



August 2015

To: HR/Schools/Districts
From: The REAP Team
RE: Helpful Tips

Hello REAP Members! It's back to school time and the REAP Team has put together a few tips to help improve your REAP experience!

Tips:

1. How to add a new authorized contact person – We know sometimes there are personnel changes that take place from school year to school year. If your school has a new contact person, just give us a call and we will email you an updated REAP membership form to fill out. Once received, we will set them up in our system so they can start using REAP right away.

2. Error Resolution: “Major Error Encountered!” – If you are trying to log in and receive the error, “Major Error Encountered!” it means that you have exceeded the limit of unsuccessful log in attempts. To resolve the issue, please contact our help desk at 1-800-288-8115.

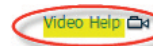


Help Videos

3. REAP Help Videos – Did you know that visual step by step directions for how to use the REAP website's features are just a click away? That's right, REAP Help Videos are available. Just look for the icon pictured at left after you log in.

Or, if you are already performing a task such as posting a job, just click on the little camera icon (see image below).

*Scroll down to see instructions



Job Postings

Add Teaching Position **Add Instructional Support Position**
Add School Administrative Position **Add Support Services Position**

ID# of job **Find**

Active Job Postings							
Job Type: All		Job Status: Active					
JOB ID	Position	Subject	Job Title	Contact Email	Date	Actions	
No Jobs to display							

4. Top applicant requests based on feedback:

- Please remove filled job postings from REAP in a timely manner.
- On job postings (excluding those with the “Notify District I’m interested” icon), please provide clear instructions regarding how to apply for the position.
- Please do not list Substitute Teacher or Long Term Substitute positions under the category Classroom Teacher. Instead use the dropdown box to select “Substitute Teacher.”

REAP STATES

Connecticut

Iowa

Kentucky

Michigan

Missouri

New Mexico

Ohio

Pennsylvania

Texas

U.S. REAP

HELP DESK:

Call:

314-692-1205

1-800-288-8115

e-mail:

Help Desk

admin@reapmail.net

Fax:

314-692-1297



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Fax:

314-692-1297

5. Finding an applicant that clicked on the “Notify District I’m Interested icon” - If you are unable to find an applicant on your list of saved applicants, it may be because the candidate inadvertently left their application in updating mode. To resolve this issue, have the applicant do a final submission (have them give us a call if they need help doing this).

Also, when viewing the list of interested applicants, the default selection from the drop down box is “Show All (minus excluded)”. If you are not seeing an applicant who claims they notified you, make sure you check your Excluded applicants list, by changing the selection from the dropdown box to “Excluded applicants”.

6. Email Notifications – Just a reminder that selecting to send email notifications to qualified candidates is a great way to receive prompt responses to your job postings. While creating a job posting, select the appropriate REAP applicant type from the drop down box (see image below) and then click on “Submit Entry”.

If you would like to send an email notification of this job to REAP applicants, first enter
"1. REAP Applicant Type." Then enter "2. REAP Application Job Category."
(Note: This e-mail will only go to currently active applicants who've expressed a desire to work in this job category.)

REAP Applicant Type:	Email Notification to Teacher Applicants ▼
REAP Application Job Category:	Choose a Category ▼
<input type="button" value="Submit Entry"/>	

We hope that these tips help to make posting jobs and finding ideal candidates on REAP an even better experience for schools, districts and other educational organizations. Thanks again for your great suggestions. Make it a great school year!

Sincerely,

Your REAP Team