reach Bane

2096 Red Arrow Trail Madison, WI 53711

TEL (608) 275-6740 FAX (608) 275-6756 www.reachdane.org

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 <u>https://app.clearcompany.com/</u>

Login: Your E-mail address (ex. <u>cknudsvig@reachdane.org</u>) Password: Your E-mail address (ex. <u>cknudsvig@reachdane.og</u>)

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.

Арр	GG	ioogle 🤝 Busi	iness Date Calcu	S R	each Dane Help D	e 🔄 📕 Sign in j BuckyNet	U a	🧶 Home 📊 Login 🛛	Taler	t Acquisition ar	ii C			Other bookma
0		Home	Me 1	leam	Compar	ry Tools 🗸					CANDIDATES -	Q	(?) He	Hp 🕜
								Recruit	ing					
					Dashboard	Requisitions		Candidates 1	alent (Pools	Candidate Search Pipeline			
			-		100	(100	· · · · · · · · · · · · · · · · · · ·		-				
			Chri	stopher Ki	nudsvig *	All Departments				All Days Open Open & Pend		io l		
	Regulato						12						(R)	1-9 (of 9)
	Status	tment	Office	Req. Id	Position Title				V	Vorkflow				1-9 (of 9) Req Date
>	Open	Preschied (3- 5)	Red Arrow	241	Teacher Aide				N	iot interested 6			47	12/12/2016
>	Open	Education Preschool (3- 5)	Northport	268	Preschool Tead	her Alde							0	4/27/2017
>	Open	Education 0-3	Sour Madisa	274	INFANT/TODDL	DLER TEACHER						0	5/19/2017	
	Open	Education Preschool (3- 5)	South Medison	295	PRESCHOOL TE	ESCHOOL TEACHER AIDE			L	Left Message jessice Persine			1	6/23/2017
>	Open	Education 0-3	Great Beginnings Arbor Hills	298	Early Head Star	Early Head Stars Teacher							0	7/10/2017
,	Open	Education Preschool (3+ 5)	Job Center	304	Job Center Teac	ter Teacher				Accepted Another Position:Elizabeth Aliman			33	7/14/2017
,	Open	Education Preschool (3- 5)	South Medison	307	PRESCHOOL TE	OL TEACHER AIDE							0	7/25/2017
)	Open	HS Family Services	East Madison	313	Bilingual Family	ngual Family Outreach Worker				HR OK Emily Rhodes			25	8/9/2017

elect - A			Cancel Save As Template Save Save and Post		
Q. Elect -			ADVANCED OPTIONS		
OMINISTRATIVE ASSISTANT			Reg Approval Process Add [•]		
IS Note IS DRIVER - Transportation recollass ISUAL/TEMP TEMPLATE Inter Aide	Recruiter: Christopher Knudsvig * Department:	Hiring Manager: Select Hiring Manager + Office:	Activate this feature to request approval via email. Recruiters can resend or override approval requests at any time.		
DOK - Nutrition Service	HS Family Services *	WI - Deforest *			
rly Head Start Teacher MILY ADVOCATE mily Advocate	Select an EEO Type	Type: Select a Type	Apply By: Modern Online Profile • Apply Process: Standard Application •		
iq ID:		Salary Range: to Per Hour	Sections: Resume Replyresume Instal Application PC Contact Information		
dustry: equired Internal Only Field:	Select an Industry	Job Function: Select a Function	 Additional Information Experience Education 		
nplayee Type	- Select -	•	Voluntary Self-identification Vegal Signature Section 7 PROFESSIONAL REFERENCES		
oals (Internal Only)			Instant Upload Auto Reply Add [+]		
		hen employed? Outcome-based hiring has a 90%			

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

			Cancel	Save As Template
* Q.			Save	Save and Post
TUP			ADVANCED OPTIONS	
cher.			ADVANCED OFTIONS	
ATIVE ASSISTANT			Reg Approval Process	Remove [x]
R - Transportation	Recruiter:	Hiring Manager:	First Approval Email	
MP TEMPLATE	Christopher Knudsvig +	Select Hiring Manager +		Dianne Mosley +
	Department:	Office:	sond aroval Email	
tricion Service	HS Family Services *	WI - Deforest *		ennifer Balley
Start Teacher				
VOCATE elds			Third Approval Email	10
ocate	Select an EEO Type	• Type:		Select Recipient
		Salary to Per Hour +	Fourth Approval Email	
		Range:	' · · · · · · · · · · · · · · · · ·	Select Recipient
			Fifth Approval Email	
	Select an Industry	Punction: Select a Function		Select Recipient
d Internal Only Fields				Show Additional Approvers [+]
Туре	- Select -	*	Application Process	
nternal Only)			Apply By: Modern Online	Profile +
			Apply Process: Standard Apple	cation +
		hen employed? Outcome-based hiring has a 90%		
		a new nire's account through onboarding and can be	Sections: 😥 apply.resume	
ll the candidate(s) hired for thi	These goals will be carried over to	hen employed? Outcome-based hiring has a 90% a new hire's account through onboarding and can be	Apply Process: Standard Appli Sections: Resume Bapty.resume	

and the second s		/JobRequisitionOpen.aspx?newreq=y&CandReq=false&// kyNet: U 🥔 Home 🚹 Login 🔘 Talent Acquisition an	reqNew=0&req=0&rn=201781.12155	Other b
Select - +			Cancel Save	Save As Template Save and Post
NEW REQUISITION SETU	JP		ADVANCED OPTIONS	
Required Fields			Req Approval Process	Remove [x]
obTitle:	Recruiter:	Hiring Manager:	First Approval Email	
	Christopher Knudsvig +	Select Hiring Manager +	dmosley@reachdane.org Dianne M	ley +
Open Date:	Department:	Office:		
9/01/2017	HS Family Services *	WI - Deforest	Second Approval Email	
			jballey@reachdane.org Jennifer al	ley v
Optional Internal Only Fie	lds		Third Approval Email	
EO Type:	Select an EEO Type	Type: Select a Type	Select ecip	pient +
		Calana	Fourth Approval Email	
teg ID:		Range: to Per Ho	our • Sele Recip	pient .
		Job (a)	Fifth Approval Email	
ndustry:	Select an Industry	Function:	Select Recip	pient +
Required Internal Only Fie	elds		Show Add	dicional Approvers (+)
Employee Type	- Select -	*	Application Process	
			Apply By: Modern Online Profile	
Goals (Internal Only)				100
What will the candidate(s) hi	red for this role be expected to accomplish y	when employed? Outcome-based hiring has a 90%	Apply Process: Standard Application	10
success rate for hiring A-play	ver talent. These goals will be carried over to	a new hire's account through onboarding and can	be Sections Resume	
shown as part of their onboa	arding packet. Read more		Initial Application	
			Contact Information	

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