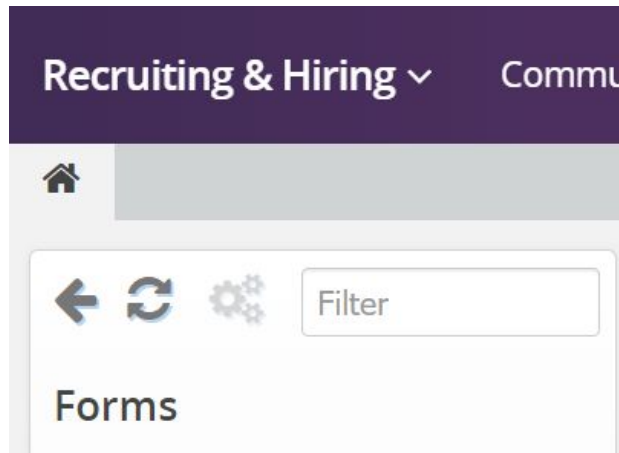


# Fun With Frontline Forms!

HR Essentials Conference  
November 4, 2021



# Welcome!

**Philip S. Georgia Ed.D.**

**Director of Human Resources – Certified Staff**

**Palatine Community Consolidated School District 15**

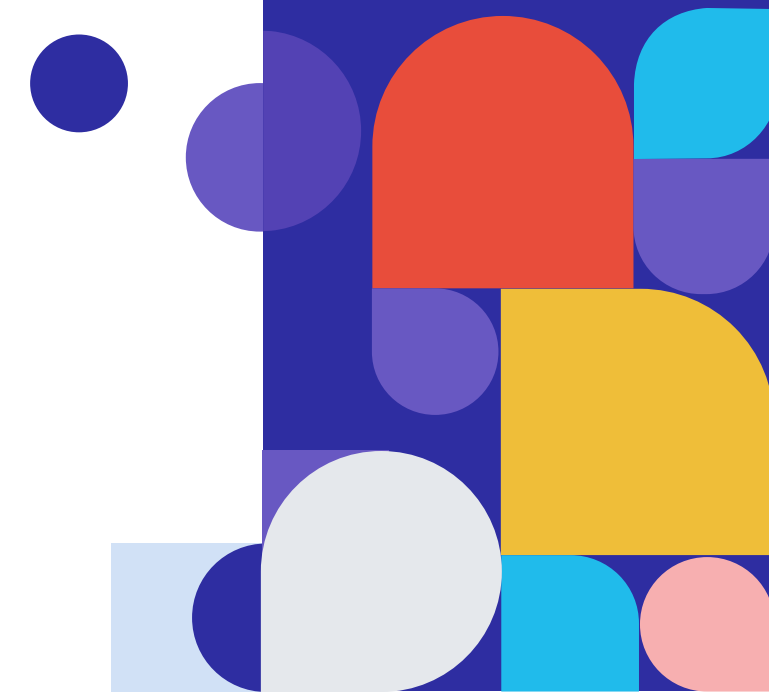
**Passionate about...technology!**

**[georgiap@ccsd15.net](mailto:georgiap@ccsd15.net)**

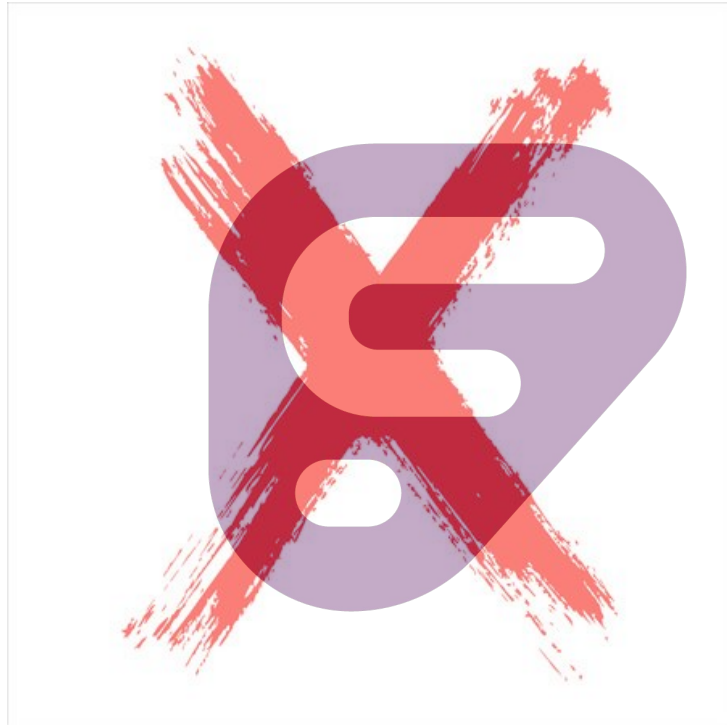


# Agenda

- Disclaimer
- Purpose
- Why Frontline vs Google?
- Frontline Support
- Overview of Forms
- Form Creation
- Mascot Project



# Disclaimer

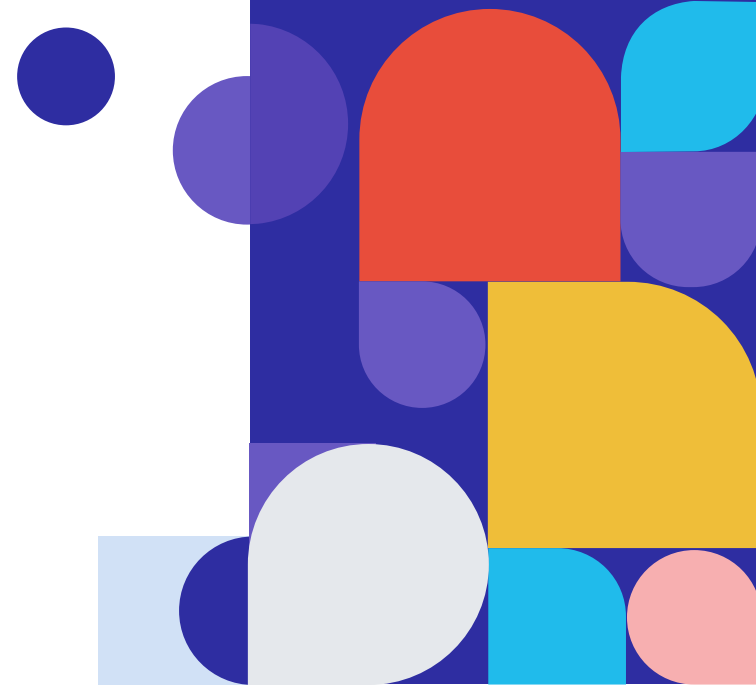
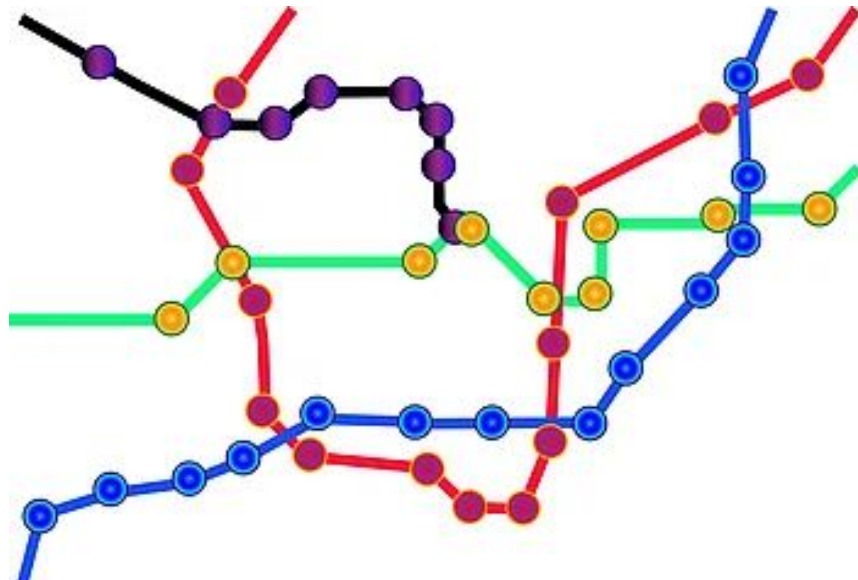


# Purpose

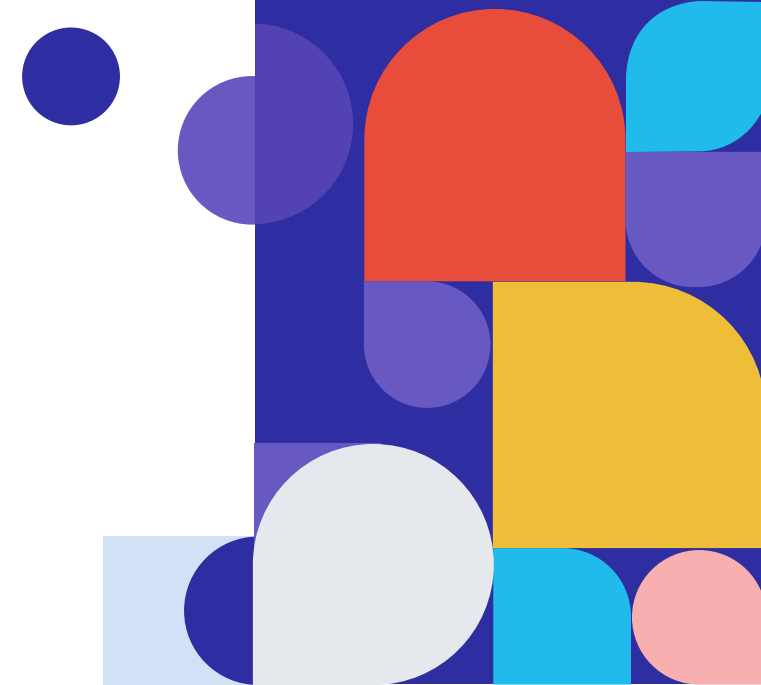
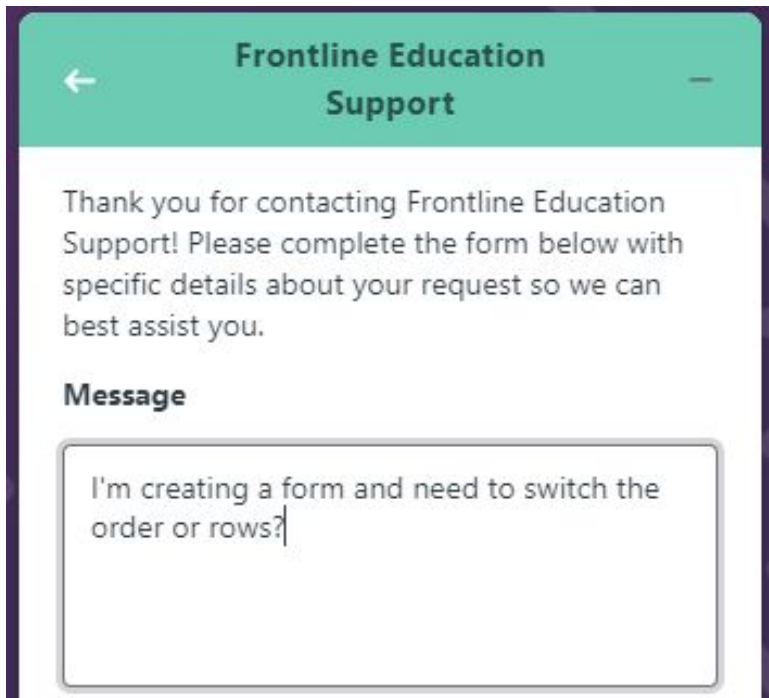
## Strategic vs. Operational

PROFESSIONAL FUNCTIONS	STANDARDS	COMPETENCIES <i>Individuals should be able to:</i>
8. Selection & Placement	<b>S.SP.1</b> Develop a selection process.	<b>8.1.1</b> Identify multiple measures aligned to defined position qualifications to mitigate bias and increase accuracy. <b>8.1.2</b> Prioritize and sequence hiring methods based on cost and effort.
	<b>S.SP.2</b> Select and hire staff.	<b>8.2.1</b> Train staff involved in employee selection on the process, documentation, legal requirements, and biases that could interfere in the process. <b>8.2.2</b> Manage the organization's selection process (e.g., track applicant data, schedule interviews, score candidates). <b>8.2.3</b> Develop and extend employment offers, and conduct contract negotiations with prospective hires.
	<b>S.SP.3</b> Determine placements for new and existing staff.	<b>8.3.1</b> Identify root causes of gaps in equitable access to effective educators. <b>8.3.2</b> Establish policies for employee placement that benefit students and learning. <b>8.3.3</b> Align employee placement decisions with workforce needs.

# Why Frontline vs. Google?



# Frontline Support



# Types of Forms

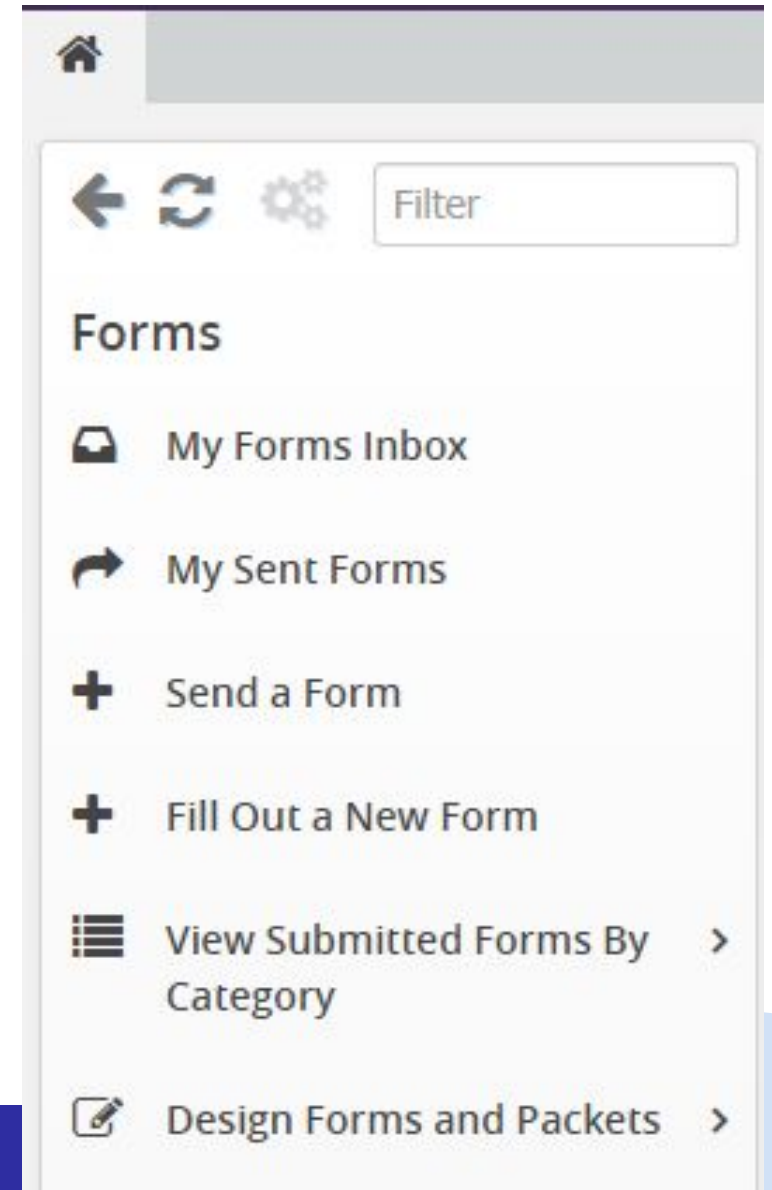
- Applicant Screening
- Employee Transfer/Reassignment Forms
- New Hire Forms
- Notifications
- Recommendation to Hire Forms
- Reference Surveys
- Request to Post

Applicant Screening	
<input type="checkbox"/>	Support Staff Interview Questionnaire - <a href="#">preview</a>
<input type="checkbox"/>	Teacher Interview Questionnaire - <a href="#">preview</a>
<input type="checkbox"/>	Telephone Reference Check - <a href="#">preview</a>
<input type="checkbox"/>	Trial - <a href="#">preview</a>
Employee Transfer/Reassignment Forms	
<input type="checkbox"/>	Change of Status - Certified - <a href="#">preview</a>
<input type="checkbox"/>	Change of Status - Classified - <a href="#">preview</a>
<input type="checkbox"/>	Change of Status-Non Union/Support Staff - <a href="#">preview</a>
<input type="checkbox"/>	Transportation Change Of Status Form - <a href="#">preview</a>



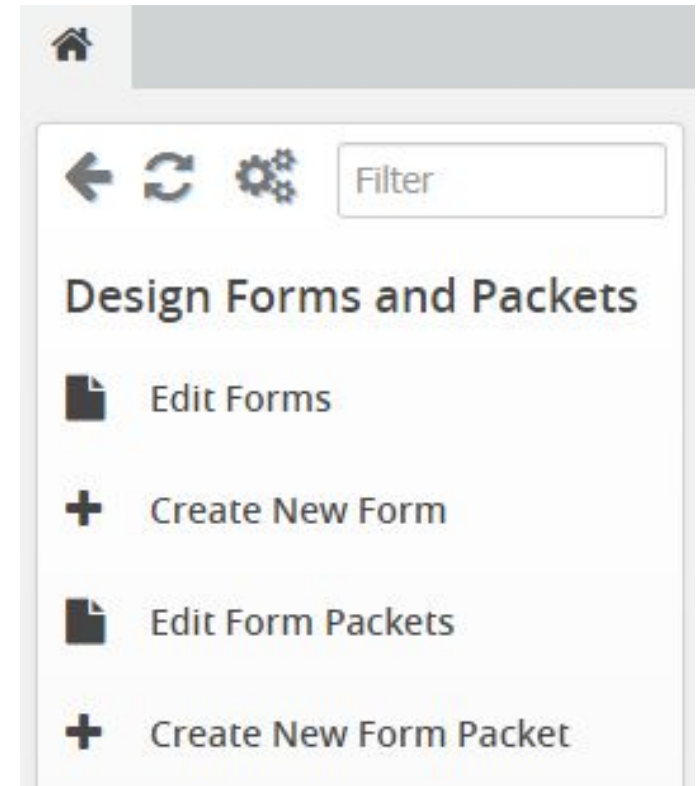
# Forms Menu

- My Forms Inbox
- My Sent Forms
- Send a Form
- Fill out a New Form
- View Submitted Forms By Category
- Design Forms and Packets



# Design Forms and Packets

- Edit Forms
- Create New Form
- Edit Form Packets
- Create New Form Packet



# Frontline Examples

## District Mascot



## Vaccine Card

### Vaccine Card Notification

Organization: District 15  
Assigned To: Public User  
**Warning: You are not the assigned user for this stage.**  
[Show History](#)  
[Remove Applicants or Employees](#)

**Please answer the questions below.**

What is your name?

What is your home school/building?

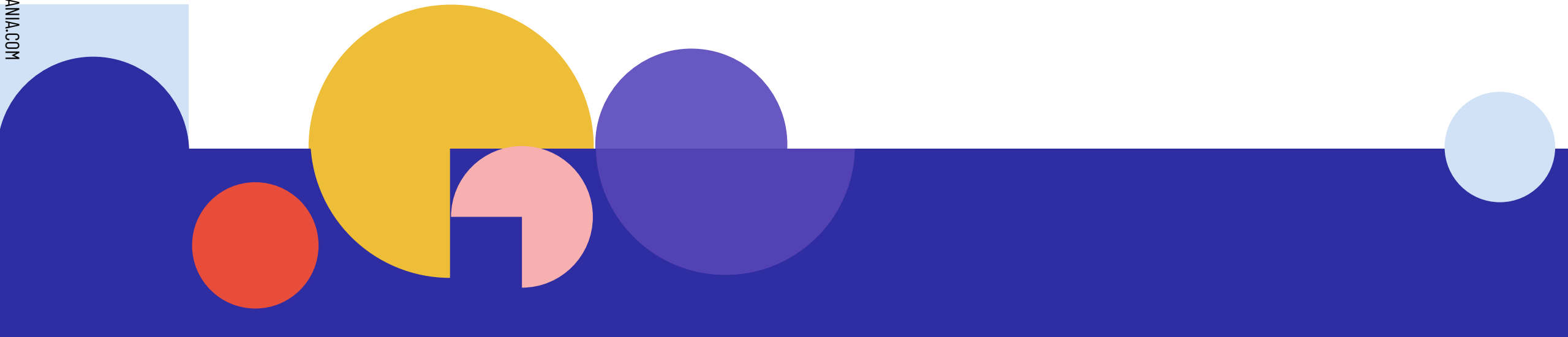
Which vaccine did you get?

What was the date of your last shot?

Please attach a scan or photo of your COVID vaccine card.

# Resources

- [IASPA Recording – Jan 2021](#)
- [District Mascot Notes](#)
- [Admin Guide to Frontline](#)





**Thank you!**