

NEW!!!

APPLICANT TRACKING SYSTEM (ATS)

Information Current Employees Want to Know

All current employees of Sumner County Schools have a Personnel Profile in the Applicant Tracking System (ATS). You are encouraged to keep your profile updated and furnish information requested in the profile. You will need your username and password to login to your Profile. Please contact Robyn Brewer in the Human Resources Department for assistance at robyn.brewer@sumnerschools.org or by phone at 615-230-6745. The Human Resources Department does not have access to your password. You may reset your password by clicking on the question “having trouble logging in?” which appears on the login page.

To apply for transfers and/or to update your profile, please follow these instructions. Please remember requesting a transfer does not mean you are looking for another position. It is simply the way the system will allow you to access your application information. This is not mandatory unless you are actually requesting a transfer and wish to have the ability to apply for posted positions within the county.

IMPORTANT NOTE: If you have already gotten on the system previously and created a transfer application, DO NOT follow the transfer instructions below again.

Active Employees Requesting a Transfer and/or wishing to update your profile:

- From the Sumner County School website, click on *CAREER* near the top of the Home Screen. From the dropdown list, click *Current Openings*.
- You will open to a **Sumner County Schools Standard Application** page. You must know your Username and Password to login. Remember, if you have previously logged in and changed your password, you will need to use the new password you set.
- You will see a black bar with *HELP*, *ACCOUNT INFORMATION*, and *MY HR DOCS*. Click on the *My HR Docs* tab.
- From that drop down list, click *Transfer Request*. This is the same for all employees.
- Complete each field area. Red asterisks are required.
- The last item on the page is to “Select an action” with a down arrow and drop down box. You will need to select one of the three choices. Highlight and click on *Classified Employees-Submit* **or** *Certified Employees-Update profile only* **or** *Certified Employees-Submit for transfer approval – Assign to ‘Current Principal’ user*.
- Certified Employees selecting the option to Submit for transfer approval will have a field appear for you to select **User* with a drop down box so you can click on your principal/supervisor. (Classified employees will not see this. Certified employees selecting the option to Update profile only will not see this.)
- Next you will be asked to enter your signature (your password) to confirm the document.
- Click ‘Submit’.
- Classified employees and certified employees selecting Update profile only should log out of the system. When you log back into the system, skip to step 14 and proceed with instructions.
- Certified employees selecting Submit for transfer approval will click submit and this form will be electronically sent to your principal/supervisor for their verification.
- The form will then be electronically sent to HR.
- Certified employees will receive an email once the principal has verified the Request to Transfer form telling you to log back into ATS and complete the Transfer Profile.
- Log in to the ATS using your username and password previously created and click on *My Application* near the top left side of the page.
- Complete the information requested in the “Current Employee Profile for Transfers Form.
- When all pages are complete you will get a message telling you to apply for posted jobs found on the jobs tab if you are interested in a transfer. Otherwise, you are finished and your data is complete.

This page is on SCS website:
Click on Staff
Click on Forms
Click on 4th bullet point on page

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