TeacherMatch Platform
Quick Tips

Prepared for: Columbus City Schools
Principal System Users

Content Overview final

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- **Mosaic Overview**

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- **Learning Goal 4:** Searching for Candidates

- **System Notes "Etiquette"**

- **TeacherMatch Support**

Getting Started

Internet Browser

- It is important that you use one of the following browsers when accessing the TeacherMatch Platform:

  - **Google Chrome**
  - **Mozilla Firefox**
  - **Apple Safari**

- **Internet Explorer is not recommended** as it is not optimized for use with the TeacherMatch Platform.

Login

Email

Enter your Email

Password

Enter your password   I forgot

☐ Remember me

Login ▶

Don't have a login yet, Please Sign Up

Test your setup ▶

To be successfully proctored by TeacherMatch, you will need the following:

	Minimum	Recommended	Your Settings
Browser Version	Internet Explorer 7 Chrome 26.0.1410.64 Firefox 20.0 Safari 5.1.5	Internet Explorer 8 Chrome 26.0.1410.64 Firefox 20.0 Safari 5.1.7	Chrome 35.0.1916.153 ✅
Pop-up	Enabled	Enabled	Enabled ✅
PDF Plugin	Available	Available	Available ✅
Cookies	Enabled	Enabled	Enabled ✅

Internet Explorer 10 Compatiblity

We recommend that you do not upgrade to Internet Explorer 10 at this time, especially on Windows 7.

To check if your browser version and settings are optimal, please use the red "Test your setup" feature on the login page of the TeacherMatch Platform

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Resetting My Password

Changing/Retrieving Your Password

On the login page next to the blank Password field, click "I forgot".

Login

Email

Enter your Email

Password

Enter your password   I forgot

☐ Remember me

Login ❯

Are you currently a Teacher looking for opportunities? Please Sign Up
Are you a District or School interested in hiring great teachers, please contact us here
By logging into this site, you agree to TeacherMatch's Terms of Use

The user is redirected to the "Forgot your password?" screen and prompted to enter the email address (used in initial account setup) and sum of numbers for the human verification process. After clicking **Submit,** users will receive an email from the system with steps to reset the system password.

Forgot your password?

Please enter your email and we'll mail you instructions to reset your password.

Email

Enter your Email

What is   33+5?   ↻

Please enter the sum of image text above here

sum of number

Submit ❯

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Mosaic Overview

Action Feed - candidates meeting district-selected criteria are pushed to the Action Feed, along with Job Orders in distress.

Job Order By Status - displays the status of the district/charter management organization or school positions, based on the district-defined criteria

Hiring Velocity - reflects how quickly you are hiring candidates as compared to other TeacherMatch partners

Pool Quality - provides you an absolute measure of candidate quality within your district, based on candidate EPI performance

Candidate Stats - provides information on the states your hired candidates emanate from.

Mosaic Shortcut

In the upper right corner of the **Mosaic** page, shown under **Reports**, is the suitcase icon.

By clicking on the "suitcase" icon, users are taken directly to the **Job Orders →
District Job Orders** page.

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# Learning Goal 1: Understanding the Candidate Hiring Life Cycle Process

Available: Candidate has completed required application steps

Screen (Phone / Interview): Human Resources team conducts phone or personal interview screen

Verification: Human Resources team verifies candidate information to be accurate and complete

Advance to Principal Eval: Candidate meets minimum qualifications for hiring consideration and is forwarded to principal view

Principal conducts interview, adds notes on the candidate's overall interview performance, and finalizes status for **every** interview conducted.
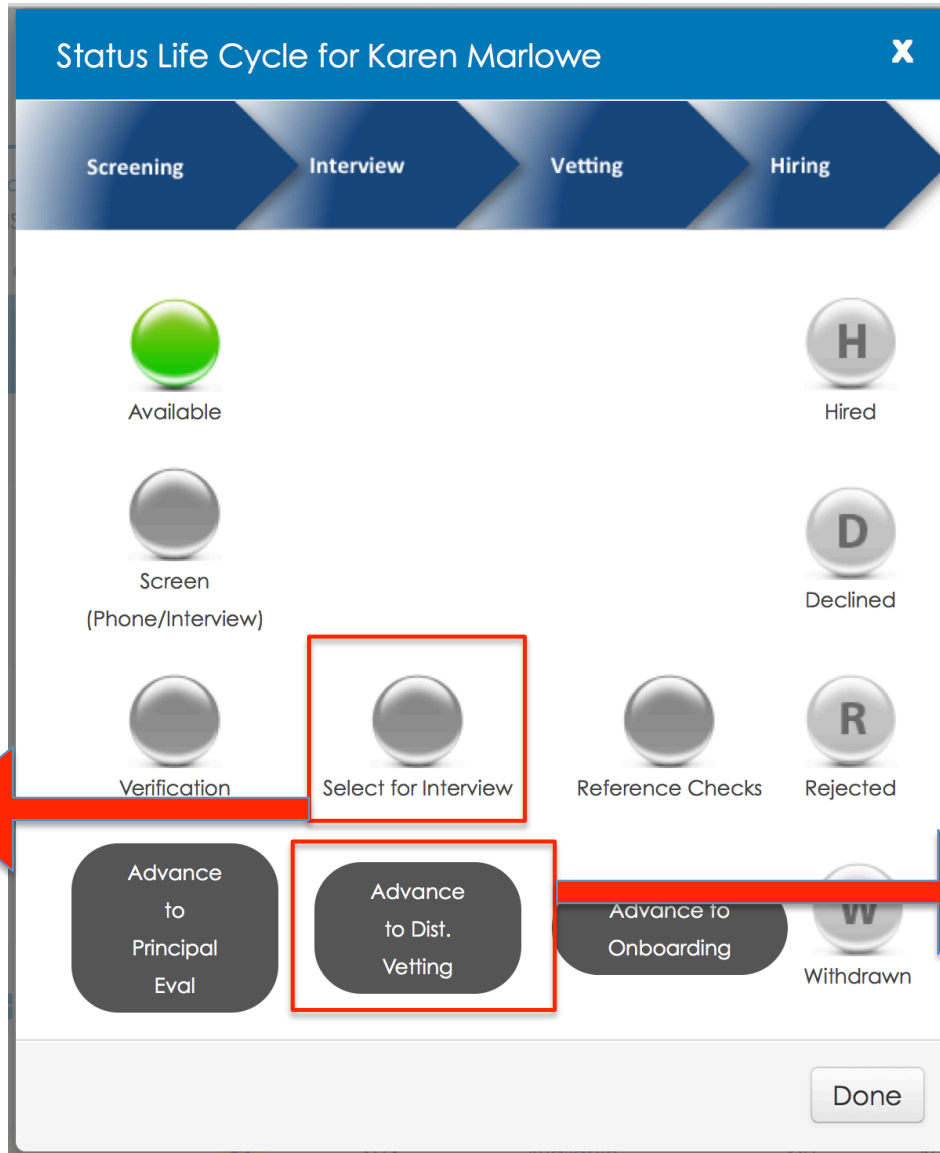
Reference Checks: Human Resources team conducts at least two references checks for candidates forwarded for hiring consideration

Advance to Onboarding: Human Resources team has received positive reference responses and coordinates onboarding processes for candidate

Principal, still interested in candidate, statuses this decision point to request the HR team to consider the candidate for hire.

Status Life Cycle for Karen Marlowe

Screening → Interview → Vetting → Hiring

Available · Screen (Phone/Interview) · Verification · Select for Interview · Reference Checks · Hired · Declined · Rejected · Withdrawn

Advance to Principal Eval · Advance to Dist. Vetting · Advance to Onboarding

Done

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Learning Goal 2: Viewing Job Orders
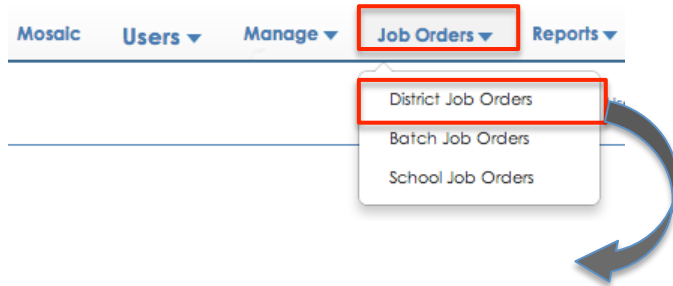
From the main menu, select **Job Orders→District Job Orders**. This will open up to the Manage Job Orders page where all district job orders associated with your school are displayed.

Job Id ▲	Title ▲	Zone ▲	Subject ▲	Status ▲	Active Until ▲	Applicant(s) ❓	Hire(s)	Candidate Grid	Actions
2727	Pre-Kindergarten	Elementary		Active	Jul 14, 2014	217	0	⊞	Edit | Deactivate
2724	Occupational Therapist	Other		Active	Jul 14, 2014	14	0	⊞	Edit | Deactivate
2723	Audiologist	Other		Active	Jul 14, 2014	9	0	⊞	Edit | Deactivate
2722	Social Studies Grades 4-9	Social Studies		Active	Jul 14, 2014	159	0	⊞	Edit | Deactivate
2721	Speech Language Pathologist	Other		Active	Jul 14, 2014	56	0	⊞	Edit | Deactivate

Go to the Candidate Grid for this Job Order

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Learning Goal 3:
Accessing Candidate Grid

Mosaic	Users ▾	Manage ▾	Job Orders ▾

District Job Orders
Batch Job Orders
School Job Orders

Job Id ▲	Title ▲	Zone ▲	Subject ▲	Status ▲	Active Until ▲	Applicant(s) ❓	Hire(s)	Candidate Grid	Actions
2722	Social Studies Grades 4-9		Social Studies	Active	Jul 14, 2014	159	0	▦	Edit | Deactivate

Job Title: Social Studies Grades 4-9 (DJO, Active, Total # of Applicants: 159, Expected Hires: 5, Hired Till Date: 0)

District Name: COLUMBUS CITY SCHOOL DISTRICT

CANDIDATE GRID

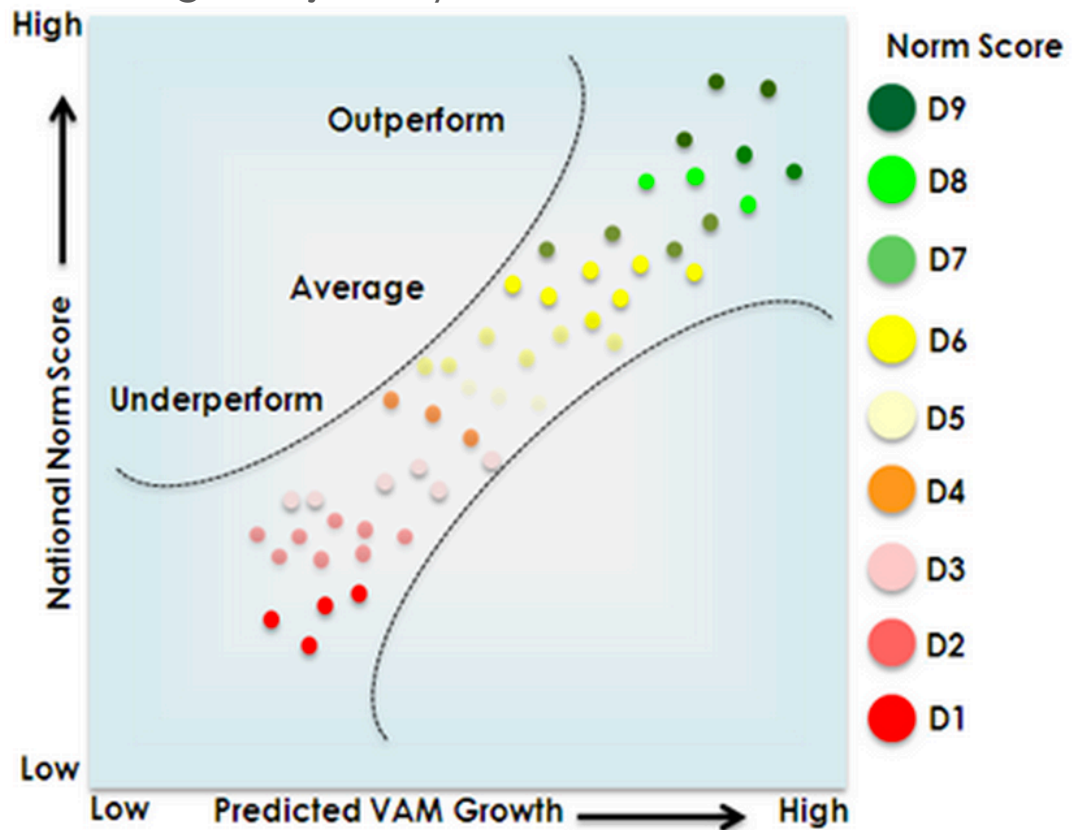| Candidate Name ▲	Norm Score ▲	Fit Score ▲	Status ▲	Jobs Applied ❓	Teaching Years	Expected Salary ▶
TJ Wendt (TJW1020@aol.com) 📄💼	64	N/A	Available	3/3	18.0	$40000
Kristin Marks (kristinmarks@gmail.com) 📄💼	64	N/A	Available	4/2	1.0	N/A
melissa Krispinsky (melissak25@aol.com) 📄💼	63	N/A	Available	2/1	1.0	$40000
David Edwards (davidedwards711@gmail.com) 📄💼	62	N/A	Available	2/1	N/A	N/A
Ariel Callion (ariel.callion@gmail.com) 📄💼	61	N/A	Available	5/0	3.0	$48000

How to Interpret the EPI Norm Score
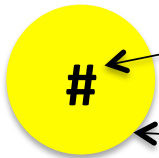
Norm Score
(static)

Color indicates Decile (percentile) rank (color may change as new candidates complete the EPI and candidate's ranking is adjusted)

#

An EPI norm score of 50 indicates that a teacher is predicted to deliver one year of student growth for one year of instruction.

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Learning Goal 3: Viewing Candidate Grid

The Candidate Grid (CG) is an interactive area where principals can review details regarding a candidate's application.

Candidates displayed have completed all requirements and have been vetted by Instructional Staffing

Internal Candidates – candidates who self-identified as current CCS employees

Timed Out Candidates – candidates who were unable to complete the EPI

Rejected Candidates – candidates who have been removed from consideration by the district

"Incomplete EPI" Candidates – candidates who have started the application process but have not yet completed the EPI and/or the JSI

Withdrawn Candidates – candidates who have elected to remove themselves from consideration for a position

Candidate Name ▲	Norm Score ▲	Fit Score ▲	Status ▲	Jobs Applied ❓	Teaching Years	Expected Salary ▶
Xiang Liu (liu.1864@osu.edu) 📄💼	65	N/A	Available	1/0	N/A	N/A
Jeffrey Stafford (jef.staf@gmail.com) 📄💼	56	N/A	Advance to Dist. Vetting	2/0	1.0	N/A
Jing Xiao (xiao.jing.999000@gmail.com) 📄💼		N/A	Available	1/1	N/A	N/A
Jennifer Chen (jennifer.w.chen@gmail.com) 📄💼		N/A	Advance to Principal Eval	1/0	1.0	N/A
Leina Mahylis (lmahylis@gmail.com) 📄💼		N/A	Available	5/0	10.0	N/A
Mean						
Internal Candidates ▼	N	Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary
Timed Out Candidates ▼		Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary
Rejected Candidates ▼		Fit Score	Status	Jobs Appl ❓	Teaching Years	Expected Salary
Incomplete EPI/JSI Candidates ▼		Fit Score	Status	Jobs Applie	Teaching Years	Expected Salary
Withdrawn Candidates ▼		Fit Score	Status	Jobs Applie	Teaching Years	Expected Salary

EPI Norm Score – After candidates complete the EPI, the responses are individually scored by domain, and then a **Norm Score** is generated for each candidate. The decile color adds candidates to their percentile ranking group, comparing all candidates in the system against each other based on EPI performance.

Number of jobs applied to. 1st number within district, 2nd number on T.M. system

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Candidate Name ▲	Norm Score ▲	Fit Score	Status ▲	Jobs Applied ❓	Teaching Years	Expected Salary ▶
Xiang Liu (liu.1864@osu.edu) 📄💼	65	N/A	Available	1/0	N/A	N/A
Jeffrey Stafford (jef.staf@gmail.com) 📄💼	56	N/A	Advance to Dist. Vetting	2/0	1.0	N/A
Jing Xiao (xiao.jing.999000@gmail.com) 📄💼	55	N/A	Available	1/1	N/A	N/A
Jennifer Chen (jennifer.w.chen@gmail.com) 📄💼	54	N/A	Advance to Principal Eval	1/0	1.0	N/A
Leina Mahylis (lmahylis@gmail.com) 📄💼	36	N/A	Available	5/0	10.0	N/A
Mean	**53**					
Internal Candidates ▼	Norm Score	Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary
Timed Out Candidates ▼	Norm Score	Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary
Rejected Candidates ▼	Norm Score	Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary
Incomplete EPI/JSI Candidates	Norm Score	Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary
Withdrawn Candidates	Norm Score	Fit Score	Status	Jobs Applied ❓	Teaching Years	Expected Salary

Cover letter (optional)

Resume

Learning Goal 3: Viewing Candidate Profile

By **clicking on the candidate's name under the column Candidate Name**, the extended **Candidate Profile** opens providing access to multiple candidate attributes.

Candidate Name	Norm Score	Fit Score	Status	Jobs Applied	Teaching Years	Expected Salary
Xiang Liu (liu.1864@osu.edu)	65	N/A	Available	1/0	N/A	N/A
Jeffrey Stafford (jef.st...)						

Internal Candidates ▾

Xiang Liu's Profile

Name: Xiang Liu
Address: **2312 Piozon PL 207, Ohio, COLUMBUS, 43235**
EPI Norm: 65
SSN: N/A
...ted On: May 06, 2014
Last Job Applie... May 06, 2014
Last Contacted On: Jun 02, 2014 (Sheila Scott)
Job Applied: 1/0
National Board Certification/Licensure: N
Resume: 🧰
Phone ...: N/A   Mobile Number: (614) 7723478

Fit Score: N/A
Teaching Years: N/A
Expected Salary: N/A
# of Views: 1
Willing to Substitute: Y

PD Report: 📘

...eral Knowledge Exam: N/A
Subject Area Exam: N/A

Certification(s)/Licensure(s)

Name	State	Year received	Status	Source
preK-12 Chinese	Ohio	2014	Applied For	https....

Academics

Education	Dates Attended	GPA	Field of Study	Transcript

Communications | Save | Share | Tag

Clicking on "**#of Views**" opens up a timeline of who has viewed the profile and when

Clicking on "**Last Contacted On**" opens up the timeline of communications to the candidate

Clicking on "**Job Applied**" opens up a list of each job the candidate has applied to within the district

Clicking on the PD Report icon opens up the candidate's Teaching Skills summary report

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Learning Goal 3: Viewing Candidate Profile

By **clicking on the candidate's name under the column Candidate Name**, the extended **Candidate Profile** opens providing access to multiple candidate attributes.

Scroll down the Candidate Grid to view:

- **Certification(s) / Licensure(s)**
- **Academics –** education history
- **Work Experiences –** previous employment experiences
  References – references that the candidate added at the time of the Portfolio build
- **Video Links** – candidates may attach links to a hosted videos (optional)

At the bottom of the candidate grid, principals may use these functions:

- **Communications**
  - Review all interactions by CCS users regarding a candidate.
  - Send messages to the candidate and add notes on a candidate.
  - The date of the interaction and name of the user who interacted with the candidate are saved and displayed.

- **Save** - Selecting **Save** opens a new window with options to save candidates via a folder system. Each user has his or her own set of folders which can be uniquely named and used for individual purposes.

- **Share** - Selecting **Share** from the candidate profile allows users to share the profile with other district CCS users. Shared candidates will display in the recipients' "Received" folder as well as in their district email.

Xiang Liu's Profile

Name:	Xiang Liu
Address:	2312 Plozon PL 207, Ohio, COLUMBUS, 43235
EPI Norm:	65
SSN:	N/A
First Job Applied On:	May 06, 2014
Last Job Applied On:	May 06, 2014
Last Contacted On:	Jun 02, 2014 (Sheila Scott)
Job Applied:	1/0
National Board Certification/Licensure:	N

Fit Score:	N/A
Teaching Years:	N/A
Expected Salary:	N/A
# of Views:	1
Willing to Substitute:	Y

Resume: [icon]   PD Report: [icon]

Phone Number: N/A   Mobile Number: (614) 7723478

General Knowledge Exam: N/A

Subject Area Exam: N/A

Certification(s)/Licensure(s)

Name	State	Year received	Status	Source
preK-12 Chinese	Ohio	2014	Applied For	https....

Academics

Education	Dates Attended	GPA	Field of Study	Transcript

Communications	Save	Share	Tag

Learning Goal 3:
Statusing a Candidate from the Candidate Grid

Under the column "**Status**" on the Candidate Grid, users can view the candidate's current stage in the hiring process. Clicking on the displayed status opens to the Candidate's Hiring Life Cycle.

- Clicking on each of the gray buttons opens to the associated statusing area. Users may then select a template and finalize.

- The furthest stage a candidate has achieved displays on the Candidate Grid under "Status".

- Statuses turn from gray to green when "Finalized".

Learning Goal 3: Finalizing a Status

A note must be entered before selecting Finalize.

Learning Goal 3: Finalizing a Status: Advance to District Vetting

Clicking on "*Notify all the associated District and School Admins of the status change*" sends an email notification to the district admins. The human resources team then phones the candidate references and if positive, move the candidate to Onboarding. The candidate still must successfully pass a background and fingerprint check.

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Learning Goal 4: Searching for Candidates

Mosaic   **Users ▾**   **Manage ▾**   **Job Orders ▾**

Hiring Veloc
- Administrators/Analysts
- Candidates

Math 33

Teaching Applicant Pool

First Name

Last Name

Email Address

Search ▶

Candidates that applied for jobs at our District in the last

◉ 7 ○ 15 Days ○ 30 Days ○ 60 Days ○ Other
Days

☐ Filter the above to show only those candidates that applied for their very first job

Advanced Search

Name ▾	Norm Score ▴		# of Jobs ❓	# of Years Teaching
Beta Carotene	55	N	26/0	11.0
jesusl0512@ mail.com				
alok kumar	30	C		1.0
alok.netsutra com				

Clicking on the candidate's name opens to the Candidate Profile (refer to slide 12)

Clicking here provides a variety of search options

As a tip, select "Other" to ensure a full system search

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Learning Goal 4: Searching for Candidates

☐ Filter the above to show only those candidates that applied for their very first job

Advanced Search

Name ▾	Norm Score ▴▾	TFA	# of Jobs ❓	# of Years Teaching
Beta Carotene jesusl0512@gmail.com	55	N	26/0	11.0

Candidates that applied for jobs at our District in the last

◉ 7 ⬤ 15 Days ⬤ 30 Days ⬤ 60 Days ⬤ Other

Days

☐ Filter the above to show only those candidates that applied for their very first job

District Name
Miami-Dade County Public Schools

School Name

Certification/Licensure State
All Certification/Licensure State ⬍

Certification/Licensure Name

Region

Highest Degree Attained

College Attended

Norm Score
All ⬍   0 ─── 10 20 30 40 50 60 70 80 90 100   0

CGPA
All ⬍   0 ─── 1 2 3 4 5   0

Fit Score
All ⬍   0 ─── 20 40 60 80 100 120 140 160 180 200 220 240 260   0

Year of Teaching experience
All ⬍   0 ─── 5 10 15 20 25 30 35 40 45 50   0

A Score
All ⬍   0 ─── 5 10 15 20   0

L/R Score
All ⬍   0 ─── 5 10 15 20   0

References
All ⬍

Resume
All ⬍

Candidate Status
All ⬍

☐ Internal Candidates only ❓

Job Created From

Job Created To

Subject
All Subjects

Willing to Substitute
☐ Yes ☐ No ☐ Declined to Answer

TFA
☐ Alum ☐ Current ☐ No

✓ All
N/A
>=
=
<
<=
>

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System Notes "Etiquette"

Avoid entering notes that include reference to sensitive areas that are not factors for job performance, such as:

- Gender
- Age,
- Race,
- Religion,
- Veteran status,
- Marital status,
- Medical conditions (do not make medical judgments or disqualify a candidate on factors that are purely medical in nature),
- and disability (it is illegal to ask about the nature and/or severity of the disability, the condition causing the disability, if the applicant will need treatment or special leave because of the disability, or about any prognosis or expectation regarding the condition or disability).

Contact the Human Resources team if you have questions.

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TeacherMatch Support

For hiring process questions, please contact the human resources team.

**For questions related to system use, please contact
the TeacherMatch Principal Support Team:
clientservices@teachermatch.net or 855.980.0545**

If you have a teachers / applicants who need support, please direct them to:
clientservices@teachermatch.net and 855.980.0511