

IDENTIFYING CANDIDATES

Understanding the TALENT POOL



Talent pools are used for position types for which SCS hires a large number of candidates (e.g.: study hall monitor, biology teacher, etc.) In addition to reviewing candidates who have applied directly to your posted vacancy, you may also review candidates who have been added to talent pools for your job.

WHAT POSITIONS Have a Talent Pool?

There are three types of talent pools to which you'll have access through your iCIMS account:



Instructional Talent Pools

All teaching subject areas as well as Counselor, Library Positions, and PLC, Literacy, and Math Coaches



School Support Talent Pools

Bilingual Cultural Mentors, Campus Monitors, Child Care Site Assistants, Child Care Site Coordinators, Clerical Assistants (General Office Secretaries), Computer Lab Assistants, Educational Assistants (General, PreK, or Special Education), In-School Suspension Assistants, Licensed Practical Nurses, School Secretaries (Financial Secretaries), Study Hall Monitors, and Substitute Teachers



Nutrition Talent Pools

Nutrition Technician II (Charter Van Drivers), Substitute Nutrition Technician (Cafeteria Workers), Supervisor Nutrition I (Trainee), Supervisor Nutrition II, III, IV (Internal Candidates Only), and Truck Driver II (CNC)



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How to REVIEW CANDIDATES in a Talent Pool

1 STEP ONE: Log in to iCIMS

Go to the iCIMS page [here](#) and enter your username and password

2 STEP TWO: Choose Your Pool

Three talent pools are listed: Instructional, School Support, and Nutritional. Choose your pool by clicking on the underlined title. *fig 1*

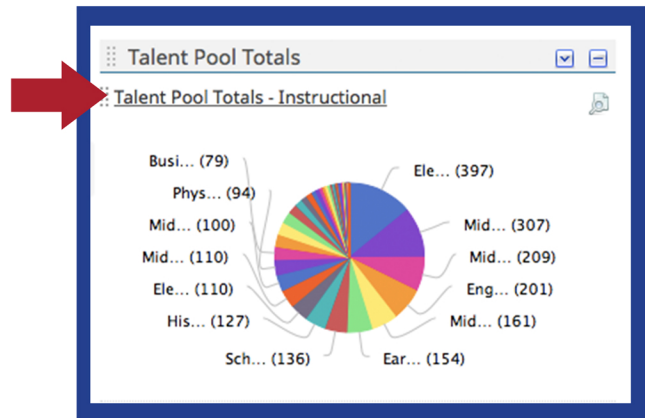


figure 1

3 STEP THREE: Open the Candidate List

Click the arrow next to the name of the pool you'd like to review. *fig 2*

The screenshot shows a table titled 'Sourcing Workflow Search Results (3342 Found)'. The table has two columns: 'Person : Full Name: First Last' and 'Person : Email'. A dropdown menu is open for the 'Talent Pool : Title: Biology 77' row, and a red circle highlights the dropdown arrow. The candidates listed are:

Person : Full Name: First Last	Person : Email
Lydia Fuson	Lydia.Fuson@memphistr.org
Faith Reid	faith.reid@memphistr.org
Heather Hetrick	heather.hetrick@memphistr.org
Shaterricka Williams	shaterrickaw@gmail.com
Swyah Smith	smiths17@scsk12.org
Ginny Coltharp	coltharp.ginny@gmail.com
shinika mckinney	robbyn2011@yahoo.com

figure 2

4 STEP FOUR: Review the Candidates

Click on a candidate's name to review his or her application.

Still have questions?
Brush up with [this step-by-step video](#).

