 'Settings Management' and contains a yellow informational banner. Below the banner is a 'User Settings' section titled 'Manage User Settings'. This section has four input fields: 'First Name' (Jane), 'Last Name' (Doe), 'E-mail Address' (doej@bartonccc.edu), and 'Username' (doej@bartonccc.edu). A blue 'Change Password' button is located below these fields, with a blue arrow pointing to it. At the bottom of the section are 'Save Changes' and 'Cancel' buttons.



The screenshot shows a modal dialog box titled 'Change Password'. It contains two input fields: 'New Password:' and 'Confirm Password:'. At the bottom of the dialog are 'Save Changes' and 'Cancel' buttons. A blue arrow from the text above points to the 'Save Changes' button.

Forgot Password?

If you forget your password, after going to the system log-in page, click on **“Forgot Password?”** It will bring up another box where you will be asked to enter your e-mail address. Click on **Submit** and then follow the instructions that will be sent to your e-mail account.

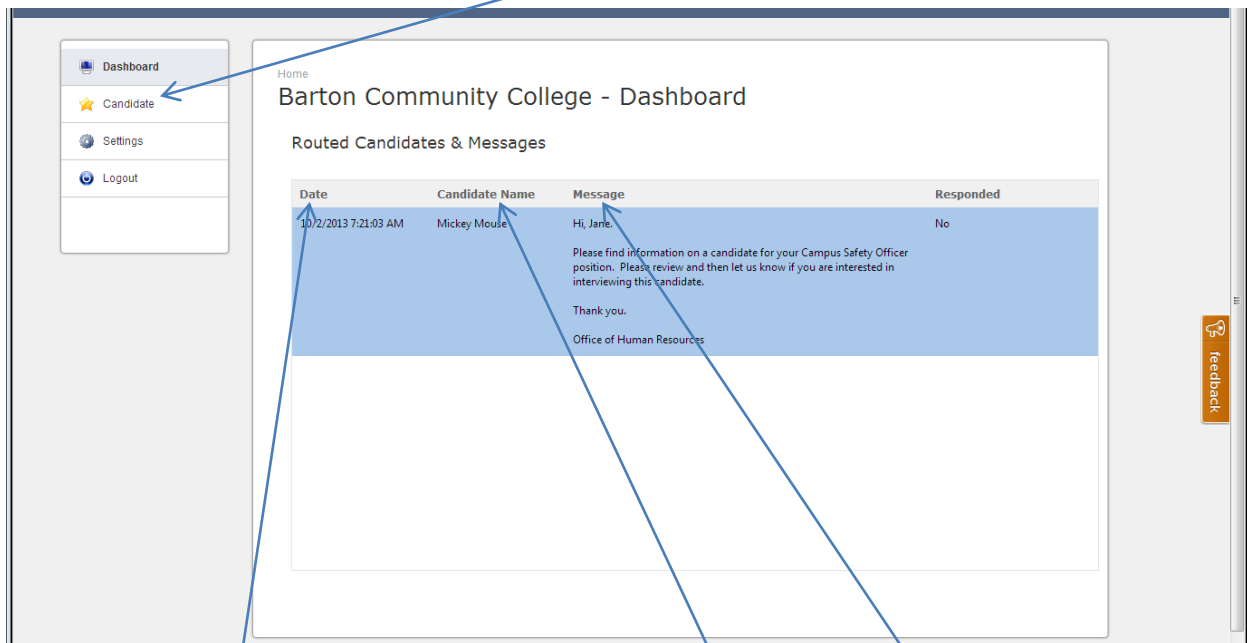


Routed Candidates and Messages

Routed candidate information and messages will appear on your system Dashboard and you will also be sent an e-mail message. Ones that require action on the Dashboard are highlighted in blue.

The Dashboard will display the date the candidate information was sent to you, the candidate's name, a message from HR/Career Services, and the status of your response. It will also include information from you when the information is routed back to HR/Career Services.

To review candidate information, click on **Candidate**.



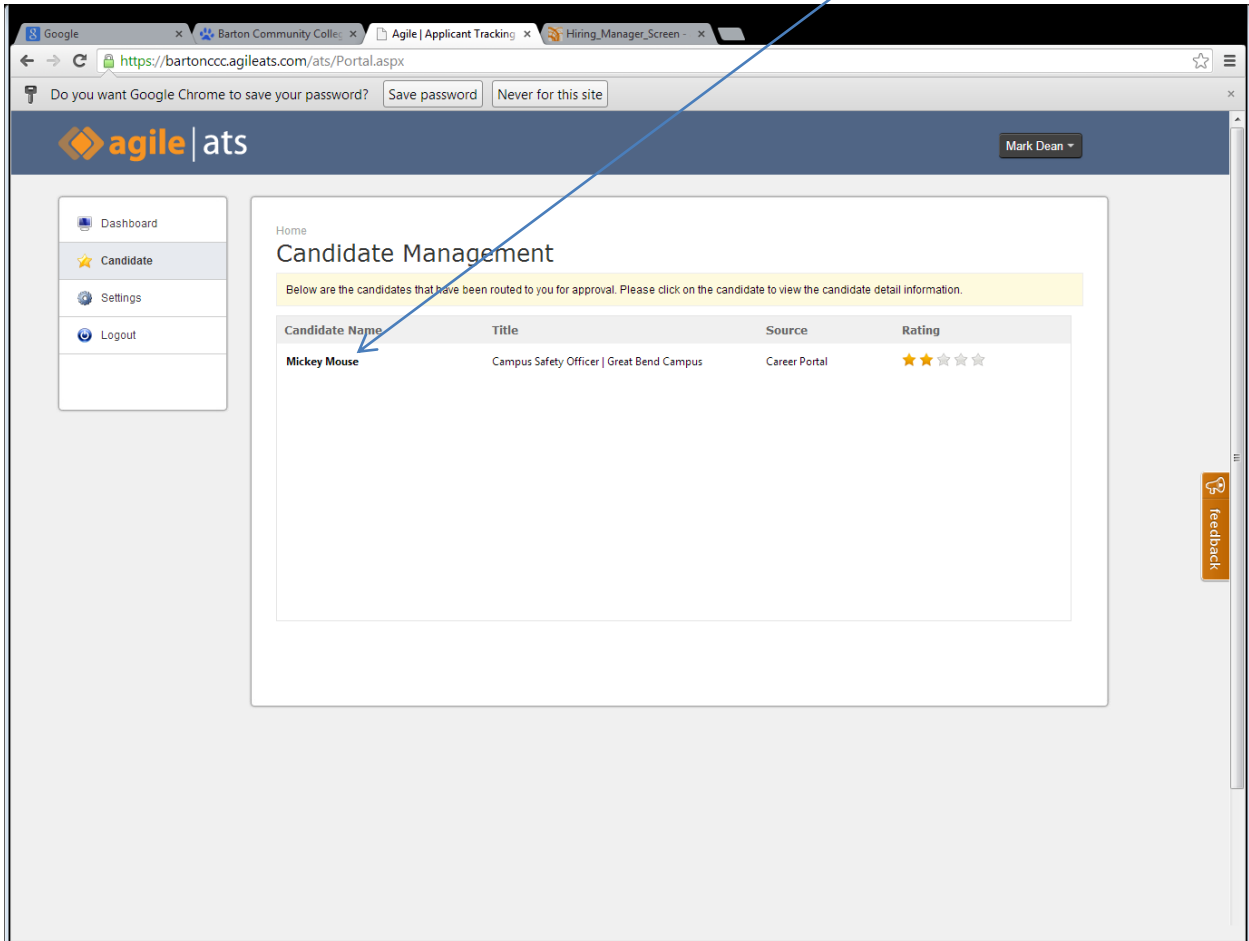
The screenshot shows the 'Barton Community College - Dashboard' with a sidebar menu containing 'Dashboard', 'Candidate', 'Settings', and 'Logout'. The main content area is titled 'Routed Candidates & Messages' and features a table with the following data:

Date	Candidate Name	Message	Responded
10/2/2013 7:21:03 AM	Mickey Mouse	Hi, Jane. Please find information on a candidate for your Campus Safety Officer position. Please review and then let us know if you are interested in interviewing this candidate. Thank you. Office of Human Resources	No

Blue arrows point from the text above to the 'Candidate' menu item, the 'Date' column header, and the 'Candidate Name' column header. A 'feedback' button is visible on the right side of the dashboard.

As you receive additional candidate information, your Dashboard will continue to log the new information while retaining the old information. To sort the information by date so the newest information will appear at the top, click on **Date**. You can also sort your Dashboard by **Candidate Name** or **Message**.

This will bring up the **Candidate Management** screen. Only candidate information requiring action will be displayed on this screen. To view a candidate's information, click on the candidate's name. This will bring up the **Candidate Maintenance** screen, which has three tabs.



The first tab you will want to go to is **Candidate Information**. This is where you will see a summary of the candidate's personal information (name, mailing address, and e-mail address), the candidate's rating based on his or her job-specific assessment score, his or her application form, and any routed candidate notes from HR/Career Services.

Mickey Mouse - Candidate Maintenance


Routed Candidate **Candidate Information** **Resources**

Personal Information

Mickey Mouse	Account Created: 9/24/2013 9:28:37 AM	Candidate Rating: ☆☆☆☆
Mailing Address: [REDACTED]	Application Date: 10/1/2013 9:18:54 AM	Assessment Score: 10/25 - 40%
Secondary Address: [REDACTED]	Candidate Status: New Candidate	
City, State Zip: Herington, KS 67544	Candidate Source: Career Portal	
Primary Phone: [REDACTED]		
Alternate Phone: [REDACTED]		
E-Mail Address: [REDACTED]		

[View Candidate Application](#)
Hover over the application icon to see candidates credit report response.

Routed Candidate Notes



To review the candidate's application form, click on **View Candidate Application**. The application form will contain general job application information along with any job-specific assessments. E.g., job related experience, education, or computer experience.

You can make notes on the application in the **Application Notes** section and then save your notes by clicking on **Save Notes**. You can also print out a copy of the application form by clicking on **Print Application**.

Barton Community College

Campus Safety Officer
Please use the print button to print the candidate application. The application notes will be hidden during the printing process.

Print Application

Application Notes

Save Notes

General Job Application
Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or

Personal Information

First Name * Mickey	Middle Name M	Last Name * Mouse
Street Address/P.O. Box * [REDACTED]		
City * Herington	State * Kansas	Zip Code * 67544
E-Mail Address * [REDACTED]	Primary Phone * [REDACTED]	Alternate Phone

Barton Student ID (Student employment positions only)
[REDACTED]

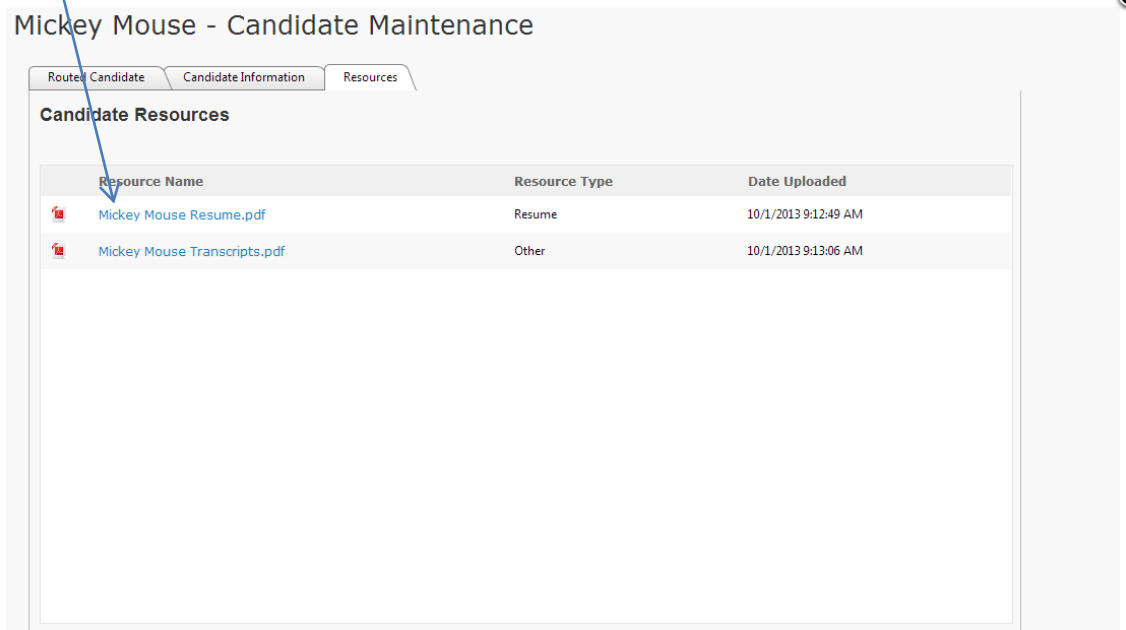
Indicate any other names under which your employment or academic records have been filed.
[REDACTED]

High school diploma or GED? * If no, indicate highest grade completed.
 Yes No



Education
Provide information on all Colleges or Universities Attended (Unofficial college or university transcripts are required at time of application. Original college or university transcripts required upon hire.) Please list most recent education first.

Institution Name Fort Hays State University	Institution Name Friends University	Institution Name Barton Community College
Major	Major	Major

The second tab you will want to go to is **Resources**. This is where you can review any supplemental information the candidate has submitted for the position such as a resume or transcripts. Click on the Resource name to review or print the information.

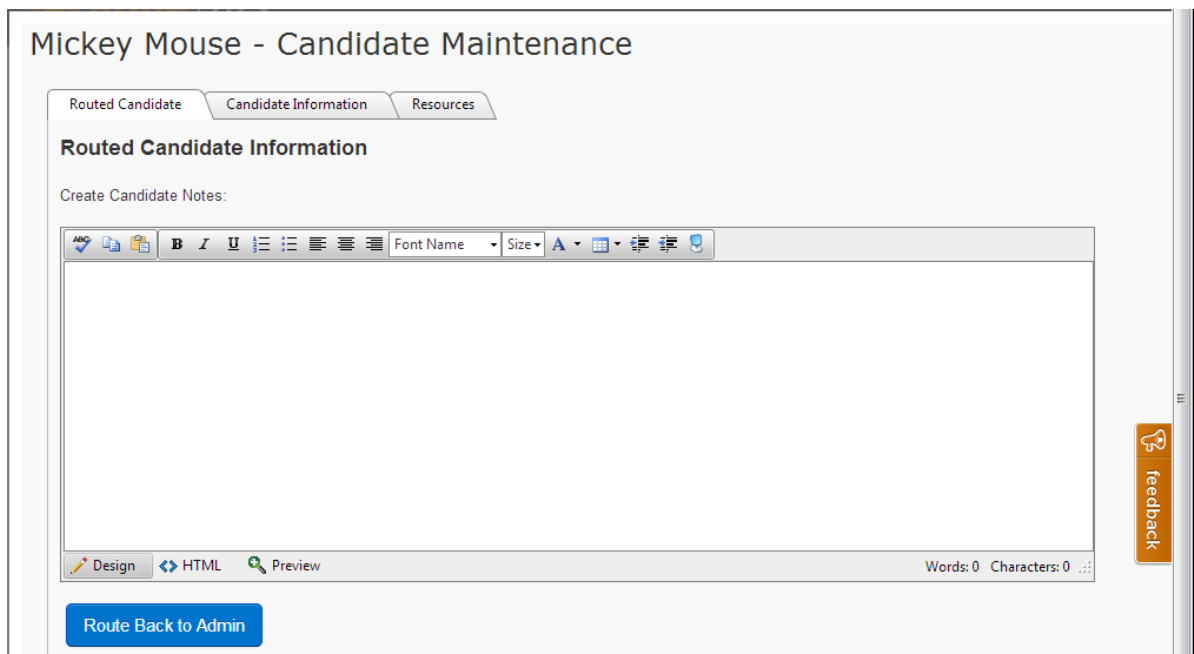


The screenshot displays a web application interface for 'Mickey Mouse - Candidate Maintenance'. At the top, there are three tabs: 'Route Candidate', 'Candidate Information', and 'Resources'. The 'Resources' tab is active. Below the tabs, the section is titled 'Candidate Resources'. A table lists the resources submitted by the candidate.

Resource Name	Resource Type	Date Uploaded
 Mickey Mouse Resume.pdf	Resume	10/1/2013 9:12:49 AM
 Mickey Mouse Transcripts.pdf	Other	10/1/2013 9:13:06 AM

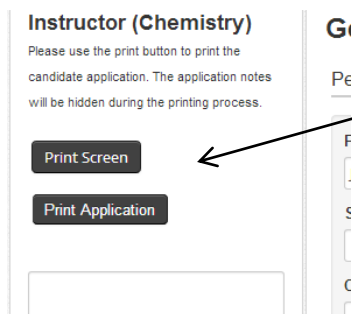
The third tab you will want to go to is **Routed Candidate Information**. This is where you will create your notes on the candidate and then route the information back to HR/Career Services by clicking on **Route Back to Admin**. Do not route the candidate's information back to HR/Career Services until you have made (1) candidate notes for records retention purposes (these notes will take the place of the Applicant Denial Form and are required); and (2) a decision to either seek approval to hire or reject the candidate for the position.

Again, you must include a specific reason for either hiring or rejecting the candidate so this information is captured in the system for records retention purposes.

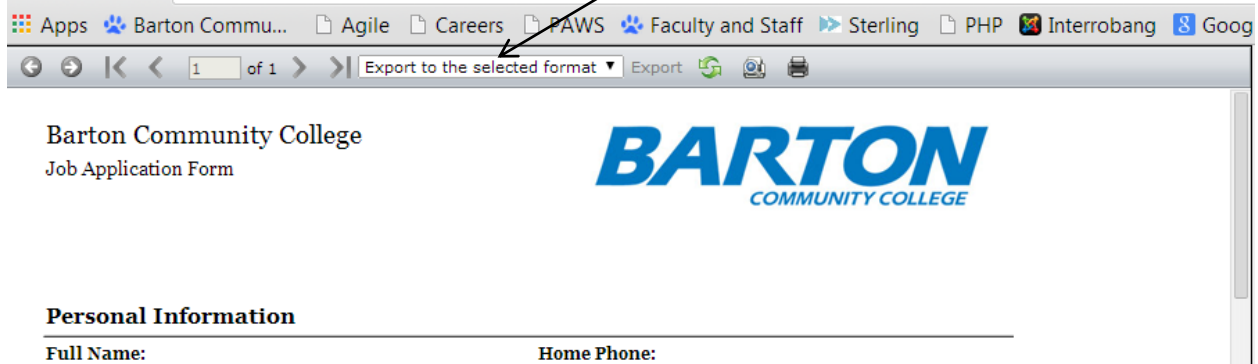


Sending Candidate Information to Committee

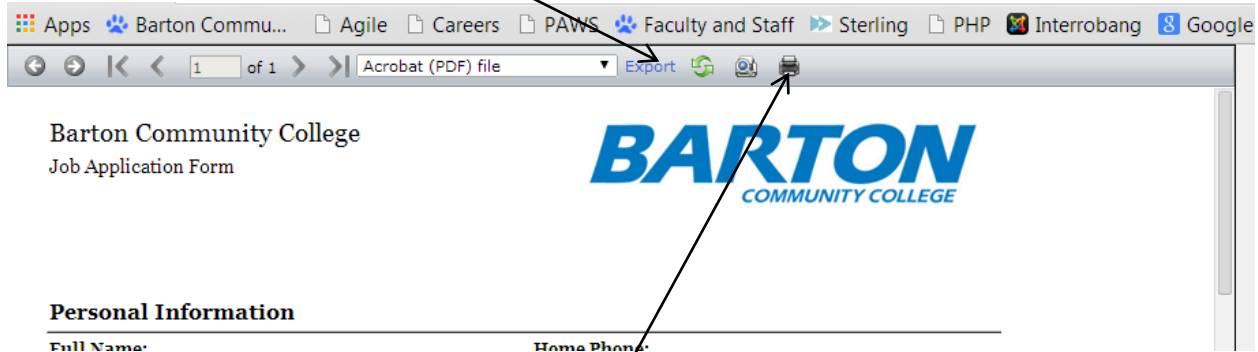
While viewing the application, in the upper left there are options to Print Screen and Print Application.



By clicking on Print Application, you then have the option to export into a different format, PDF being one of the choices.



After choosing the format, click on Export located next to the drop down.



You can then simply print by clicking on the printer button. Or by right clicking on the document, you can Save as, and then email as an attachment.

Printed or Scanned Candidate Information

Any candidate information that is printed out must be returned to HR/Career Services for proper disposal. Any scanned information must be deleted.