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| C:\Users\whinson\OneDrive - North Carolina Department of Public Instruction\Logos\NC School Jobs.pngApplicant 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
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|  | **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
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| 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
* *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*

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