
**Use your Internet Browser tools to turn on your browser's Spell Check feature and to add WECAN to your list of trusted websites and email “allow list”.

**Login**

1. WECAN Login Page for all Users. Enter login information.

**Navigate**

2. Employer Main Menu is now – EMPLOYER DASHBOARD.

   Please select Account Profile on the dashboard. Complete the information requested.

**School User Accounts**

4. Select the green *Add User* button in the upper right corner and complete the fields.

The chart identifies the differences between levels of *User* access. The difference between *District HR Administrator* and *District HR Assistant* is noted in the upper left corner of the chart.

- **Vacancy Manager Limited** – Can create and manage the vacancies created. They can view vacancies and candidate pools for vacancies assigned by District HR Admin.
- **Principal/Administrator** – Can only view assigned vacancies, but have more rights than Search or Interview Committees.
- **Search Committee** and **Interview Committee** members are assigned to specific vacancies and can only view applicants for the assigned vacancies.

![User Management Chart](chart.png)

**User Information**

5. Complete the form and assign the level of access by reviewing the chart shown above in step 4.

Selecting the *Save* button will send login information to the *User.*

*Users* are responsible for resetting their own password using the *Forgot Password* link on the login page.
Posting Vacancies


Create Vacancies

7. Select the Add Vacancy button found in the upper right corner to post new positions.

Select the Position Type from the drop down menu. The job description fields are specific to the vacancy type. (Support Staff options will only be in the menu if the district has added this optional module.)

Add Vacancy Details

8. Complete all required data fields (red star). Enter dates. Indicate if the vacancy is internal and/or requires documents and question sets. The vacancy posting will remain Open to applicants if no end date is selected. Check the box if applicants may apply after a specified Close Date.

Only district employees who have included the district’s employer name and their district email address in their Applicant Profile may view and apply for Internal Vacancies.

District created custom questions may be selected from the Additional Question Sets drop down menu.

At the end of the vacancy, assign appropriate rights to allow review of applicants.
To navigate between Support Staff and Certified Staff as well as active and inactive postings, check the appropriate radio buttons found on the Show bar.

**Duplicate a Vacancy**

9. Open Vacancies on the Employer Dashboard. Select the Add Vacancy button. Choose the option to duplicate/copy a Current or Archived vacancy to reduce data entry. Select the vacancy to be duplicated from the drop-down menu.

Be certain to update the vacancy with current posting and closing dates and any changes in requirements.

**Create a Custom Question Set**

10. Select Hiring on the Toolbar and choose Custom Questions on the drop-down menu to create school system specific question sets.

NOTE: When creating the Question Set Title, indicate if the questions are certified or support staff and position title.

Once created, the Custom Question Set title can be selected on the Additional Question Set drop down menu in Vacancy screen.
11. Vacancy postings may be archived and removed from the list of active vacancies. To archive a position, the position must be **Closed**. Select the positions to Archive by checking the box on the right side of the page. To move the vacancies to the archives, select the Archive button at the bottom right corner of the page.

12. Select **Hiring** on the toolbar and select **Archived Vacancies** on the drop-down menu.

The list of original applicants and their materials are maintained.

Refer to Page 4 – **Duplicate a Vacancy** - to duplicate a vacancy once it has been **Unarchived**.

13. Use the links found on Dashboard to obtain a link to use to post vacancies on the school’s website. A WECAN account is needed to view complete vacancy content.
Use the URL link at the top of the postings to list vacancies on the website.

**View Applicants**

14. Open the Vacancies to see the applicants for each position.

Use the numeric hyperlinks in the **Applicants** column to view the applicant pool. Use the headings to sort the pool of applicants.

- Leaving left hand marker at “0” and right hand marker at “10+” displays all candidates.
- Moving left hand marker to “5” and leaving right hand marker at “10+” displays candidates with 5 or more years of experience.
- Moving left hand marker to “5” and moving right hand marker to “9” displays candidates with between 5 and 9 years of experience (inclusive).

Use the **Keyword** option to search the sections: Training, Experience, Personal Statement or Activities for the keyword.
The selection committee ratings and comments can be viewed by selecting **Review Matrix**.

Select the candidate name in the left column to rate and comment on the candidate, view their profile, application, attachments and responses to questions.

**Ratings & Comments**

To review previous ratings and comments, use the Applicant Lookup. Search by name or email address of applicant.

Comments and ratings also appear in Applicant History found at the bottom of each application.
Email a Group of Applicants

15. You may email all of the applicants or you may select specific individuals with whom you want to communicate. Check the box **Group Emails Select All** in the heading to send to all candidates or check the box by the name of specific individuals. Choose the button to **Get Selected Emails**.

Use the **Copy Email List To Clipboard** button to copy email addresses and then paste them into addressee box in your email message. WECAN suggests that you use the bcc: line so that the email addresses are not seen by the applicants.

Password Change

16. Users may change their passwords, using the **Account** link. There is an option on the login page to reset their password to access their accounts.
17. Select the *Account Profile* button on your WECAN dashboard. Use the pencil icon to update your school’s Main User, Billing Contact, and the Certified and Support Staff vacancy contacts. Update as needed.
Reports

18. Select the Reports button on your WECAN dashboard to generate desired reports which will download as .CSV files which can then be opened, edited and saved in Excel.

Enter desired date ranges and then select Run to generate the .CSV file which can then be opened, edited and saved in Excel.

View Help Document & WECAN Terms of Use

19. Access Help documents and view WECAN Terms of Use from the Dashboard.

Applicant User Guide

20. Refer applicants seeking help to the WECAN login page where they can select the Applicant Help button to view and download an Applicant User Guide. District users interested in the application process from the Applicant side may find the Applicant User Guide helpful as well.
STANDARD QUESTIONS

12 Standard Questions

The 12 standard questions a teacher applicant sees are:

1. What do you want to accomplish as a teacher?
2. How will (do) you go about finding out about students' attitudes and feelings about your class?
3. An experienced teacher offers you the following advice: "When you are teaching, be sure to command the respect of your students immediately and all will go well." How do you feel about this?
4. How do you go about deciding what it is that should be taught in your class?
5. A parent comes to you and complains that what you are teaching his child is irrelevant to the child's needs. How would you respond?
6. What do you think will (does) provide you with the greatest pleasure in teaching?
7. When you have some free time, what do you enjoy doing the most?
8. How do you go about finding what students are good at?
9. Would you rather try a lot of way-out teaching strategies or would you rather try to perfect the approaches that work best for you? Explain your position.
10. Do you like to teach with an overall plan in mind for the year, or would you rather just teach some interesting things and let the process determine the results? Explain your position.
11. A student is doing poorly in your class. You talk to her, and she tells you that she considers you to be the poorest teacher she has ever met. What would you do?
12. If there were absolutely no restrictions placed upon you, what would you want to do in life?

Assistant/Aide Questions

The 6 questions an Assistant/Aide applicant sees are:

1. Please list skills, experiences, and/or certifications you possess related to this position.
2. Why are you interested in this position?
3. Review past work/volunteer experience emphasizing areas in which you have worked with children in structured activities.
4. What experience, if any, have you had with special needs children? (Physical, cognitive, emotional, learning disabled.)
5. Describe your computer knowledge and background.
6. Briefly comment on your ability to interact and communicate with others.

Clerical Questions

The 6 questions a Clerical applicant sees are:

1. Please list skills, experiences, and/or certifications you possess related to this position.
2. Why are you interested in this position?
3. Please list specific computer applications with which you are proficient.
4. Briefly comment on your ability to interact and communicate with others.
5. Describe how you have improved your professional skills within the past two years.
6. Briefly describe any special skills/abilities not indicated above.

Computer Support Questions
The 6 questions a Computer Support applicant sees are:
1. Please list skills, experiences, and/or certifications you possess related to this position.
2. Why are you interested in this position?
3. Indicate specific computer systems and equipment with which you are proficient.
4. List software applications with which you are proficient.
5. Describe how you have improved your professional skills within the past two years.
6. Briefly comment on your ability to interact and communicate with others.

Custodial/Maintenance Questions
The 5 questions a Custodial/Maintenance applicant sees are:
1. Please list skills, experiences and/or certifications you possess related to the following areas: General cleaning, Grounds-keeping, Plumbing, Carpentry, Electrical, HVAC, and Pool Maintenance.
2. Why are you interested in this position?
3. Describe your computer knowledge and background.
4. Please share your experience working with children in an educational setting.
5. Briefly comment on your ability to interact and communicate with others.

Food Service Questions
The 6 questions a Food Service applicant sees are:
1. Please list skills, experiences, and/or certifications you possess related to this position (i.e., ServSafe or other sanitation certification).
2. Why are you interested in this position?
3. Describe your computer knowledge and background.
4. Briefly comment on your ability to interact and communicate with others.
5. Describe any paid work experiences you've had with large volume food prep and production.
6. Review past work/volunteer experience emphasizing areas in which you have worked with children.

Community Recreation Questions
The 4 questions a Community Recreation applicant sees are:
1. Please list skills, experiences, and/or certifications you possess related to this position.
2. Why are you interested in this position?
3. Briefly comment on your ability to interact and communicate with others.
4. What are your strongest personal attributes, and how will they impact your performance in this position?
Administrator Questions

1. Describe how you have used data to set measurable goals to improve student learning.

2. What factors do you think most contribute to student success?

3. What part of your education or work experience has been most valuable to you? Why?

4. As a leader, how do you demonstrate your care for the growth and development of your workforce?

5. How have you developed positive relationships with staff and colleagues in the past? How do you know you were successful?

6. What strategies have you used to connect with students and families who are not engaged in their school experience?

7. What strategies have you used to bring about unity and increase inclusiveness in an ethnically, economically, and academically diverse student population?

8. Describe your experiences supporting change in a school/district environment.

9. Explain an initiative you were involved in developing and the outcome of your efforts.

10. What is your vision of appropriate professional development and how do you model professional growth for others?

11. What strategies would you use to ensure the alignment of school policies, services, and resources to your mission?

12. What are the three most critical things you would do in a school to accelerate student growth and ensure that every child is learning?