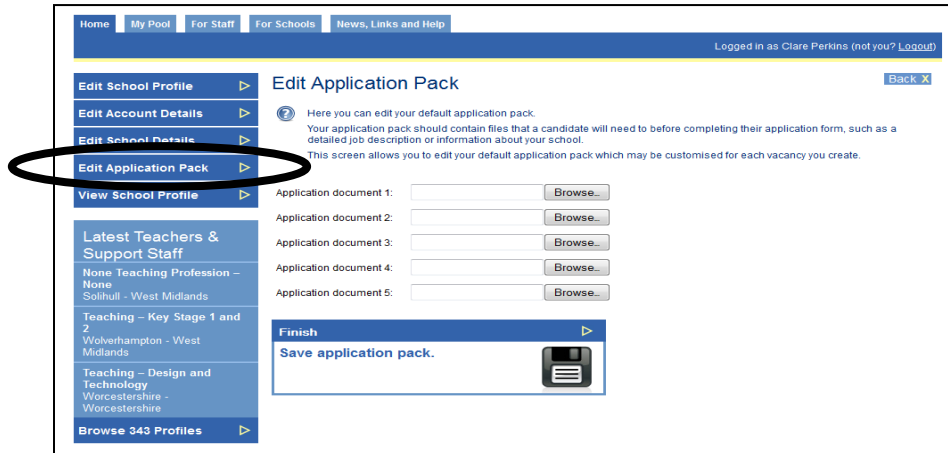


## Application Pack

Before you add your first vacancy to the site, we recommend that you **create an application pack**, including all the relevant documents that would usually send out to anyone applying for a vacancy in your school. There are options to select more specific documents in relation to a particular vacancy, and we will discuss those later, but the aim here is to identify those documents which are usually used, and save them within your school profile.

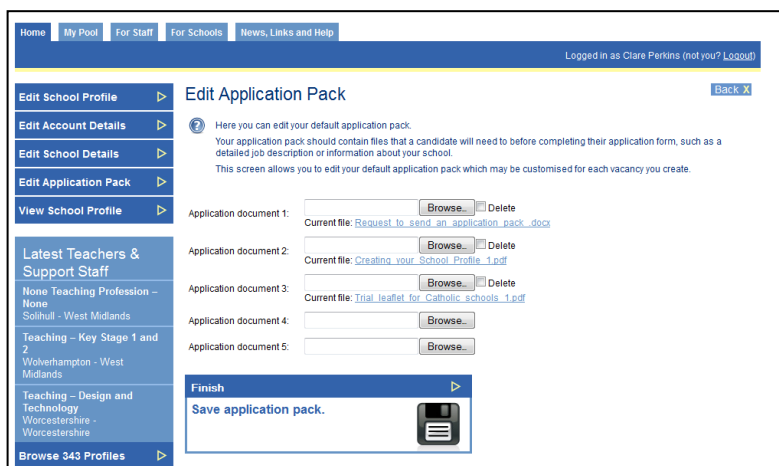
Go to **My Pool**, and click on **Edit Application Pack**.



Here you have the option to add up to five documents to create your default application pack. Please add up to three documents at this stage.

To add the first document, click on **Browse**, select the file on your computer, and click **Open**. The selected file will then appear in blue, underneath the Browse button.

Repeat these steps for the other documents you wish to use.



When you have added all your documents (up to a maximum of three), click on **Save Application Pack**, and these documents will be saved in your school profile for use with each vacancy.

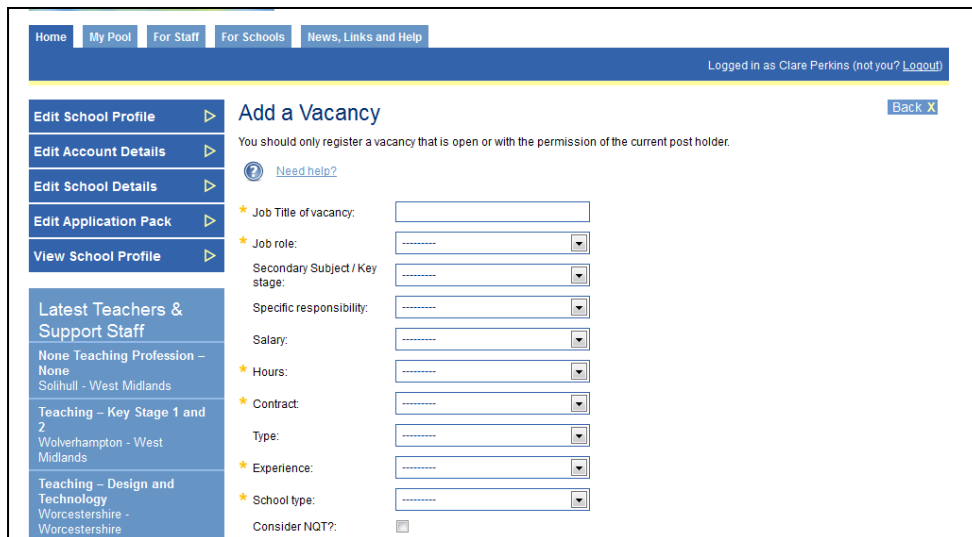
**Remember**, you can amend this selection of documents at any time from this section in My Pool, and each time you add a new vacancy you have the option to change the documents and / or include additional ones as necessary.

## Adding a Vacancy

Now return to **My Pool**, and click on **Add a New Vacancy** at the right hand side of the screen.



This takes you to the Add a Vacancy page, and you will be asked to enter the specific details of the vacancy.



Many of these fields have drop down menus for you to choose from, and the options available on the screen will change to reflect the job role that you select.

Use the **Experience** field to indicate the minimum experience required for the post, but be careful not to set this too high, unless it is absolutely essential to the role, as you may exclude potential candidates from applying when you would actually choose to consider them for the post.

**Consider NQT?** Indicate whether or not a **newly qualified teacher** would be considered for this vacancy; if the answer is Yes, click on the box, and if the answer is No, leave the field blank.

The **Description** field is a free text box that allows you to type in details of the position, explaining the nature of the job role in more detail. Please **do not include your school name or personal details** as this will be viewed by anyone viewing the website. Your school name and address will only be revealed when you choose to send an application pack to a candidate. You can upload the job description document into the application pack, so we suggest that you use this free text area to talk to your target candidates and sell this job opportunity so that you increase the number of applications. Always think “what’s in it for me” from the reader’s perspective and spell that out to the candidate. Too many descriptions are based on what the employer needs and wants, with little mention of what the successful applicant would gain. People move jobs to increase the enjoyment of the role, and sometimes even the simplest things can encourage an application.

Use the **Candidate Description** field to describe your ideal candidate, based on the person specification for this role. However, be careful when describing the ideal candidate that you do not create barriers to prospective candidates. Try to avoid the use of “MUST HAVE” and “ESSENTIAL” unless it really is a MUST HAVE. Is it your intention that someone who meets your criteria perfectly in every respect but has only 2 years in the role, and not the specified 3 years, will be discounted from the process? If you have stated a minimum of 3 years experience, you may effectively reduce the number of applications that you receive. Similarly, if you are equally as interested in a rising star who is aspirational, as in an experienced practitioner, then make sure that your description makes this clear.

Select a **Cut off date** for applications by using the calendar. Please remember that potential candidates will not be matched against the vacancy after this date, so it is important to leave enough time for candidates to apply. You can edit this cut off date at a later stage, should you need to do so.

Select the appropriate online **application form** from the drop down menu to indicate which form you require candidates to use to apply for this vacancy.

At the bottom of the screen, you will see the **Application Pack** details.

The screenshot shows the 'Application pack' section of the form. At the top, it says 'Please use this space to describe your ideal candidate.' Below this are two fields: 'Cut off date' with a calendar icon and 'Application form type' with a dropdown menu set to 'Teaching'. The 'Application pack' section has a blue header and a question mark icon. It contains the instruction: 'Please upload supporting documents that your candidates can review before submitting an application. Do not upload an application form as you have already selected one above.' There are five document slots, each with a 'Browse...' button and a 'Delete' button. The current files are: Doc 1: 'Trial leaflet for Catholic schools.pdf', Doc 2: 'Creating your School Profile.pdf', and Doc 3: 'School Prospectus.doc'. At the bottom, there is a blue 'Finish' button and a 'Add your vacancy.' button with a document icon.

The files that you see here, shown in blue text, are the files you added when you created your **default application pack**.

Now you can add additional documents which relate specifically to this vacancy, including the **job description** and any other relevant document. These additional documents will only appear against this particular vacancy.

When you have added all your documents, click on **Add your vacancy**.

You will now be taken to the area called My Pool and you will see your new vacancy in the list. You will also be prompted at this stage to create a filter questionnaire. Please remember that this is your only opportunity to create a questionnaire for this vacancy – if you do not create one now, you will not be able to do so at a late date.

or Schools News, Links and Help

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Your vacancy has been successfully added. Why not create a [filter questionnaire](#)?

## My Pool

To manage your vacancies and view the current status, please click on the job link under the summary column.

1 vacancy posted						Add a new vacancy +
ID ^	Summary ^	Job Role ^	Pay Grade / Salary ^	Candidates	Closing Date ^	
<a href="#">110</a>	<a href="#">Teacher</a>	Teaching	Grade: Main Scale	0	29 Nov 2011	Edit ▶

◀ Page 1 of 1 ▶

## Why use a filter questionnaire?

Teacher Talent Pool has been designed to save you time, manage the recruitment process more efficiently and save a few trees in the process! One of the greatest advantages of using the site is the facility to review applicants' skills and suitability at every stage of the recruitment process, enabling you to engage only with the most relevant candidates. Those applications which are completely unsuitable can be excluded very early in this process. Candidates are matched to your vacancy purely on skills, experience and qualifications in a process based on the principles of equal opportunity.

You can refine your shortlist even further by creating a filter questionnaire, to be completed by all interested candidates who you wish to engage with. The questionnaire can be as few or as many questions as you choose **but it must be created when you first post the vacancy**, in order to ensure that the application process is fair to all candidates applying. The answers to the questions that you ask can then be weighted by attributing a score, so for example a candidate may score 10 if the answer is Yes and zero for an answer of No.

You can thus use the questionnaire as an additional tool in the process of filtering and selection. You can only ask candidates to complete the questionnaire before you send them an application pack and allow them to apply, and you can then use the scores from the questionnaire to help you to further refine your shortlist of suitable candidates to invite to interview.

## Creating your questionnaire

Home | My Pool | For Staff | For Schools | News, Links and Help

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- Edit School Profile
- Edit Account Details
- Edit School Details
- Edit Application Pack
- View School Profile

**My Pool**

To manage your vacancies and view the current status, please click on the job link under the summary column.

3 vacancies posted Add a new vacancy +

ID	Summary	Job Role	Pay Grade / Salary	Candidates	Closing Date	
112	<a href="#">Mathematics Teacher</a>	Teaching	Grade: M5	0	09 Dec 2011	Edit
111	<a href="#">bbbbbsbsbsb</a>	Teaching Support	£25,000 - £29,999	0	05 Dec 2011	Edit
110	<a href="#">Teaching Assistant</a>	Teaching Support	£10,000 - £14,999	0	04 Dec 2011	Edit

Page 1 of 1

From My Pool, you can see all the vacancies that you have created.

To create a questionnaire, click on the job title in the Summary column, to view the details of the vacancy.

Home | My Pool | For Staff | For Schools | News, Links and Help

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- Edit School Profile
- Edit Account Details
- Edit School Details
- Edit Application Pack
- View School Profile

**Mathematics Teacher** Back X

[View vacancy details](#) [Create questionnaire](#)

To view the full candidate details, please click on the candidate link under the job role column.

**Matches**

10 Suitable Teachers Matched Page 1 of 1

ID	Job role	Subject	Salary	Area	Match rating	
150	<a href="#">Teaching</a>	Mathematics	Grade: Main Scale	Wolverhampton - West Midlands	★★★★★	Shortlist
46	<a href="#">Teaching</a>	Mathematics	Grade: Other scale	Wolverhampton - West Midlands	★★★★★	Shortlist
247	<a href="#">Teaching</a>	Mathematics	Grade: M1	BILSTON - West Midlands	★★★★	Shortlist
641	<a href="#">Teaching</a>	Mathematics	Grade: M2	Birmingham - West Midlands	★★★★	Shortlist
97	<a href="#">Teaching</a>	Mathematics	Grade: Other scale	Birmingham - West Midlands	★★★★	Shortlist
307	<a href="#">Teaching</a>	Mathematics	Grade: M6	Walsall - West Midlands	★★★	Shortlist
260	<a href="#">Teaching Support</a>	None	Grade: Main Scale	Walsall - West Midlands	★★★	Shortlist
90	<a href="#">Teaching</a>	Mathematics	Grade: Other scale	telford - West Midlands	★★	Shortlist
730	<a href="#">Teaching Support</a>	None	Grade: Other scale	Coventry - West Midlands	★★	Shortlist
44	<a href="#">Teaching</a>	Mathematics	Grade: Main Scale	nuneaton - Warwickshire	★	Shortlist

No suitable profiles? Don't worry, by placing your vacancy you have taken advantage of our free on and off-line advertising driving relevant talent direct to your job opportunity. When a suitable candidate is matched you will receive an email alert. Simple!

This icon shows that the applicant has registered an interest in joining your school.

You will see here that the system has already matched a number of candidates with this vacancy, and the match rating of each candidate is indicated by the number of stars shown. Any candidate who matches and who has already expressed an interest in joining your school will be shown with this symbol:



You will see the option to **Create questionnaire** at the top of the screen.

**Create questionnaire** ▶

The next screen will show the vacancy that you are creating this questionnaire for, and asks you to enter the **number of the question**, and then to enter the **first question** in the text field. When you have entered the text, click on **Add Question** at the bottom of the screen.

On the next screen you be asked to set the answers and the corresponding scores for each answer. Enter the first answer, and the corresponding score, and then click Add Answer.

Make sure you click **Add Answer** after entering the answer and the score.

You will then see each question and the corresponding score shown on the screen below the question the answer relates to.

At the bottom of the screen you will see the prompt in red, which reads:

This questionnaire has not yet been published!  
*Applicants will not be asked to complete your questionnaire until it has been published. Please note, however, that once a questionnaire has been published you be unable to edit it further.*

As you add each answer, and then additional questions, you will have the option to **Save for Later**. **Do not click on Save and Publish until you are sure that you have added all the questions you wish to ask**, as once the questionnaire has been published, you will not be able to edit the questions.

As you add the questions, you will be able to review both questions and answers on screen, and edit them if you wish to do so.

For Schools News, Links and Help Logged in as Clare Perkins (not you? [Logout](#))

## Filter Questionnaire for Mathematics Teacher

Please [read these instructions](#) before creating your questionnaire.  
Please note that filter questionnaires can only be sent to a candidate **before** they are sent application pack.

**Current Questions:**

**1. Do you have Qualified Teacher Status?** [remove](#)

- Yes (score: 10) [remove](#)
- No (score: 0) [remove](#)

\*Answer:  \*Score:

**2. Do you have experience of delivering Functional Skills?** [remove](#)

- Yes, a considerable amount (score: 10) [remove](#)
- Yes, some experience (score: 5) [remove](#)

\*Answer:  \*Score:

**Add a Question:**

\* Number:

\* Question:

When you have completed your questionnaire, click on **Save and Publish**, at the bottom of the screen.

Return to **My Pool**, click on the vacancy in the Summary column to view more information, and the next screen will show the options to view the vacancy and also to view the questionnaire.

## Mathematics Teacher

[View vacancy details](#)



[View questionnaire](#)



## Managing vacancies

When suitable candidates are matched to this vacancy, they will receive an email asking them to log in and view the vacancy details. If they then decide to apply for the vacancy, you will receive an email asking you to log and check MY Pool. Click on the vacancy, in the summary column, and you will see details of any candidates who have applied.

Home | My Pool | For Staff | For Schools | News, Links and Help
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- Edit School Profile >
- Edit Account Details >
- Edit School Details >
- Edit Application Pack >
- View School Profile >

**Latest Teachers & Support Staff**

- Teaching – Mathematics  
Dudley - West Midlands
- Teaching – Design and Technology  
Worcester - Worcestershire
- Teaching – Accounting  
fdgdgfdg - West Midlands
- Browse 337 Profiles >

Mathematics Teacher Back X

View vacancy details >
View questionnaire >

? To view the full candidate details, please click on the candidate link under the job role column.

### Candidates

1 Candidate Page 1 of 1 >

ID	Job role	Subject	Salary	Area	Status	Questionnaire	App form	
790	<a href="#">Teaching</a>	Mathematics	Grade: Main Scale	Dudley - West Midlands	Application Pack Requested	N/A	Awaiting completion	<a href="#">Decline</a> X <a href="#">Questionnaire</a> > <a href="#">Send pack *</a> >

\* Please note that when you send an application pack to a candidate, your school's identity will be revealed to them.

### Matches

11 Suitable Teachers Matched Page 1 of 2 >

ID	Job role	Subject	Salary	Area	Match rating	
790	<a href="#">Teaching</a>	Mathematics	Grade: Main Scale	Dudley - West Midlands	★★★★★	<a href="#">Shortlist</a> >
150	<a href="#">Teaching</a>	Mathematics	Grade: Main Scale	Wolverhampton - West Midlands	★★★★	<a href="#">Shortlist</a> >
46	<a href="#">Teaching</a>	Mathematics	Grade: Other scale	Wolverhampton - West Midlands	★★★★	<a href="#">Shortlist</a> >
247	<a href="#">Teaching</a>	Mathematics	Grade: M1	BILSTON - West Midlands	★★★	<a href="#">Shortlist</a> >
641	<a href="#">Teaching</a>	Mathematics	Grade: M2	Birmingham - West Midlands	★★★	<a href="#">Shortlist</a> >
97	<a href="#">Teaching</a>	Mathematics	Grade: Other scale	Birmingham - West Midlands	★★★	<a href="#">Shortlist</a> >
307	<a href="#">Teaching</a>	Mathematics	Grade: M6	Walsall - West Midlands	★★	<a href="#">Shortlist</a> >
260	<a href="#">Teaching Support</a>	None	Grade: Main Scale	Walsall - West Midlands	★★	<a href="#">Shortlist</a> >
90	<a href="#">Teaching</a>	Mathematics	Grade: Other scale	telford - West Midlands	★	<a href="#">Shortlist</a> >
730	<a href="#">Teaching Support</a>	None	Grade: Other scale	Coventry - West Midlands	★	<a href="#">Shortlist</a> >

No suitable profiles? Don't worry, by placing your vacancy you have taken advantage of our free on and off-line advertising driving relevant talent direct to your job opportunity. When a suitable candidate is matched you will receive an email alert. Simple!

This icon shows that the applicant has registered an interest in joining your school.

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For each candidate, you will have the option to decline their application request, send them the questionnaire for the vacancy, or send them an application pack. **Remember** that you can only send the questionnaire before sending the application pack.

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