MONTGOMERY COUNTY SCHOOLS

STEPS FOR HIRING IN APPLICANT TRACKING

1. Log into TalentEd
   https://montgomerync.tedk12.com/sso/Account/Login

2. Click on **DASHBOARD** to view your postings/applicants.

3. To view the candidates, click on **APPLICATIONS** next to the post.

4. Click the **paper icon**. This will bring up the applicant's complete application.

5. Once you have reviewed the application, click on the **blue folder.**

6. If you want to interview this candidate, click on the **INTERVIEW** tab to *Schedule* an interview. Once the interview is completed, enter the *results* of the interview here.

7. Once you have selected, click on the **REFERENCE** tab, then click on the **ADD CHECK BOX** next to each reference. Choose the reference form to send depending on the position (Licensed or Classified), then click either **SEND VIA EMAIL** or **COMPLETE MANUALLY** (enter the information here if you called the reference).

8. Once all of the references are back, review their responses, and when you are ready to make a recommendation go back to the **INTERVIEW** tab and click **ADD RECOMMENDATION TO HIRE** at the bottom of the page.

9. Use the *Drop Down* boxes to complete the **STAFF ACTION or RECOMMENDATION TO HIRE.**

Once you click submit for recommend to hire, this will generate an email to HR notifying us that you have made a recommendation.

Upon receiving your recommendations, HR will send the potential employee the BIB background check email. After clearing the background check, you will receive an email from HR informing you to move forward with hiring the candidate pending board recommendations. If you have questions at any time in the process, reach out to HR.