

TeacherMatch Intelliglance System Planning Guide

Welcome to TeacherMatch!

TeacherMatch is excited to be partnering with the North Carolina Department of Public Instruction (NCDPI) and school districts throughout North Carolina!

In anticipation of using the TeacherMatch Intelliglance system, we want to provide you with this planning document, which we call the **Intelliglance System Planning** Guide. By thoroughly working through this document and corresponding workbook, you will be providing us with the necessary specifications for your district setup, which will allow the transition into the Intelliglance system to be seamless.

Please use this guide, the corresponding Systems Planning Guide workbook, along with the instructional video, for making decisions on how you plan to use the TeacherMatch Intelliglance applicant tracking system for your school district.

Introductory Information

NCDPI has worked closely with TeacherMatch to create a system that meets the needs and requirements that are specific to the state of North Carolina. In this planning document, you will find that certain parameters are already established based on the state-level expectations. There are many decision points for districts to then customize their systems based on localized expectations.

One element that is standardized throughout the NCDPI system is the grouping of jobs, which are called 'job categories' in Intelliglance. Classifying jobs in this manner allows you to create unique job flows and tie different content to that grouping. The following job categories will be used for all school districts in North Carolina:

- Licensed
- Classified
- Bus Drivers
- Substitutes

You can choose to use any of these job categories to post positions in Intelliglance.

Tab 1: Manage District

In the Manage District section of the Systems Planning Guide workbook, please review and respond to the following information:

- *General Information*
- *Contact Information*
- *Messages and Notes*
- *Candidate Grid*

Below is a sample of a Candidate Grid.

CANDIDATE GRID									
Candidate Name	Fit Score	TFA	Status	Jobs Applied	Teaching Years	JSI			
<input type="checkbox"/> Kendra Candidate (tmmarysvillet.raining@gmail.com)	31/44	C	Phone Screen	17/29	N/A				
<input type="checkbox"/> Christine Onayemi (christine.a.onayemi@gmail.com)	44/72	N	Phone Screen	17/17	0.5				
<input type="checkbox"/> Steven Rivers (steve.rivers@gmail.com)	0/0	N	Available	5/30	4.0				
<input type="checkbox"/> Beth Test (beth.test.TM@gmail.com)	48/58	N	Phone Screen	17/3	N/A				
<input type="checkbox"/> Teacher titan (teachercloud@teachermatch.com)	11/16	N/A	JSI Review	17/1	10.0				

- *District Privileges*
- *School Privileges*
- *Account Information*

By providing your responses to the questions and options provided in each of the above sections, your school district will be able to tailor the system to the way they want it to function.

Tab 2: Users

In the Users section, please identify your primary district users required for the Intelligence system. As part of the instructional video, you will learn how to easily add additional users, edit their permissions and deactivate them.

Please note the following distinctions:

District versus School:

- A district user has access to the district and all schools in the district.
- A school user has access only to the assigned school(s).

Administrator versus Analyst:

- An administrator has read/write privileges, including the ability to add jobs, create notes, and edit content within the system.
- An analyst is granted view-only access to the district activity in Intelligance.

Tab 3: District Qualifying Questions

District Qualifying Questions are approved legal questions that can be asked as part of the application process. These questions will be presented to candidates after they complete their portfolio, and will be shown each time a candidate applies for a new job along with the option to update any answers.

NCDPI has provided a set of approved questions that are prepopulated in the Systems Planning Guide workbook, that correspond to the relevant job categories. Note: many of these questions apply to all of the four job categories. However, there are two sub groups of questions that apply to just the licensed or bus driver job categories.

If you would like to consider adding additional questions, please contact George Phelps at NCDPI via his email: George.Phelps@dpi.nc.gov.

The Intelligance system represents an applicant's response to the Qualification Questions through a colored 'thumbs up/down' icon.

Candidate Name	CGPA	TFA	Status	Jobs Applied	Teaching Years	JSI
<input type="checkbox"/> Joe Appleseed (testrunning@mailinator.com)	3.6	N	Available	5/65	6.0	
<input type="checkbox"/> QA HRMS (qa.hrms@mailinator.com)	4.5	C	Available	5/0	N/A	
<input type="checkbox"/> Peter Prototype (peterprototype@mailinator.com)	3.1	N	Available	4/17	5.0	
<input type="checkbox"/> Terry Template (terrytemplate@mailinator.com)	3.9	N	Available	5/57	4.0	

When a user clicks on the icon, the content of an applicant's responses is shown. Districts can decide if the school users (principals, school secretaries, other school-based personnel) can see the icon, the content, or both.

Qualifications
X

Candidate Responses

Q1. Have you ever been asked to resign from a position of employment?
Ans. No
Explanation.

Q2. Have you ever been convicted or pleaded nolo contendere (no Contest) to any violation of the law other than minor traffic tickets?
Ans. No
Explanation.

Q3. Do you have any criminal charges or procedures pending?
Ans. Yes
Explanation. Driving while texting

Q4. Have you ever been suspended, dismissed, fired, or discharged from a position of employment?
Ans. No
Explanation.

Q5. Have you ever been subject to disciplinary action during a period of employment?
Ans. No
Explanation.

Q6. Are you a US Citizen or Alien w/work Authorization?
Ans. Yes

Q7. If you are a male who is 18 through 25 years of age, are you registered with selective service?

In-Progress
Finalize
Print
Cancel

Tab 4: e-Reference Questions

The Intelligance system offers e-Reference functionality. This means that a district can generate an electronic request to a candidate's references, and easily view their responses.

A district can choose to generate the reference email either upon application, at a certain step in the process, or manually. e-References are represented in the system by an icon, which changes colors as references are received. A gray symbol means response request sent but no response received, a yellow symbol means partial reference responses received, a blue symbol means all reference responses have been received, and a red symbol means that no references have been sent.

TEACHERMATCH
BECAUSE TEACHERS MATTER MOST

Mosaic Users Manage Job Orders Reports

Candidates that applied for jobs at our District in the last
 7 Days 15 Days 30 Days 60 Days Other

Job Applied From Job Applied To

SSN Employee Number Filter the above to show only those candidates that applied for their very first job

Open Advanced Search

Name	Norm Score	TFA	# of Jobs	# of Years Teaching	Engage
<input type="checkbox"/> Jeffco External Candidate jeffcoexternalcandidate@gmail.com	57	N	2/27	4.0	
<input type="checkbox"/> Kendra Candidate kendra.test.TM@gmail.com	N/A	C	12/3	N/A	
<input type="checkbox"/> Aspiring Teacher teacher@teachermatch.com	50	C	13/43	3.0	
<input type="checkbox"/> Rebecca TeacherTest RCTeacherTest@gmail.com	N/A	N/A	2/0	N/A	
<input type="checkbox"/> test test test@gmail.com	N/A	N/A	1/0	N/A	
<input type="checkbox"/> Teacher titan teachercloud@teachermatch.com	38	N/A	13/1	10.0	

The reference responses can be accessed by clicking on that icon.

e-References Evaluation for Rebecca Jackson

Name	Email	Contact Number	Status	Score	Created Date	Action
<input type="checkbox"/> Test Ref1	test.1@mailinator.com	123123121			Aug 05, 2015	
<input type="checkbox"/> Test Ref2	test.2@mailinator.com	123123123			Aug 05, 2015	

Print Cancel

NCDPI has provided a library of e-Reference questions that can be selected. Please indicate which questions you would like to use for your candidates.

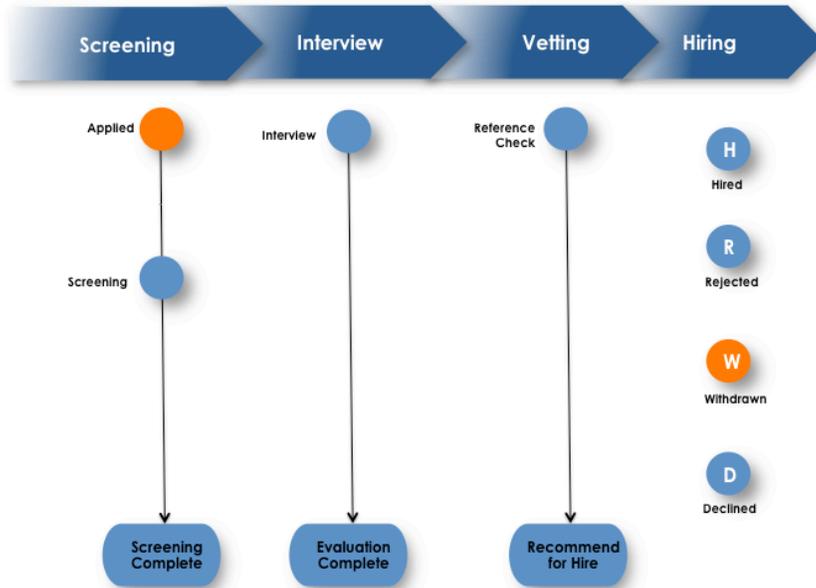
Note: that in tab 1, "Manage District" you will identify when you want these references sent in the "District Privileges" section (lines 61-63).

Tab 5: Status Life Cycle for each Job Category

For each job category you plan to implement in Intelliglance, you can select a unique process flow from one of 4 options. Below you will find the four options, which can be selected within the tab. If you do not choose a Status Life Cycle for a particular job category, it will be understood that you do not intend to utilize the Intelliglance system and NC School Jobs to post these vacancies.

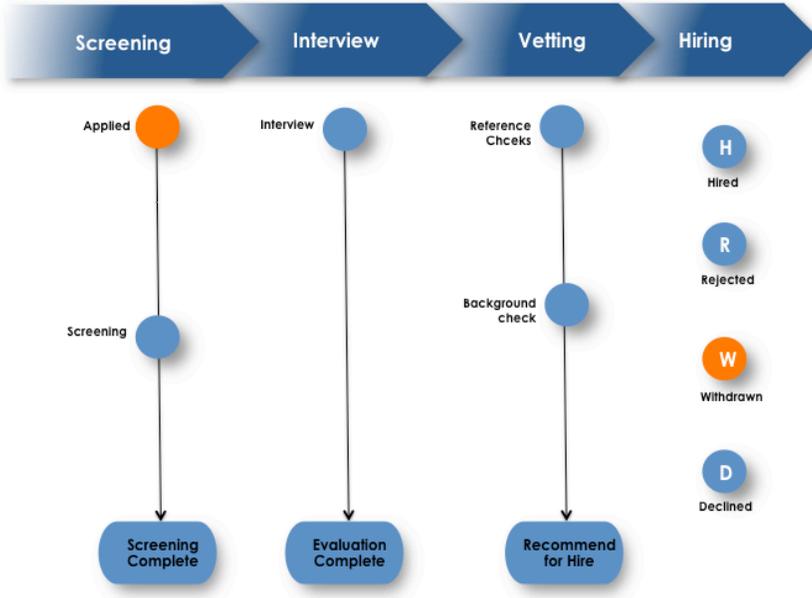
Option A

Status Life Cycle For NCDPI Districts: OPTION A



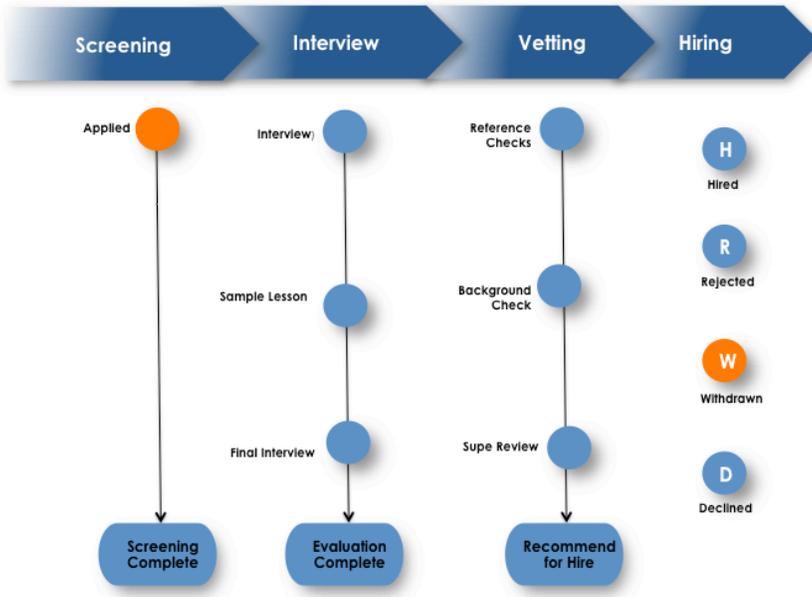
Option B

Status Life Cycle For NCDPI Districts: **OPTION B**



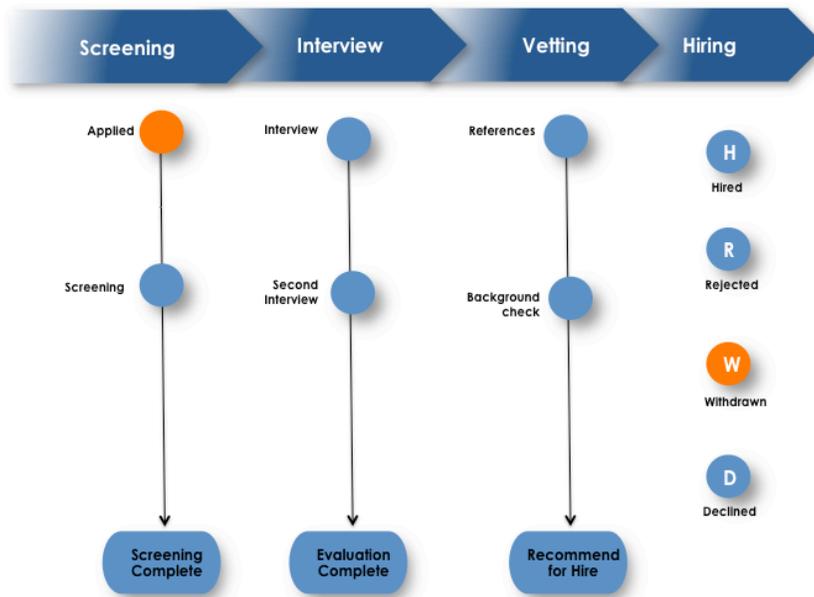
Option C

Status Life Cycle For NCDPI Districts: **OPTION C**



Option D

Status Life Cycle For NCDPI Districts: OPTION D



Screening: This node is a space where a district can track candidates as they are screened, and add information about the screening process to document that review.

Interview: This node is a space where a district can track candidates as they are interviewed, and add information about the interview to the node in order to track a candidate's responses to the questions.

Sample Lesson: In some districts, they request a teaching candidate perform a sample lesson as part of the hiring process. Notes from observing this can be captured in this node.

Final/Second Interview: For districts that host more than one interview, this node is a space where a district can track candidates as they participate in a second interview, and add information about the interview to the node in order to track a candidate's responses to the questions.

References: For districts that choose to call references, or want to confirm that the references provided have been reviewed, this node enables a user to confirm they have accessed the references and add content.

Background Check: When districts engage in the background check as they move toward hiring candidates, they can document which candidates are in this status.

Supt Review: In some districts, prior to hire, a candidate must be thoroughly reviewed by the superintendent. This node allows a user to capture that this step has been completed.

Tab 6: Status Life Cycle Questions

The Intelligance system can include questions at certain node. For instance, if you have a standard set of interview questions used, those questions can be added to the system, allowing for the school or district user to capture the responses from the interviews for candidates within the system.

In this tab, you can select the questions you would like included as part of your system build.

In column A, please enter 'X' for any questions you would like to use.

In column E, if you would like to score each question, please enter the range of scores.

For instance, if you score each question on a 4 point scale, in column E, please enter '0-4'. When you have scored a candidate, that score will be represented in the candidate grid.

Tab 7: Job Specific Inventories

Districts have the ability to ask candidates additional questions as part of the application process. After the candidate completes the portfolio and qualification questions, he/she will be routed to what is called the Job Specific Inventory, or JSI.

JSI's can be customized to job category, so you can ask you teacher candidates a different set of questions than you may ask your bus driver candidates. NCDPI has provided a library of questions for districts to choose from in Tab 7.

The results are presented in the Intelligance system, and can be easily accessed and printed.

CANDIDATE GRID

Candidate Name	CGPA	TFA	Status	Jobs Applied	Teaching Years	JSI
<input type="checkbox"/> Check/Uncheck all						
<input type="checkbox"/> Joe Appleseed (testrunning@mailinator.com)	3.6	N	Available	5/65	6.0	
<input type="checkbox"/> QA HRMS (qa.hrms@mailinator.com)	4.5	C	Available	5/0	N/A	
<input type="checkbox"/> Peter Prototype (peterprototype@mailinator.com)	3.1	N	Available	4/17	5.0	
<input type="checkbox"/> Terry Template (terrytemplate@mailinator.com)	3.9	N	Available	5/57	4.0	

Please note that if you choose to use the JSI as part of your application, a candidate's application will be considered incomplete until these questions are answered. That incomplete status does not prevent you from considering the candidate for hire.

Tab 8: Communication Templates

The Intelligance system allows you to upload your communication templates into the system. By uploading communication templates into the system, you can easily generate email communications to one or more applicants.

Communications done through the Intelligance system are then tracked and easy to review. Below is an example of communications tracking.

Communications X

2015

From District User Lexington - LEXINGTON CITY SCHOOLS - regarding 5th grade teacher

Subject: Thank You for Your Time with Us

June 12 2015, 02:58 PM CDT

We really enjoyed the opportunity to meet with you and discuss your fit for this position. We have forwarded your name and materials on to our Superintendent for his consideration.

From District User Lexington - LEXINGTON CITY SCHOOLS - regarding 5th grade teacher

Subject: Thank You for Your Time with Us

June 12 2015, 02:57 PM CDT

We really enjoyed the opportunity to meet with you and discuss your fit for this position. We have forwarded your name and materials on to our Superintendent for his consideration.

Print
Close

Please complete the template to include communications you plan to use. District administrators will be able to edit these communications once you are in actively working in the live system.

Tab 9: Portfolios

When a candidate applies, they are presented with a portfolio, which indicates which fields are required for that application. For each job category, there are options for the portfolio fields. In this tab, please review the standard portfolio options and decide which most closely meets your needs.

To submit this document:

As soon as this document is complete, please send it to esebastian@teachermatch.org and Joel.Leeper@dpi.nc.gov, along with your district logo. It is critical that when you save your workbook, you include the name of your district. Please use the following naming convention to save your document: "District Name. SystemsPlanning"