

Clear Company Staffing Request Form Instructions

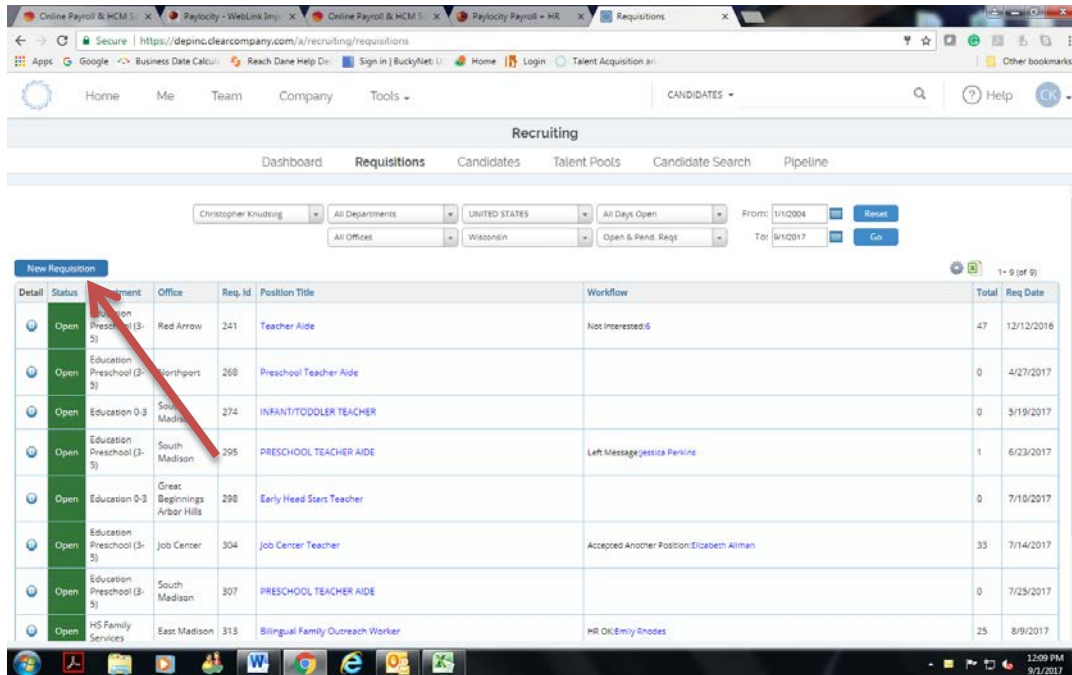
In order to post for any position you will need to submit a staffing request form. You are now able to do this electronically through Clear Company. The website is <https://app.clearcompany.com/>

Login: Your E-mail address (ex. cknudsvig@reachdane.org)

Password: Your E-mail address (ex. cknudsvig@reachdane.org)

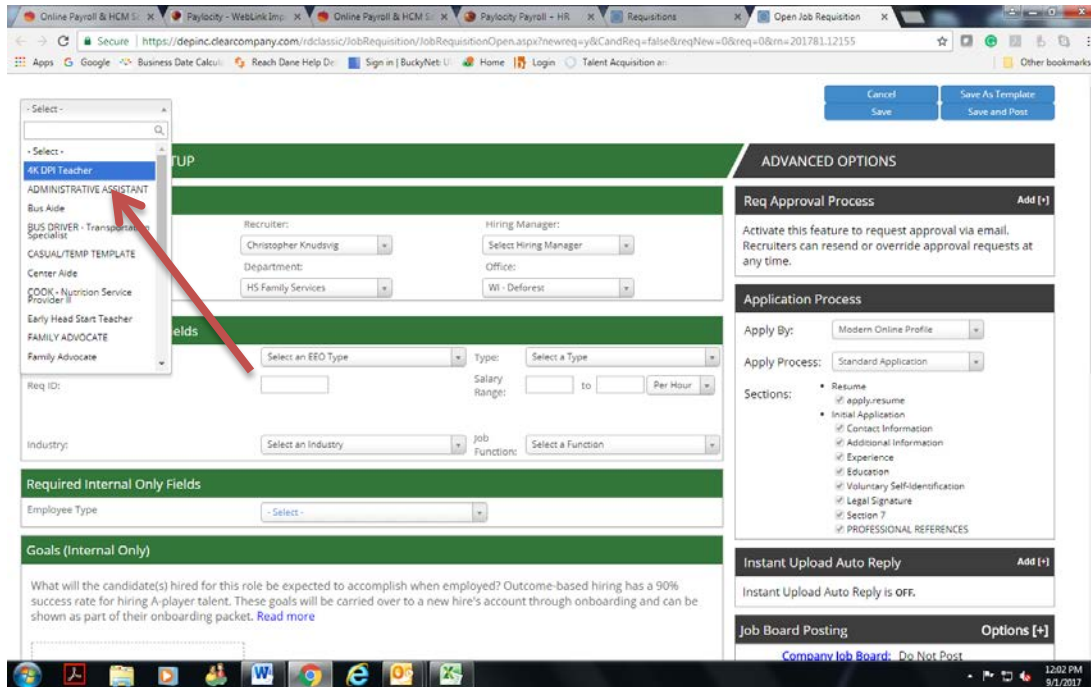
Once you log in for the first time, you will be able to reset your password.

Step 1: Create a requisition for the job you would like replaced containing all relevant hours and information and click save for approval. There are pre-filled templates you can use for any position and can adjust as needed.

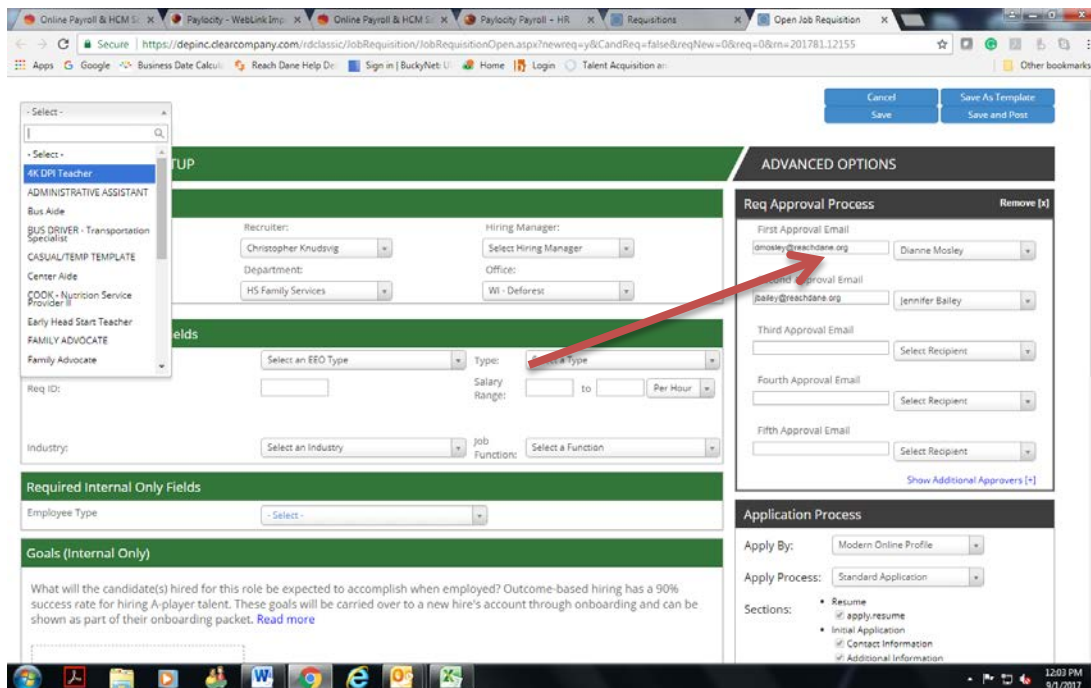


The screenshot shows the 'Recruiting' dashboard with a 'Requisitions' tab selected. A search filter is applied for 'Christopher Knudsvig' in 'All Departments' at 'UNITED STATES' with 'All Days Open' and a date range from 1/1/2004 to 9/1/2017. Below the search filters, there is a 'New Requisition' button and a table of existing requisitions. A red arrow points to the 'New Requisition' button.

| Detail | Status | Requisition | Office | Req. Id | Position Title | Workflow | Total | Req Date |
|--------|--------|---------------------------|------------------------------|---------|----------------------------------|---|-------|------------|
| | Open | Education Preschool (3-5) | Red Arrow | 241 | Teacher Aide | Not Interested | 47 | 12/12/2016 |
| | Open | Education Preschool (3-5) | Northport | 260 | Preschool Teacher Aide | | 0 | 4/27/2017 |
| | Open | Education 0-3 | South Madison | 274 | INFANT/TODDLER TEACHER | | 0 | 5/19/2017 |
| | Open | Education Preschool (3-5) | South Madison | 295 | PRESCHOOL TEACHER AIDE | Left Message: Jessica Perkins | 1 | 6/23/2017 |
| | Open | Education 0-3 | Great Beginnings Arbor Hills | 298 | Early Head Start Teacher | | 0 | 7/10/2017 |
| | Open | Education Preschool (3-5) | Job Center | 304 | Job Center Teacher | Accepted Another Position: Elizabeth Aliman | 33 | 7/14/2017 |
| | Open | Education Preschool (3-5) | South Madison | 307 | PRESCHOOL TEACHER AIDE | | 0 | 7/25/2017 |
| | Open | HS Family Services | East Madison | 313 | Bilingual Family Outreach Worker | HR OK: Emily Rhodes | 25 | 8/9/2017 |

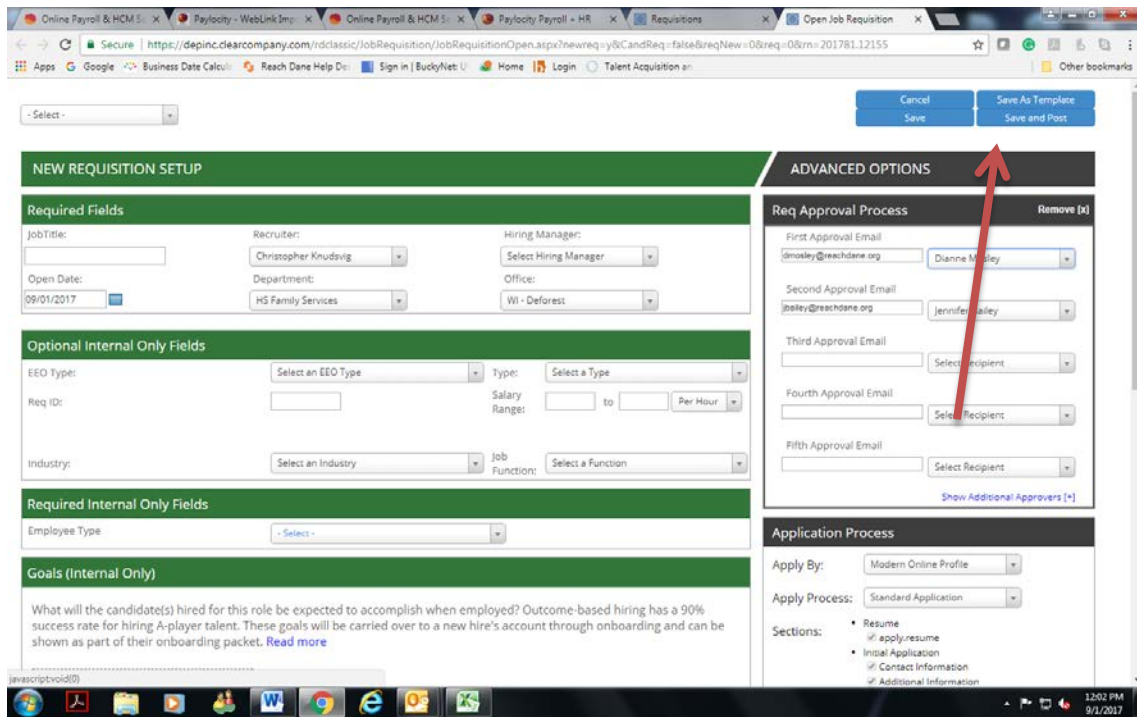


Step 2: Please send to Jen Bailey and Dianne Mosley for approval.



Step 3: Save

"Reach Dane changes the lives of underserved children and families through education and supportive services"



For additional training, there is the following video, or feel free to set up time with Human Resources to review.

<https://clearcompany.zendesk.com/hc/en-us/articles/222835788-Create-a-Requisition>

“Reach Dane changes the lives of underserved children and families through education and supportive services”