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| C:\Users\whinson\OneDrive - North Carolina Department of Public Instruction\Logos\NC School Jobs.png Applicant Tracking    **What is it?**   * Statewide system provided by DPI at no cost * A way to search for prospects interested in working in your school * A way to track candidates through the work flow process from application to hiring while keeping information for the candidate together in one place | | |
|  | **What can you do?**   * Manage users * Manage items such as document library, communications templates, reference questions * Create, edit and view job orders * View and status candidates * Send and receive electronic reference requests * View license information of candidate - If candidate provides his/her SSN, system will check for *license revocations*, *national board certifications* on file with NC Licensure and validate against statewide *Dismissed Teachers list* – these items are denoted with icons next to the candidate name.   + Licensure and academic history on file with NC Licensure will also be populated on the candidate profile if SSN is provided |  |
| Innovative, new way to advance, streamline, and facilitate talent management recruiting and hiring | | |

**Support Contact Information**

* *HRMS/Applicant Tracking email -* [hrms.incidents@its.nc.gov](mailto:hrms.incidents@its.nc.gov)
* *SchoolJobs Communication Site:*

*Home page* - https://sites.google.com/a/dpi.nc.gov/nc-school-jobs/

*Charter Schools* - https://sites.google.com/a/dpi.nc.gov/nc-school-jobs/training---charter-schools

* *Wendy Hinson, Training and Support*

[Wendy.hinson@dpi.nc.gov](mailto:Wendy.hinson@dpi.nc.gov)

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