Welcome to the Unified Talent PowerSchool PowerUp!

Unified Talent

October 2023

Today's Agenda

- Welcome
- Customer Connect
- Breakout Rooms
  - Applicant Tracking
  - Perform
  - Professional Learning
  - SmartFind Express

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Customer Connect

help.powerschool.com

Your Talent Education Impact Consultant Team

Sean Vair

Experience:

Classroom Teacher / Dept Coord
11 Years

Educational Technology
8 Years

Stuart Aron

Experience:

Teacher & Coach
32 Years

Educational Technology
4 Years

Cortnie Shaffer

Experience:

Classroom Teacher
5 Years

Assistant Principal
3 Years

Education Technology
1.5 Years

Your Talent Education Impact Consultant Team

Edie Smith

Experience:

Administrative & Onboarding
2 Years

K-12 HR Software Administrator
4.5 Years

Education Technology
1 Year

Marissa Gonzalez

Experience:

Teacher and Specialist
9 Years

District Level
8 Years

Education Technology
1 Year

Breakout Room Topics

Applicant Tracking	• Best Practices for Candidate Prescreening & Screening
Perform	• Creating Comprehensive Processes – Utilizing Perform to House Evaluation Documents & Resources
Professional Learning	• Using Survey Data to Increase Effective Professional Development
SmartFind Express	• Using SmartFind Express to Improve Daily Substitute Fill Rates

PowerSchool PowerUPs

Applicant Tracking

Best Practices for Candidate Prescreening & Screening

Agenda

1. Welcome
2. Prescreening Vs. Screening
3. Setting up & Using
4. Q&A

Prescreening Vs. Screening

Prescreening

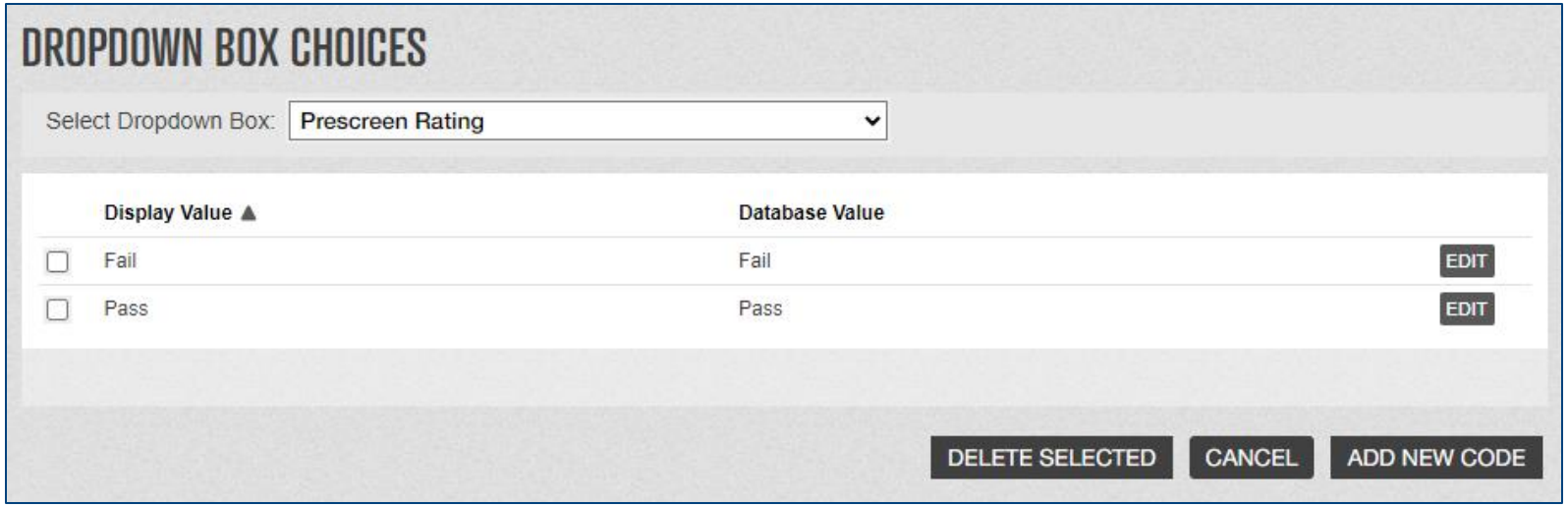
- Limit of one score per application, but can have a different score for each application and the score dropdown can be customized
- Can be done in bulk from the Application Manager or individually
- Can be used with filters to manage visibility or just to communicate internally

Screening

- Multiple different screen types to meet different requirements
- Can have different score sets associated with each different screen type
- Screen scores are for an applicant and will be shared across all applications

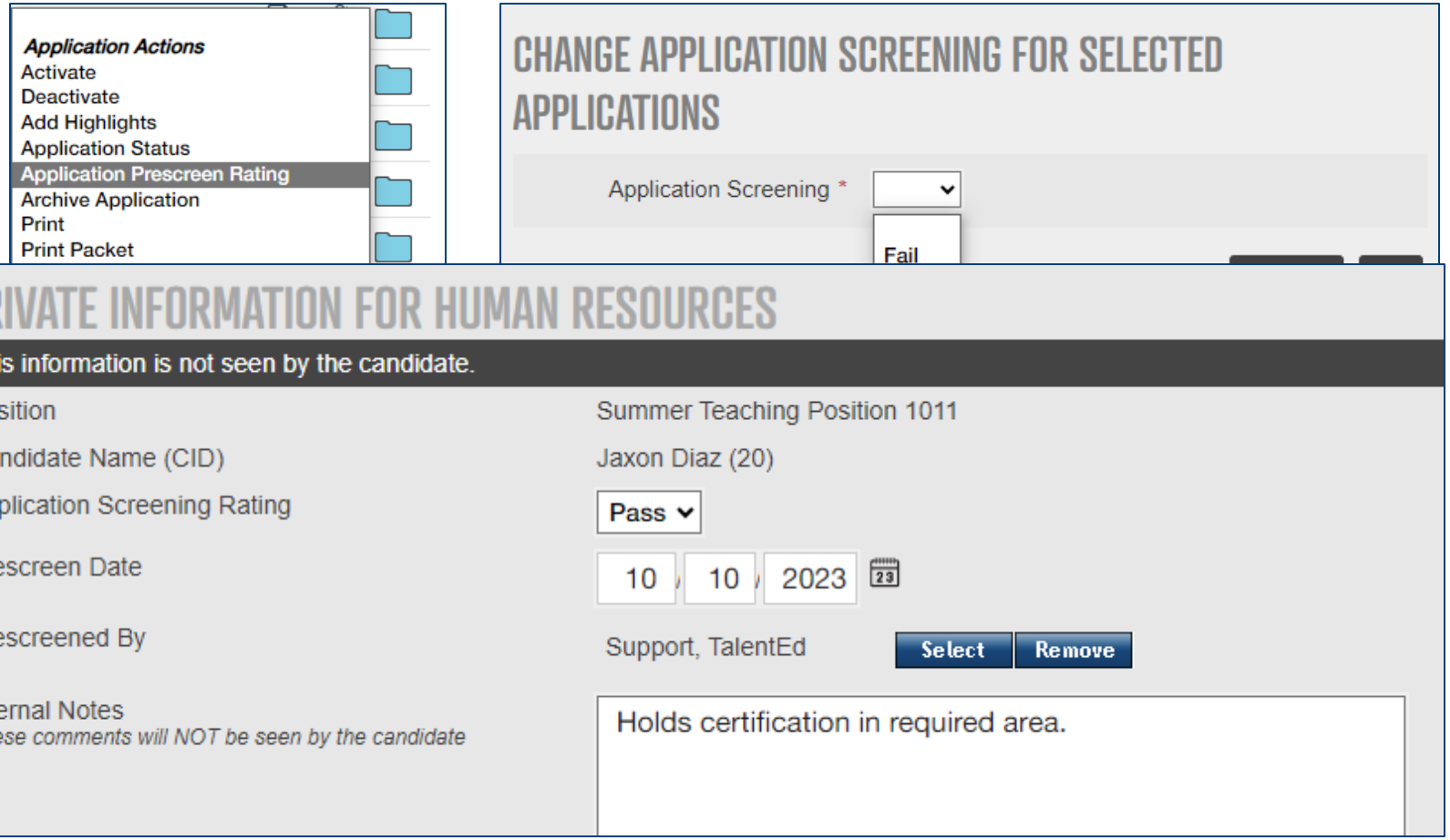
Setting up Prescreen Ratings

- **Prescreen Ratings** are managed under **Configure > Dropdown Box Choices > Prescreen Rating**



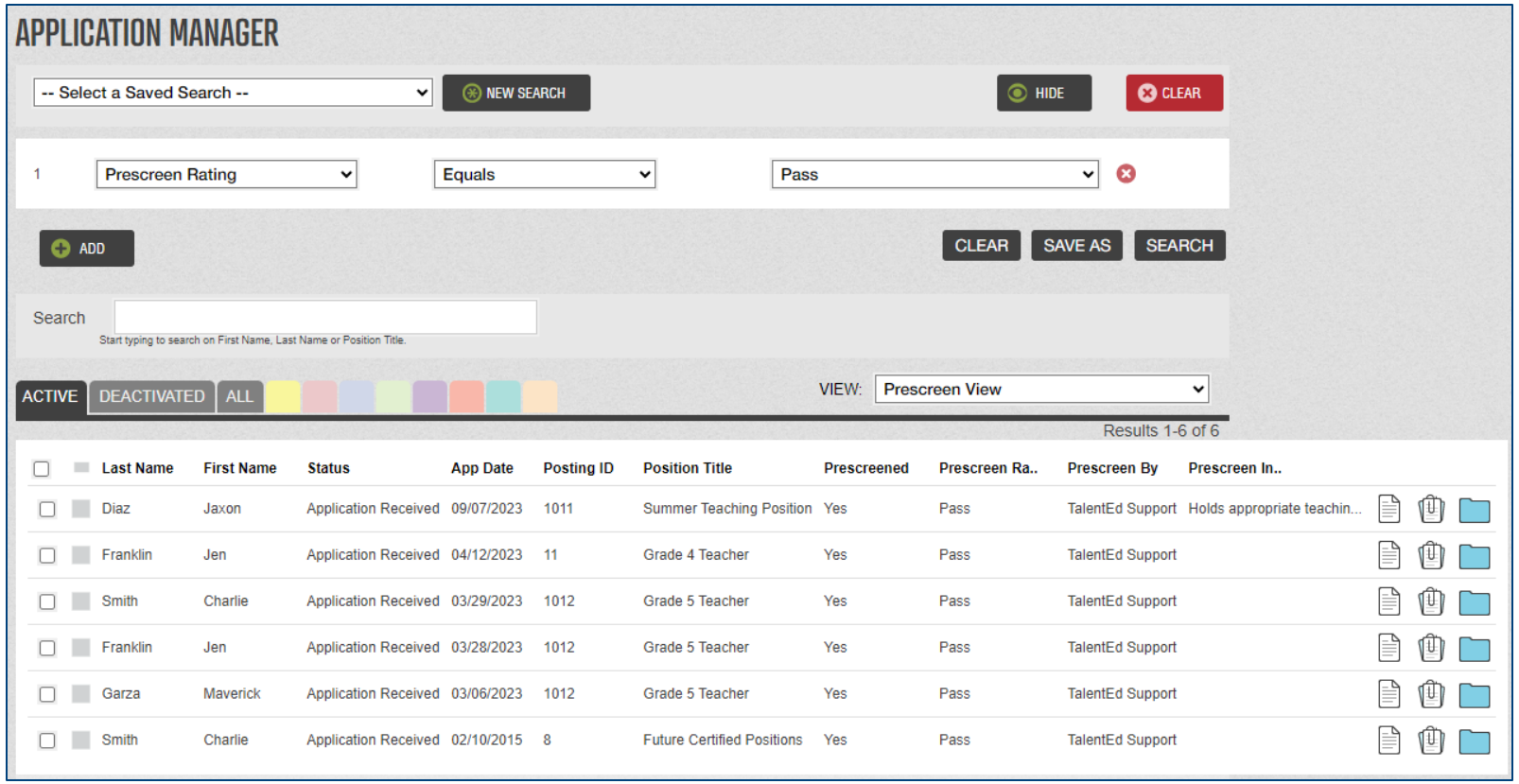
Adding an Application Prescreen Rating

- Add to one or more applications using **Bulk Actions** in the **Application Manager**
- Add individually to an **Application** and add **Internal Notes** in an **Applicant's Folder**



Viewing and Filtering with Prescreen Ratings

- A combination of **Views** and **Filters** in the Application Manager can be used to easily view prescreen information
- User **Filters** can be used to control who can see applications, and when



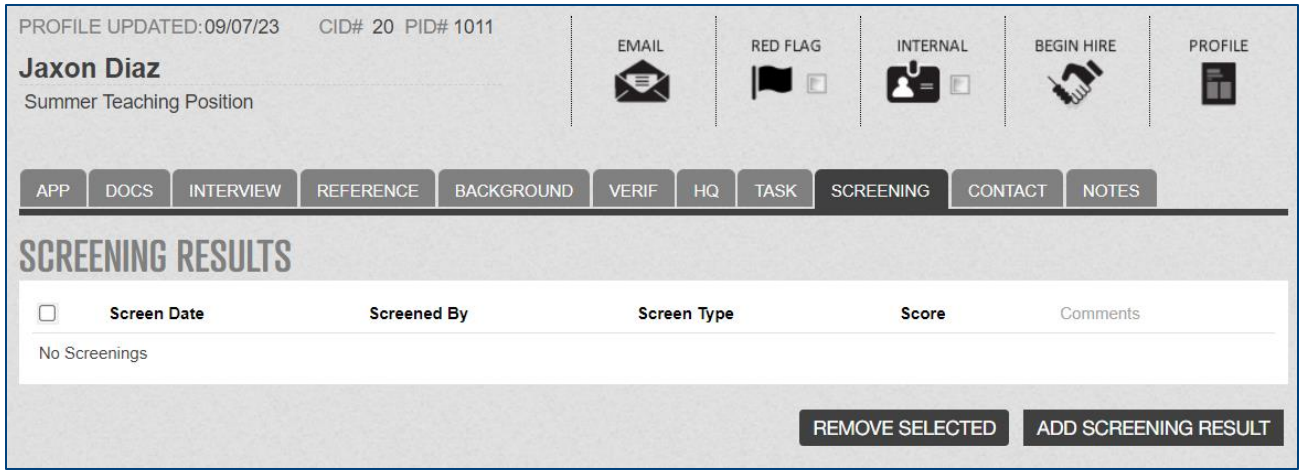
Watch our previous PowerUp for more information! "Analyzing & Building User & Custom Filters"

Uses for Prescreening

- Clearing through internal processes
  - Application complete check
  - Credential check
- Initial Phone Screen
- Controlling Visibility
  - Ready to Interview
  - Pool Application to be shared according to interest

Other ideas from the group?

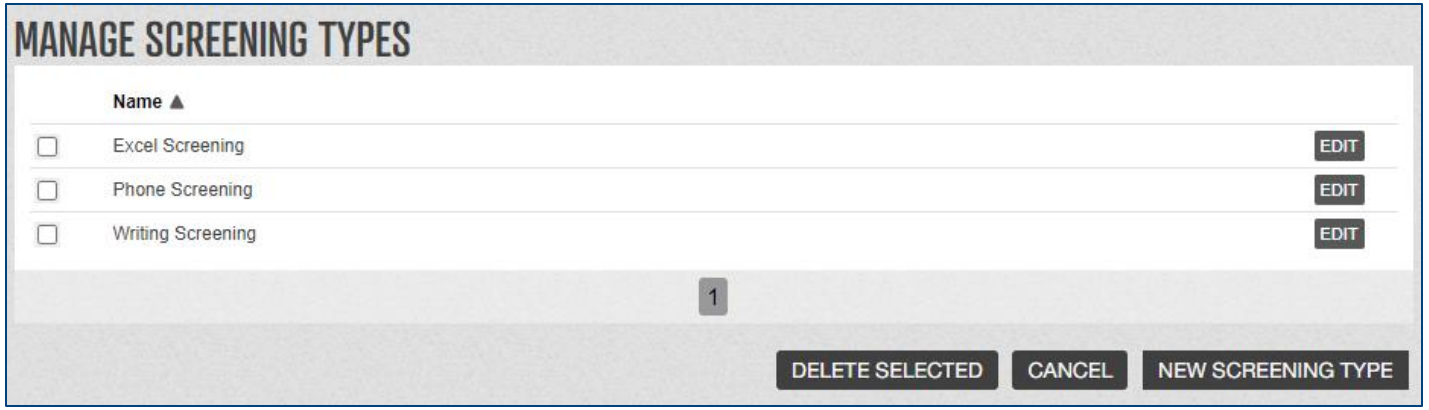
Screening

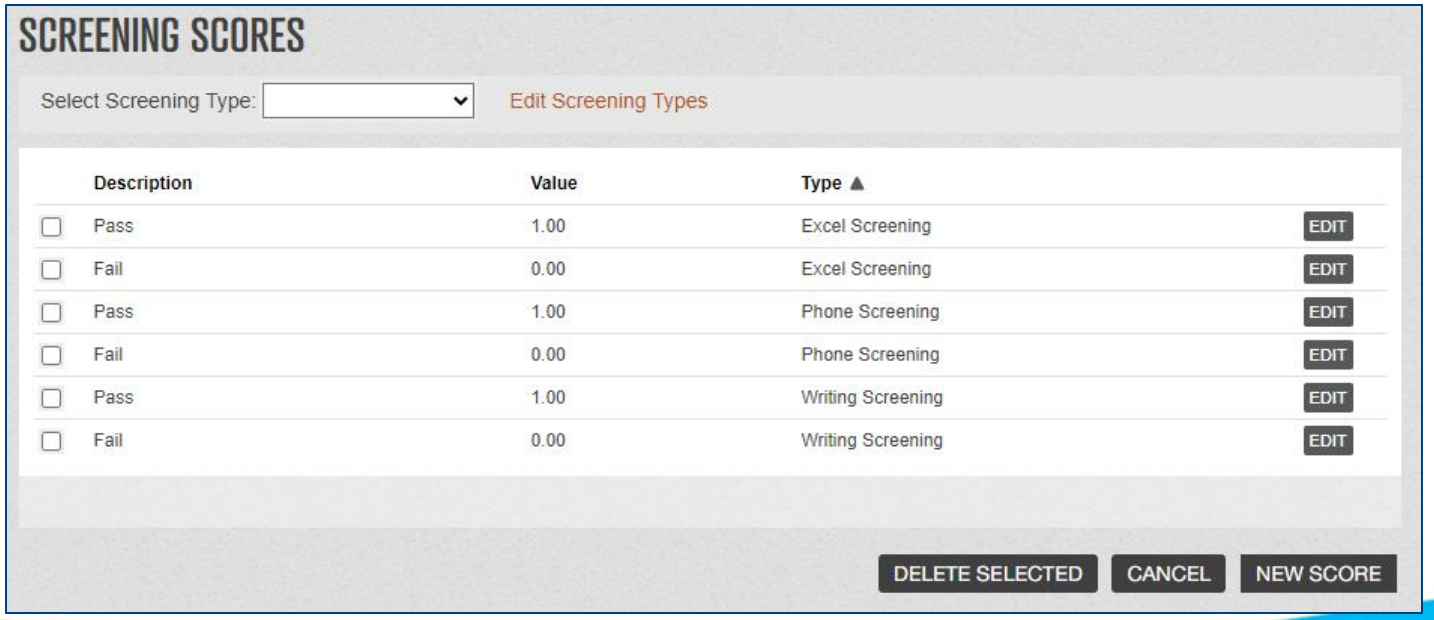


- Access the **Screening** tab in the Applicant's Folder
- **Screening Results** are located here, you may also have other integrated Screening tools

Setting up Screening Types & Scores

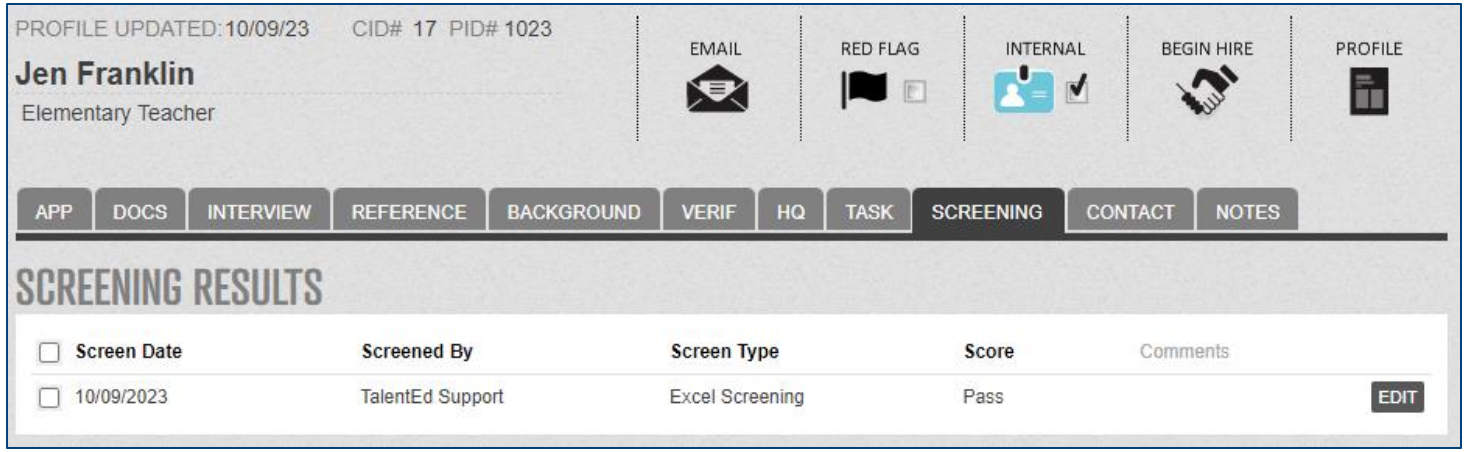
- Different **Screening Types** can be added to meet various needs
- Each Screening Type can be assigned **Scores** with individual **Descriptions & Values**

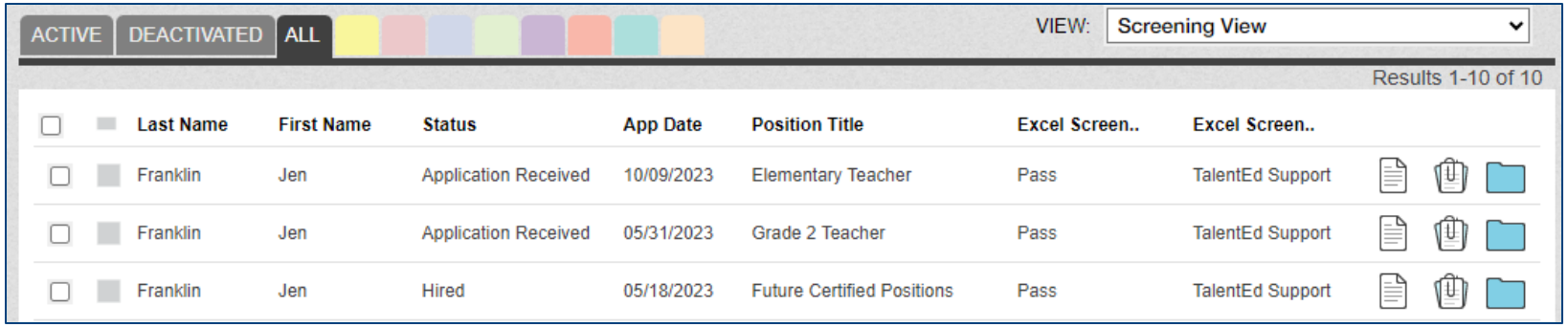




Screening Results

- Screening Results are for **an Applicant**, not individual applications
- **Views** can be created to show screening information, but the same will display for all applications





Uses for Screening

- Clearing through internal processes
  - Application complete check
  - Credential check
- Additional screens with scores
  - Excel
  - Phone
  - Written

Other ideas from the group?

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Perform

Creating Comprehensive Processes – Utilizing Perform to House Evaluation Documents & Resources

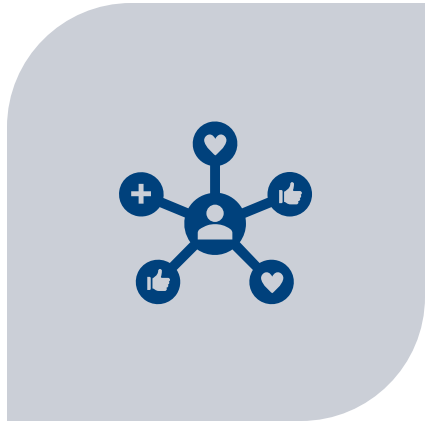
Agenda

1. Why?
2. Functionality
3. Steps to Implement
4. Collab & Q&A

Why build a resource repository in Perform?

CONSISTENCY – EVALUATORS AND STAFF HAVE CONSTANT ACCESS TO EVALUATION RESOURCES THAT ALIGN WITH DISTRICT EVALUATIONS

CONFIDENCE – CAN ASSIST IN BUILDING TRUST AND CONFIDENCE IN THE EVALUATION MODEL THROUGH TRANSPARENCY



EFFORTLESS – QUICK AND EASY ACCESS TO NECESSARY RESOURCES WHEN IN THE SYSTEM

Functionality

- Live as it's own form within the process
- Link into current forms already being utilized
- Can have workflow signature of receipt
- Resources for administrators to utilize right from the evaluation form
- Resources for employees to access from their folder

To utilize the resources, click on the links below. Click on "File - Make a Copy" of any documents you may need.

Contact the Performance Management Office with any questions!

The documentation below is intended for evaluators only.

Reference Materials	Documentation
Evaluation Handbooks 2023-2024	Mid-Year Support (MOY)
Evaluation Timelines 2023-2024	Plans of Assistance
PERFORM - Training and Documents	Plans of Improvement (POI)
PM Presentations and Additional Resources	Memos of Expectation
Goal Setting Resources	Non-Renewal Documentation *Please ensure communication with the Office of Performance Management when using these documents*
	Universal Non-Exempt Evaluation Resources

Performance Management Office Contact Information 2023-2024

Performance Management Team	Contact Information	Point of Contact
Name Area	email ###-###-####	High Schools Superintendent's Office School Leadership Department of Teaching and Learning Department of Business and Financial Services

Functionality

Utilizes HTML to link into the doc

Paragraph question types allows you to place the HTML in without an actual question

You can link resources, emails, and photographs

Not familiar with HTML?

There is a multitude of free html resources online

Pro tip: Sometimes it's easier to build it in google or word and then paste it into the html editor

Steps to Implement

Let's Dive In

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Professional Learning

Using Survey Data to Increase Effective Professional Development

PowerSchool PowerUPs

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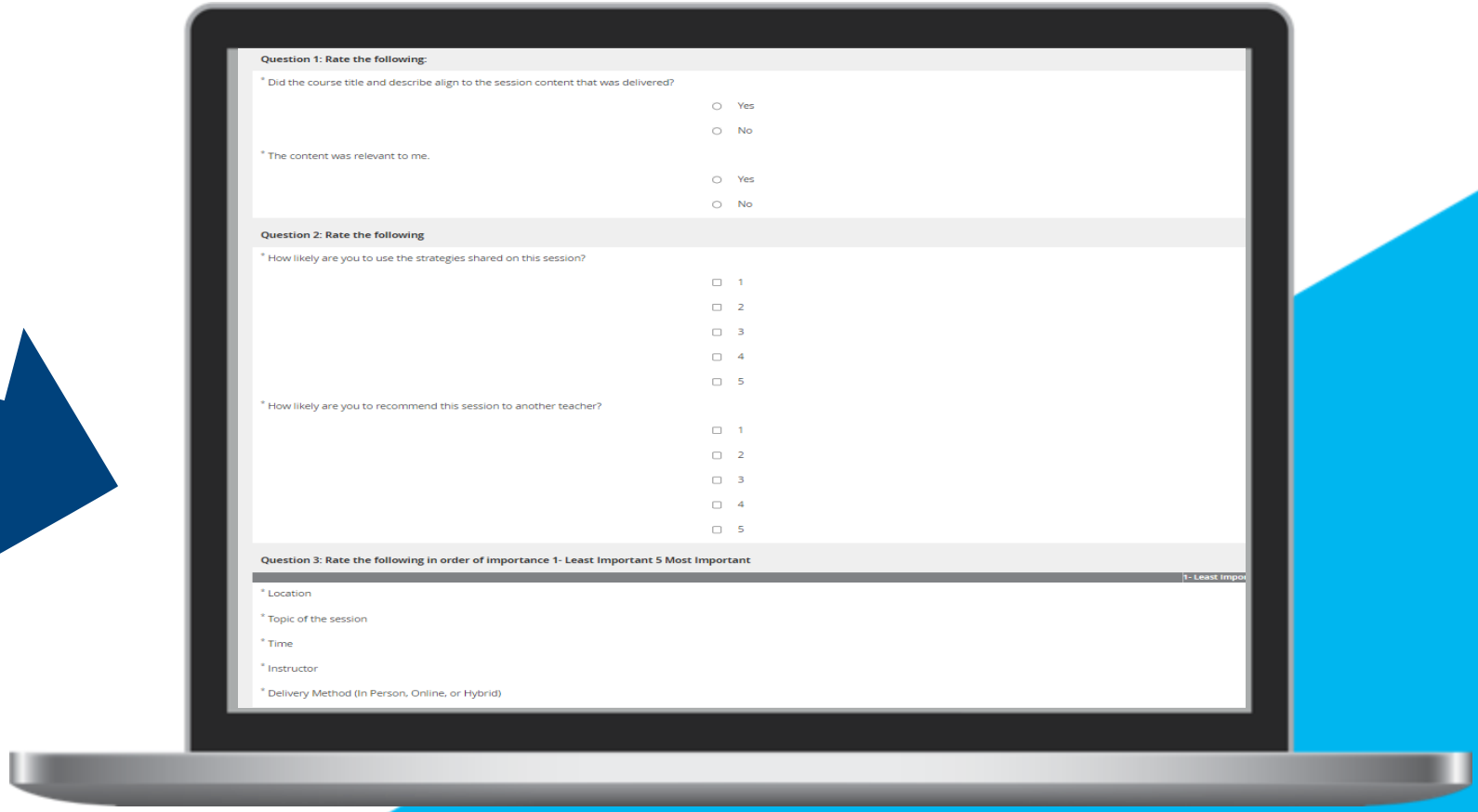
Agenda

1. Why Use Data to Help Plan Professional Development
2. Surveys in Professional Learning (Legacy)
3. Surveys in Professional Learning
4. Ad Hoc Reporting and Course Dashboard
5. Best Practices

Why Use Data to Help Plan Professional Development

- Identify teacher needs/wants
- Gaging participant satisfaction
- Identifying areas of growth
- Guides informed decisions
- Fosters a positive environment, increased morale
- Increases participation and attendance
- Possible increase in retention

Let's Take a Look (Legacy)



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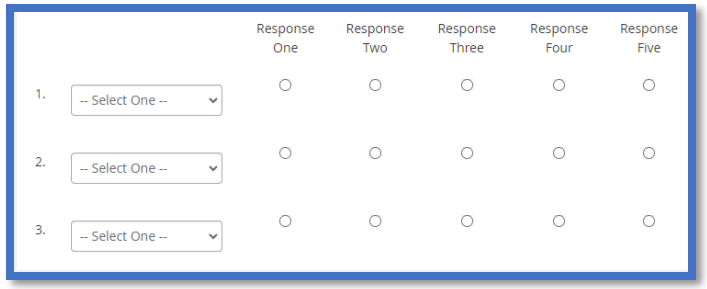
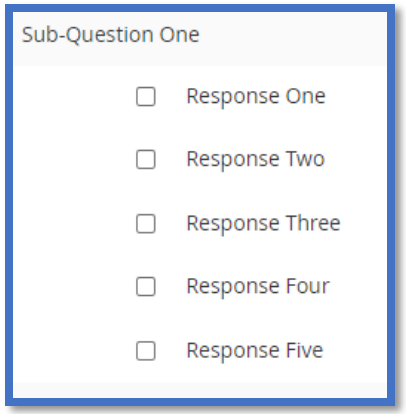
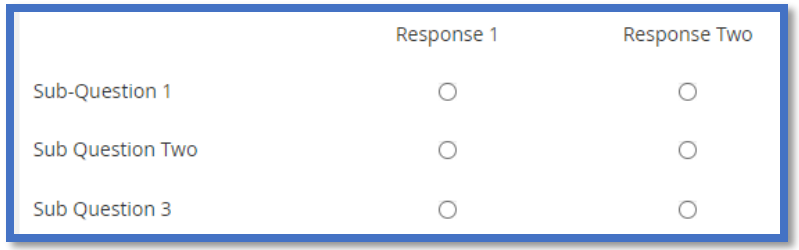
Survey Data: Quantitative



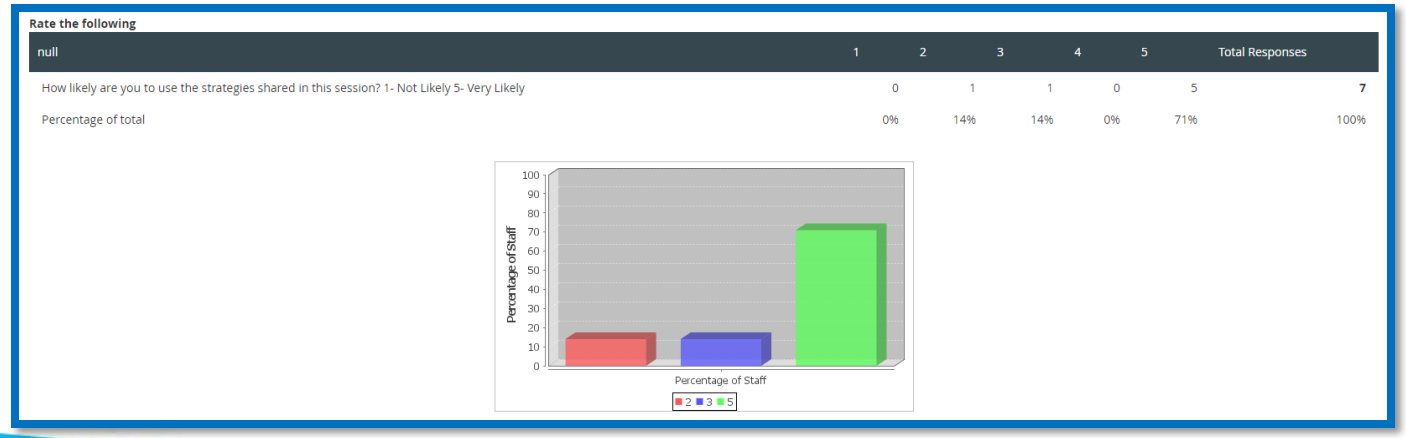
Drop Down, Multiple Response



Multiple Response



Sub Question Multiple Response



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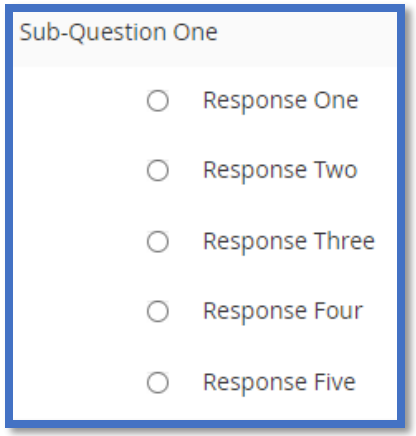
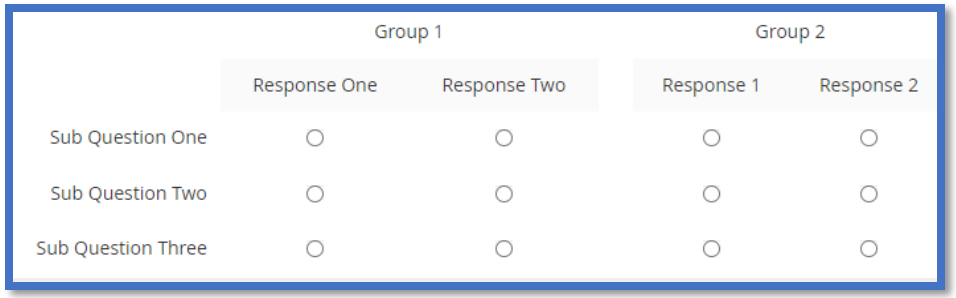
Survey Data: Quantitative



One Response



Sub Question Multiple Response

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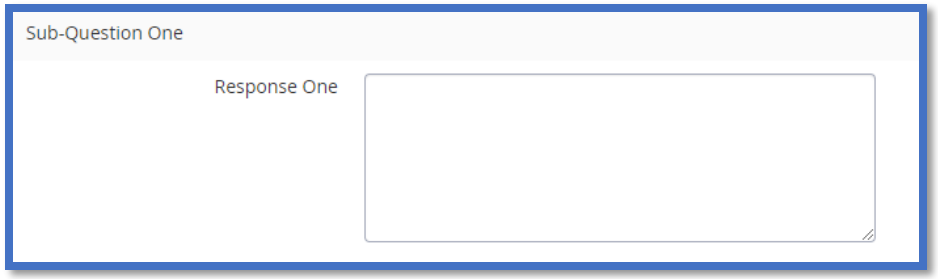
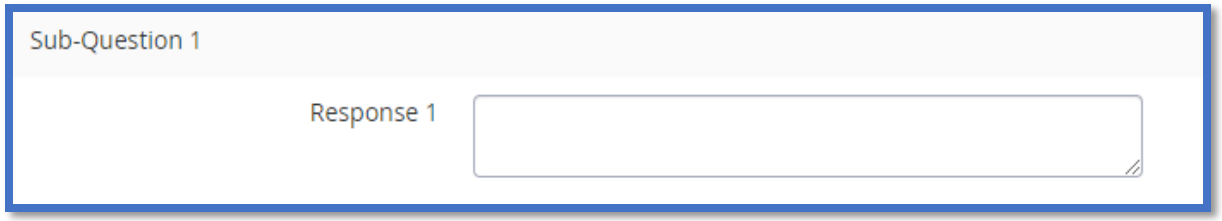
Survey Data: Qualitative



Free Text, Large Field



Free Text, Medium Field

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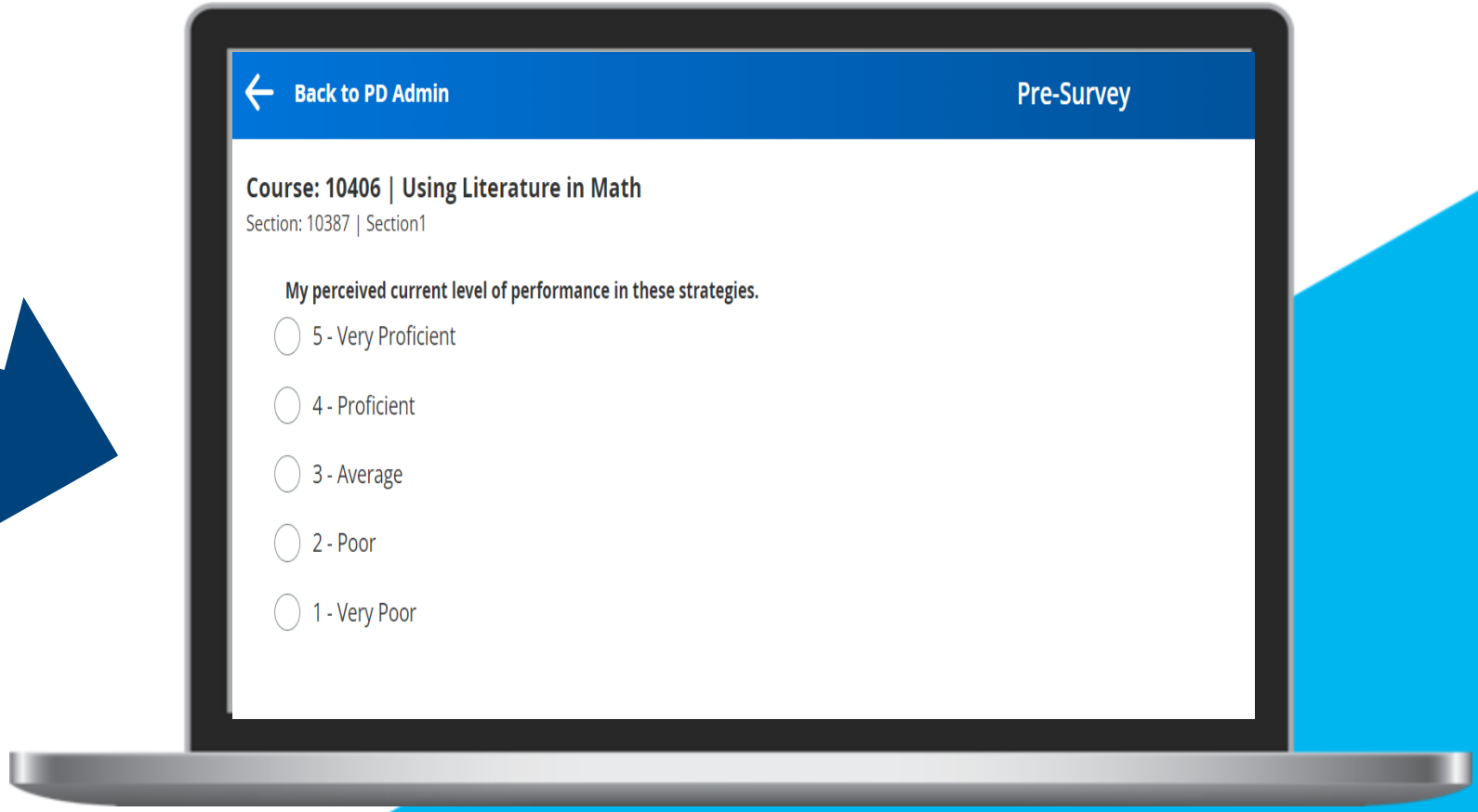
Let's Take a Look (Professional Learning)



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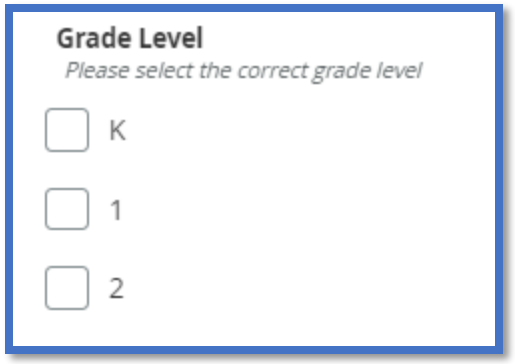
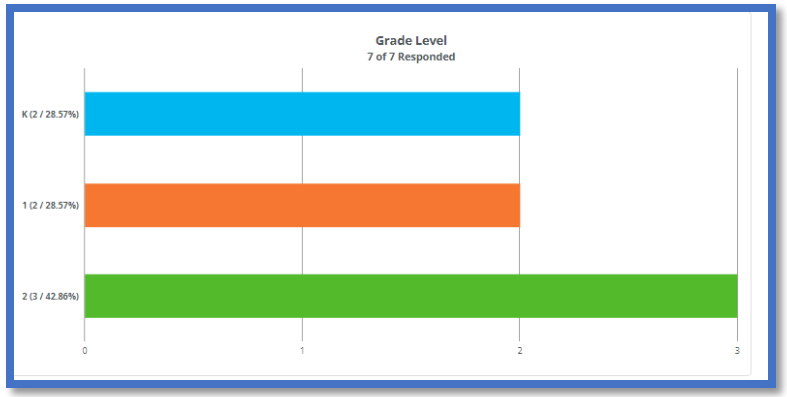
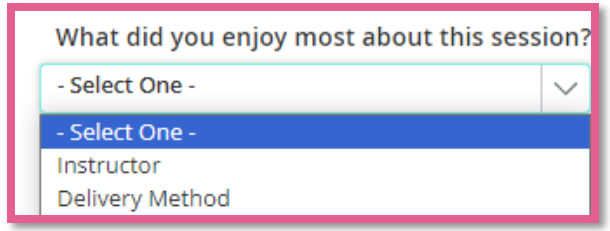
Survey Data: Quantitative

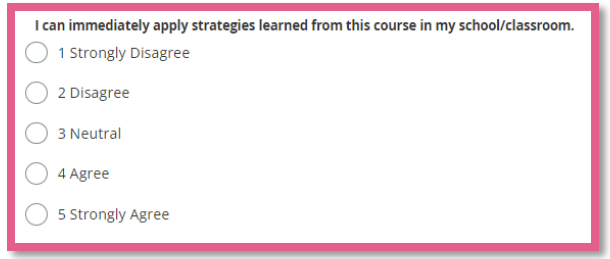


Checkboxes

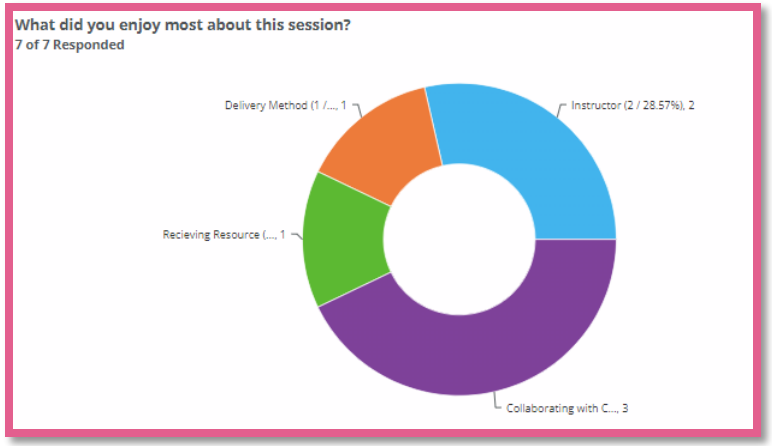




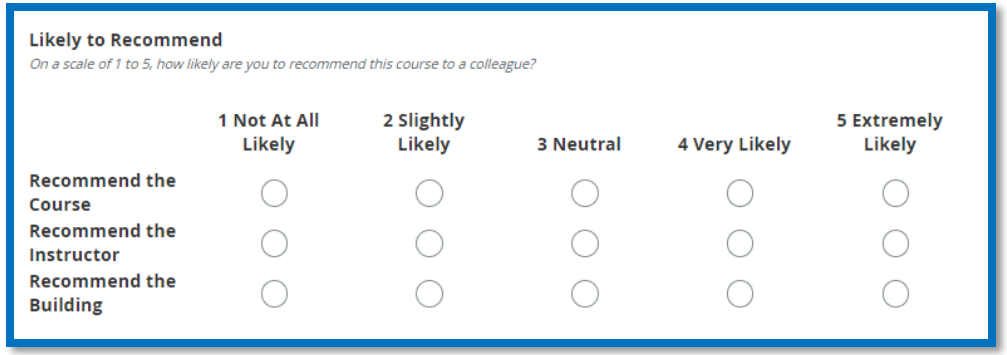
Drop Down



Radio Buttons



Survey Data: Quantitative



Likely to Recommend

On a scale of 1 to 5, how likely are you to recommend this course to a colleague?

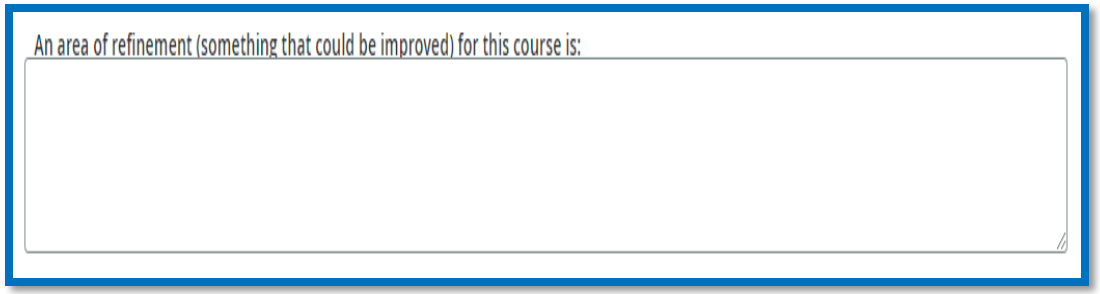
	1 Not At All Likely	2 Slightly Likely	3 Neutral	4 Very Likely	5 Extremely Likely
Recommend the Course	○	○	○	○	○
Recommend the Instructor	○	○	○	○	○
Recommend the Building	○	○	○	○	○

Rating Scale

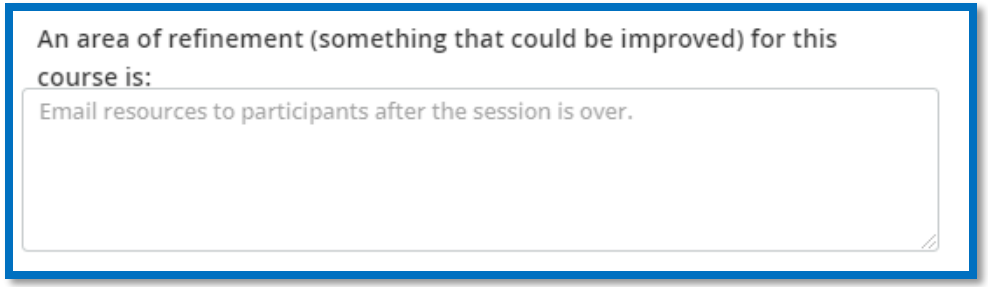
Likely to Recommend

	#Responses / #Skipped	1 Not At All Likely %/#	2 Slightly Likely %/#	3 Neutral %/#	4 Very Likely %/#	5 Extremely Likely %/#
Recommend the Course	7 / 0	14% / 1	0% / 0	29% / 2	29% / 2	29% / 2
Recommend the Instructor	7 / 0	0% / 0	14% / 1	14% / 1	14% / 1	57% / 4
Recommend the Building	6 / 1	0% / 0	17% / 1	33% / 2	0% / 0	50% / 3

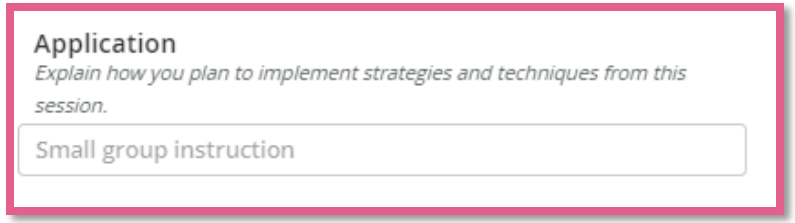
Survey Data: Qualitative



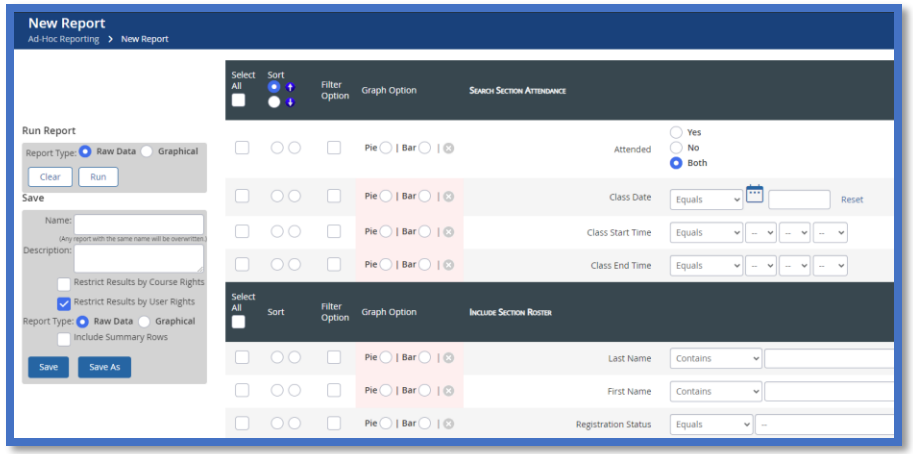
Text Area



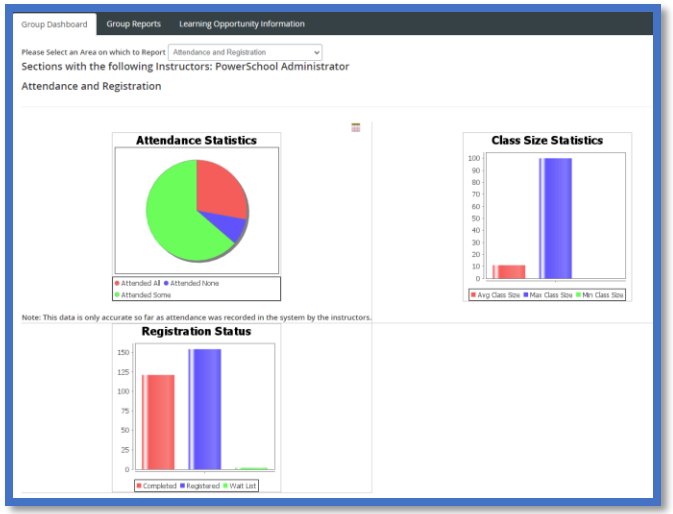
Text Field



Ad Hoc Reporting and Course Dashboard



Ad Hoc Reporting



Course Dashboard

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Best Practices

- Decide the goal of the survey before creating it
- Decide what information is needed to achieve the goal
- Use a variety of question types to keep participants engaged
- Remember who the target audience is (question relevancy)
- Review and reflect on data often
- Make adjustments to surveys and/or professional development often
- Remember, it's a process!

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SmartFind Express

Using SmartFind Express to Improve Daily Substitute Fill Rates

Agenda

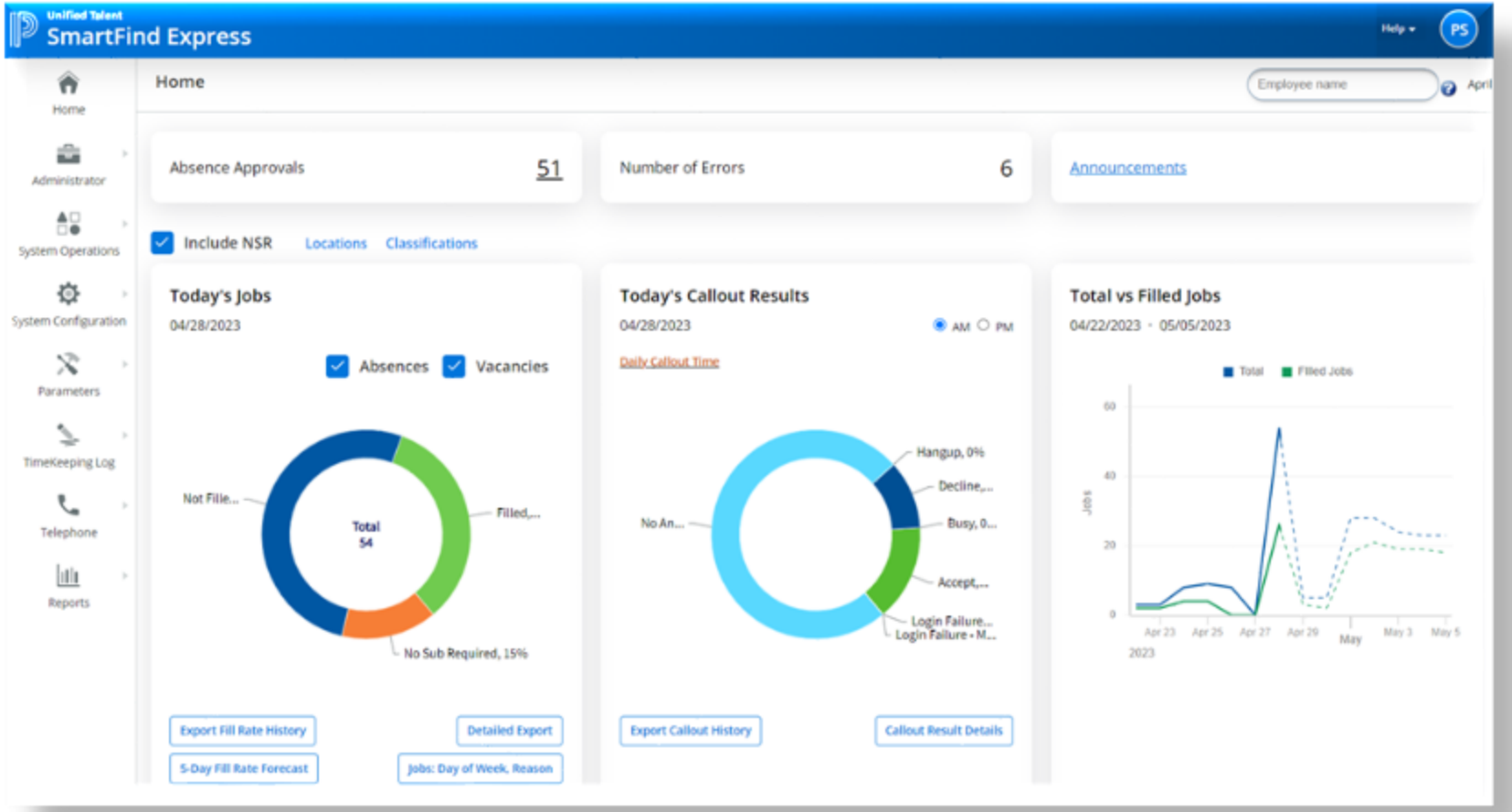
1. What are your current substitute callout practices?
2. Updated Administrative Homepage and Reporting
3. Text Message Job Offers
4. Priority Lists
5. Callout Configuration

What are your current substitute callout practices?

- Who enters the absence?
- How far in advance?
- How do you manage cancelations?
- Who are you substitutes?
- How are they contacted?
- How do you handle hard to fill positions?
- How do you handle unfilled positions?

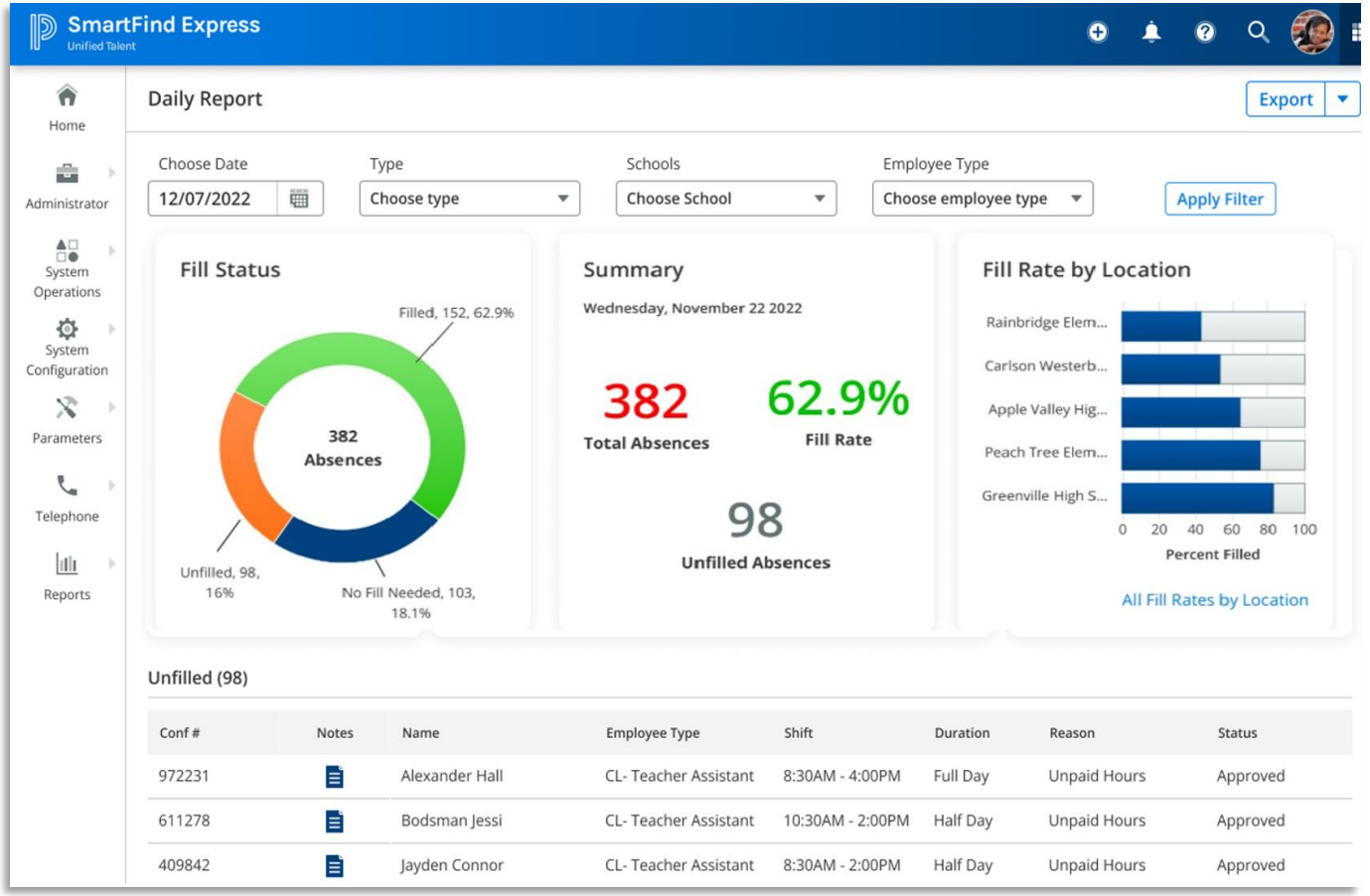
Using the Updated Admin Dashboard

- Admins can quickly identify actions to take – jobs not filled
- Drill downs to jobs inquiry page for quick access to details
- Employee search saves time getting to staff profiles



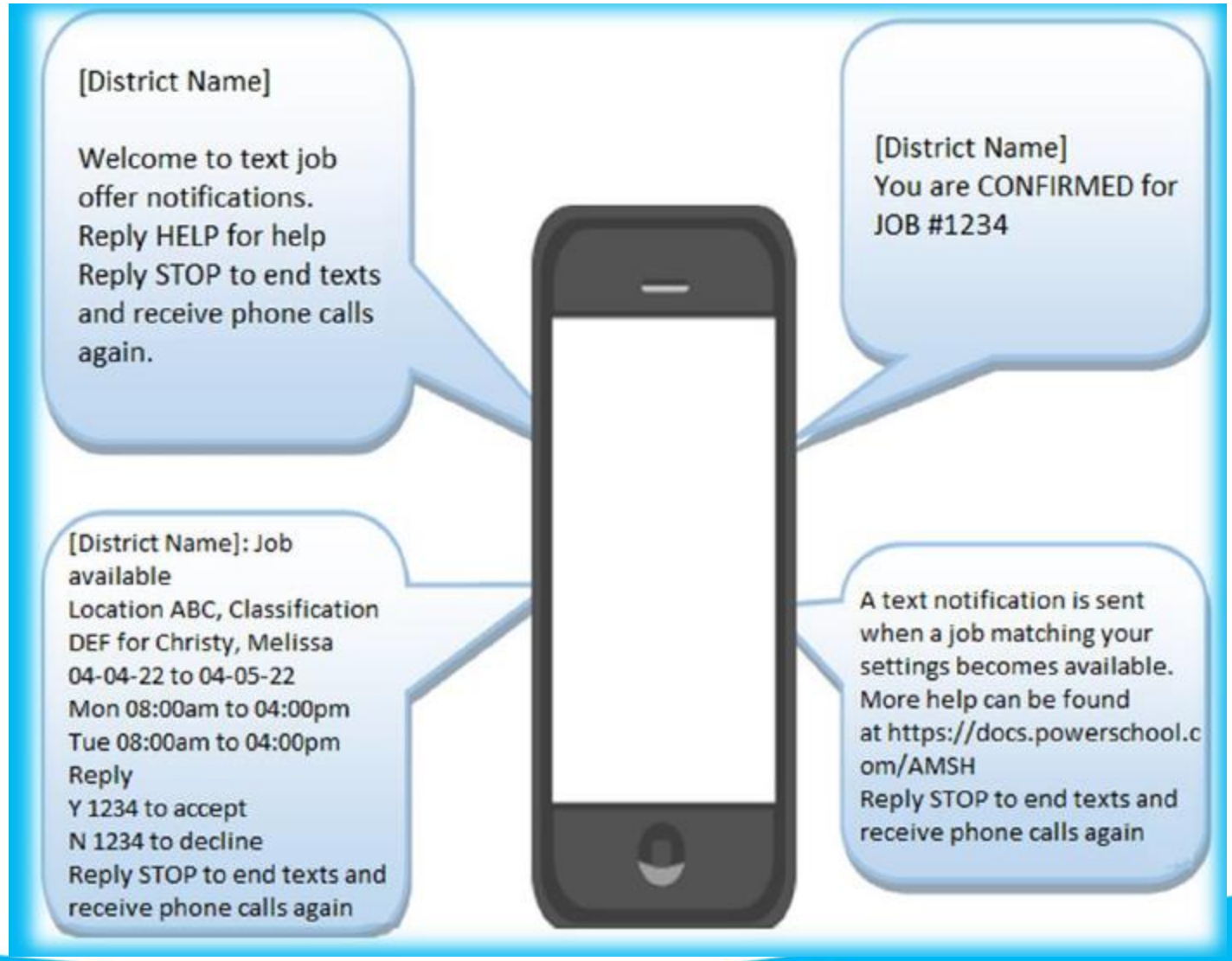
Using Reporting enhancements

- Visibility into fill rate trends across locations
- Detailed insights into jobs not filled
- Improved reporting
  - Date ranges
  - Filters (locations, employee type)
- Jobs' view for better visibility and quick actions on unfilled job



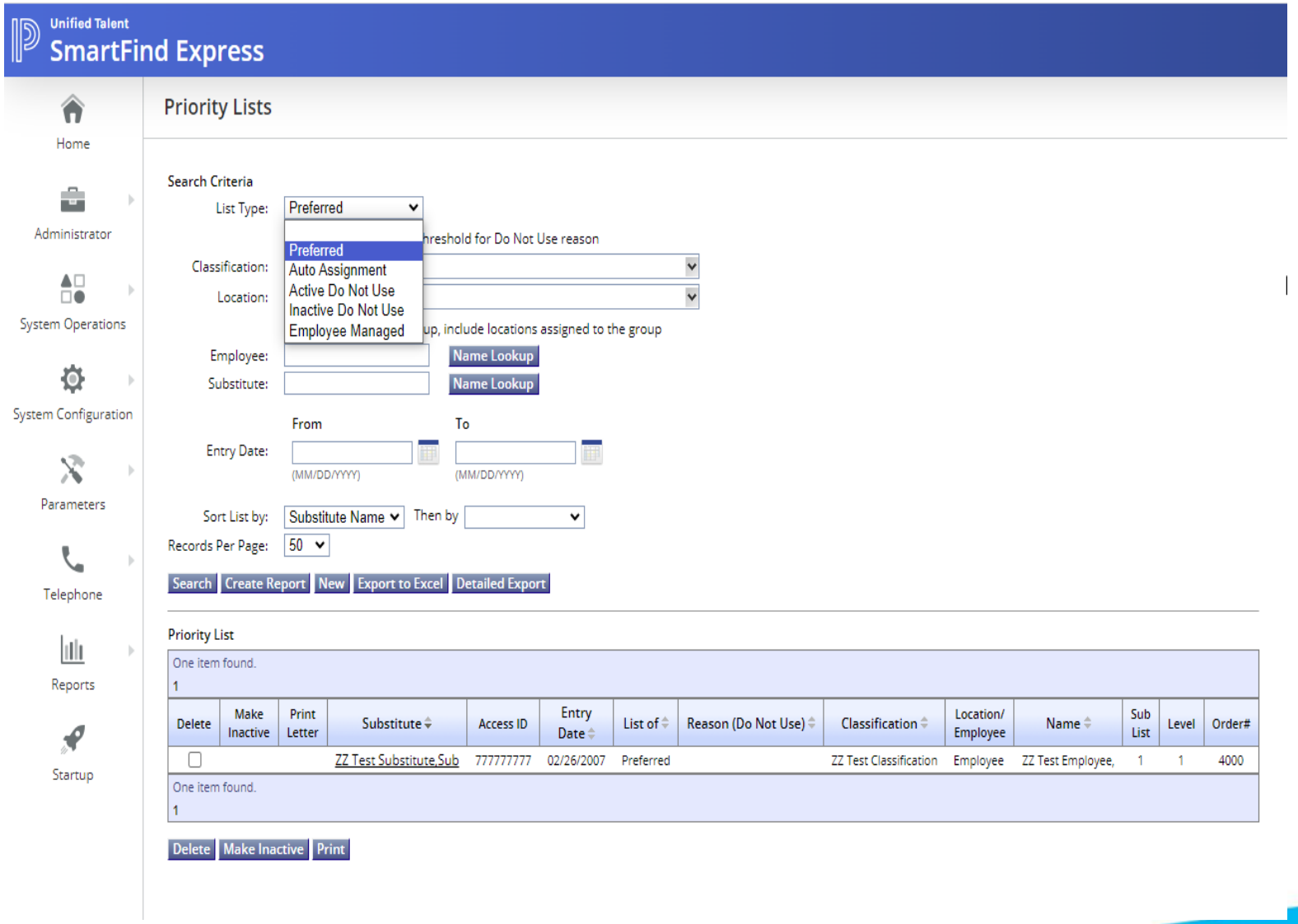
Text Message Job Offers

- 95% of telephone offers are unanswered
- Once enabled, substitute teacher 'opt in' to receive job offers via text
- SFE stores record of all incoming and outgoing communications
- Substitute are contacted in same order a call outs
- Phone callouts continue for substitutes who do not opt in for text message job offers



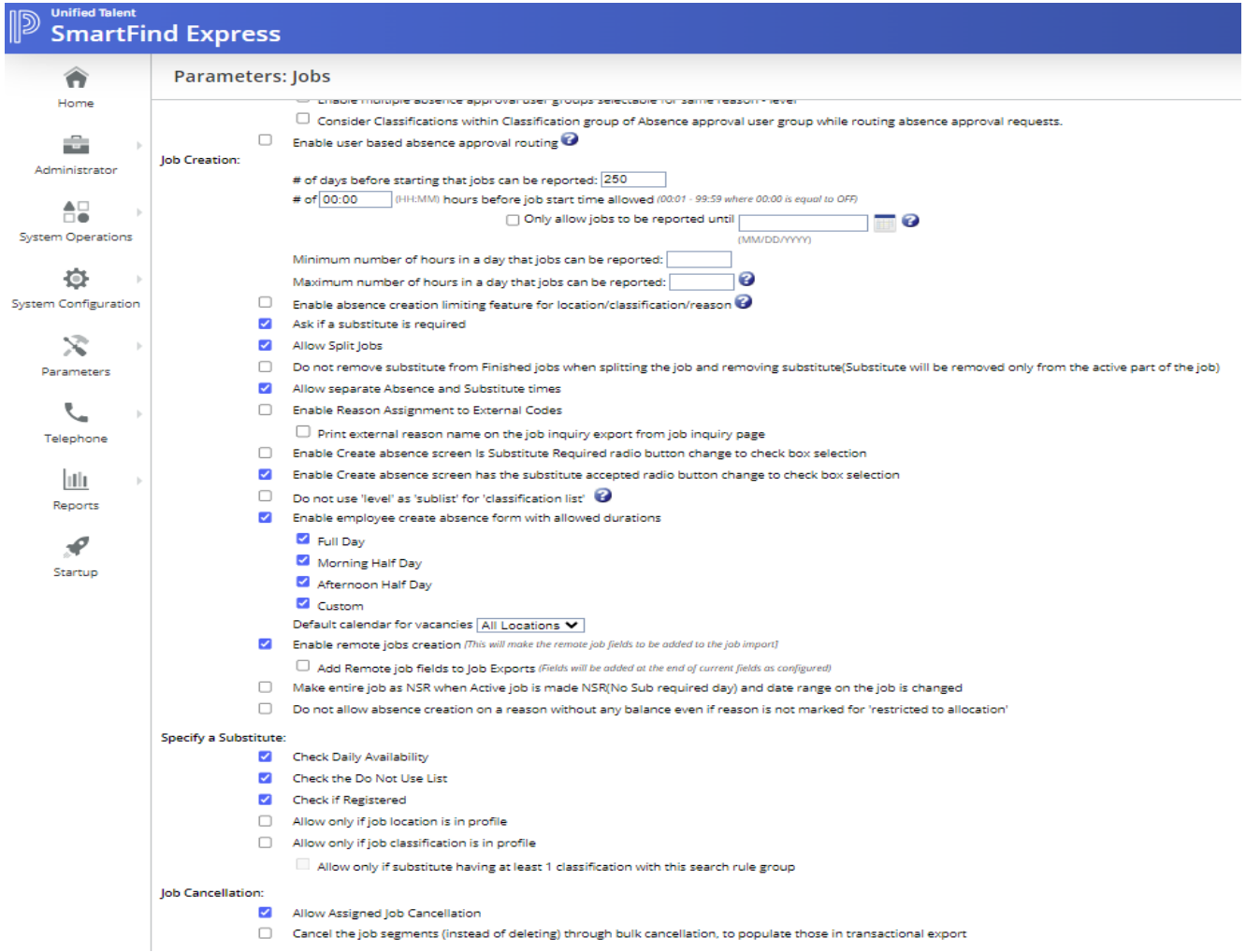
Priority Lists

- Various types
  - Preferred
  - Active Do Not Use
  - Inactive Do Not Use
- Tiered system to place subs in priority calling levels
- Allows for most reliable substitutes to be called first
- Multiple priority list supported in the platform
- Employees can indicate up to five preferred subs



Callout Configuration

- Verify Parameters and Configuration to match callout processes
- Verify classifications for employees and substitutes
- Review callout rules for various classifications/profiles
- Set up Text Message Job Offers and share details with Substitute teachers
- Consult support before making changes to parameters to check for possible consequences to platform



Upcoming Events

Register for Unified Talent PowerUps (SmartFind Express) - 2023

PowerSchool PowerUPs

Register Now for Unified Talent 2023 PowerUps (SmartFind Express)

The goal of the SmartFind Express PowerUps meetings is to provide a forum for district leaders to collaborate, communicate, and learn from our team and one another about SmartFind Express.

Register to attend these FREE sessions

Upcoming Sessions

Tue 10-Oct-2023 - 9 AM PT
Wed 11-Oct-2023 - 7 AM PT
Thu 12-Oct-2023 - 12 PM PT

October Topic: Using SmartFind Express to Improve Daily Substitute Fill Rates

REGISTER NOW

Previous Recording:

January	**Tools for Managing Substitutes** - *Watch the Recording*
May	**Looking Under the Hood for Next Year: Reviewing System Parameters** - *Watch the Recording*
June	**Exciting Updates to the Dashboard and Reporting** - *Watch the Recording*
August	**Planning for Success in the New School Year** - *Watch the Recording*
October	**Using SmartFind Express to Improve Daily Substitute Fill Rates**

As always, we will email the recording to all registrants and post the recording on the PowerSchool Community, once the session is complete.

We look forward to connecting with you soon.

PowerSchool Office Hours

Register Now for SmartFind Express 2023 Office Hours

Dear Valued Customers,

Connect with PowerSchool Support experts and peers and find solutions to your pain points. During these **hour-long sessions**, you'll learn some insider tips about using the SmartFind Express. In addition, you can ask your questions through a **live Q&A forum** with our Support experts.

Register to attend these FREE sessions.

The next session is on October 25, 2023

10 AM Pacific Time / 1 PM Eastern Time

Topic - Admin Profiles

REGISTER NOW

Topics and Recordings:

- Wed 25-Jan-2023 - **Calendars/Holiday Callout** - Watch the Recording
- Wed 22-Feb-2023 - **Dates - Expire Dates** - Watch the Recording
- Wed 29-Mar-2023 - **Reason Menu** - Watch the Recording
- Wed 26-Apr-2023 - **Sub Profiles** - Watch the Recording
- Wed 31-May-2023 - **Employee Profiles** - Watch the Recording
- Wed 28-Jun-2023 - **Priority List (preferred/ Do Not Call) End of the Year Clean up** - Watch the Recording
- Wed 26-Jul-2023 - **Calendars (NSR/Holiday) Upcoming School Year** - Watch the Recording
- Wed 30-Aug-2023 - **Budget codes** - Watch the Recording
- Mon 25-Sep-2023 - **Announcements** - Watch the Recording
- Wed 25-Oct-2023 - **Admin Profiles**
- Wed 29-Nov-2023 - **Reports**

As always, we will email the recording to all registrants and post the recording on the PowerSchool Community, once the session is complete.

We look forward to connecting with you soon.

PowerSchool