



Portal to **A**ccess **W**eb-based **S**ervices
"Get your PAWS on District Data"



BEACON Job Center



How to Hire to Your Advertisement in BEACON



Windows Security

The server 204.128.64.10 at Dashboards requires a username and password.

Warning: This server is requesting that your username and password be sent in an insecure manner (basic authentication without a secure connection).

User name

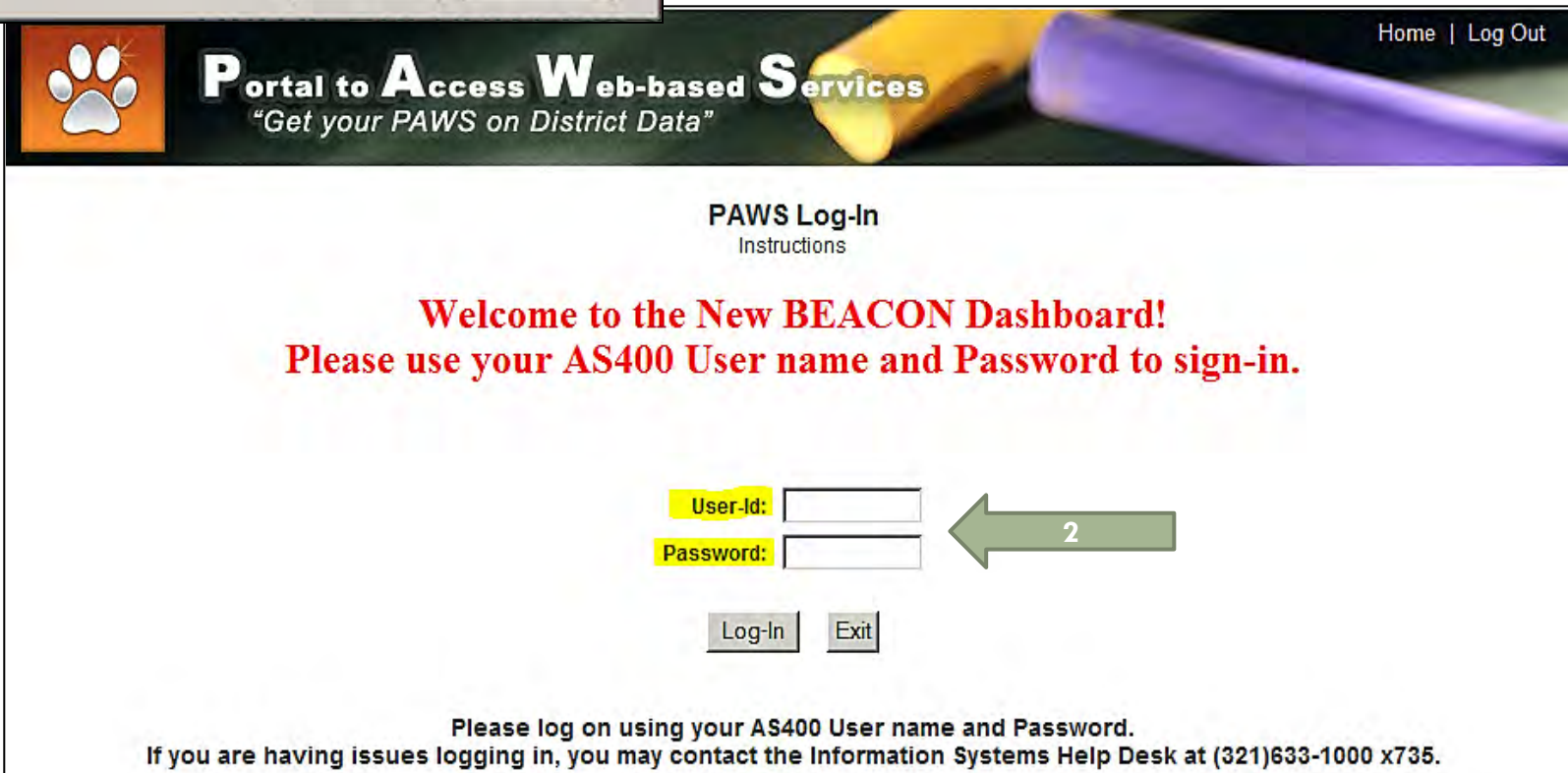
Password

Remember my credentials


OK Cancel

A green arrow labeled '1' points to the User name input field.

Open your BEACON Account with your AS400 User Name and Password



Home | Log Out

 **Portal to Access Web-based Services**
"Get your PAWS on District Data"

PAWS Log-In
Instructions

Welcome to the New BEACON Dashboard!
Please use your AS400 User name and Password to sign-in.

User-Id:

Password:

Log-In Exit

A green arrow labeled '2' points to the Password input field.

Please log on using your AS400 User name and Password.
If you are having issues logging in, you may contact the Information Systems Help Desk at (321)633-1000 x735.

How to Hire to Your Advertisement in BEACON

Select 'BEACON Job Center' to open your Profile Options

1

▶ BEACON Job Center

▶ Human Resources

▶ Payroll Services

Messages

Date	Message
04/26/2012	Please DO NOT term any of the Voluntary / Involuntary Job Postings, unless they are in error.
05/03/2012	Link to Voluntary/Involuntary Hiring: http://hrweb.brevard.k12.fl.us/acrobats_Beacon/Voluntary-Involuntary_Position-Hiring.pdf

2



BEACON Job Center

Profile Options

Listings - Inquire

- > Applicant Listings
- > Applicant Search
- > Send Message

Job Posting - Entry (school adm)

- > Instructional Voluntary/Involuntary Report
- > Archive Job Posting List (History)
- > Job Openings/ Voluntary/Involuntary Job Posting
- > SSN Lookup

How to Hire to Your Advertisement in BEACON

Profile Options

Searches for only COMPLETED Applicants

- > Applicant Listings
- > Applicant Search

Searches in all Applicant Accounts

SEND MESSAGE:

**Allows you to send email through BEACON
(no spell check and always identify yourself)**

- > Send Message

**Used only during the Voluntary/Involuntary Report season
and is only for CC/PSC Teachers**

- > Instructional Voluntary/Involuntary Report
- > Archive Job Posting List (History)

All termed, complete, & hired ads (organized by year)

**Create new job advertisements, view current and recent advertisements, view applicant pools, hire.
Where you spend most your BEACON time**

- > Job Openings/ Voluntary/Involuntary Job Posting
- > SSN Lookup

**Look up a social security number to add an applicant to your pool
Applicant account must be complete in area of interest to be added to pool – see next screen**

How to Hire to Your Advertisement in BEACON

> SSN Lookup

Open SSN Lookup

SSN Lookup

Last Name:
First Name:

Enter Name Information and Submit

SSN	Last Name	First Name	Mi	Please Note the Status	Status	Type
219567589	WILLIAMS	JEFFERY	MARR	03/19/1950	C	N
265835157	WILLIAMS	JEFFERY	NEAL	09/22/1962	C	N
413474617	WILLIAMS	JENNIFER	ADALE	01/01/1978	C	T
467838639	WILLIAMS	JARED	ANTHONY	03/03/1978	P	N
488022169	WILLIAMS	JULIE	PENLAND	02/28/1987	I	N
590923774	WILLIAMS	JAMAAL	L	12/23/1989	P	N

Page Total: 6

Status Code Legend
C - Application Complete P - Pending Verification I - Incomplete H - Hired

1. A Complete Support Transfer application can be added to any Support Position Pool.
2. A Complete Instructional Transfer application can be added to any Pool.
3. A Complete Support New application can be added to any Support Position Pool.
4. A Complete Instructional New application can be added to any Pool.
5. A Pending application of any kind, cannot be added to any pool – call us to try to get it worked through.
6. An Incomplete application of any kind, cannot be added to any pool – call the applicant to complete it first (or have them call Applicant Intake). Then call us to try to get it worked through.

How to Hire to Your Advertisement in BEACON

SSN Lookup

SSN	Last Name	First Name	Middle Name	Birth Date	Status	Type
219567589	WILLIAMS	JEFFERY	MARR	03/19/1950	C	N
265835157	WILLIAMS	JEFFERY	NEAL	09/22/1962	C	N
	WILLIAMS	JENNIFER	ADALE	01/01/1978	C	T
		JARED	ANTHONY	03/03/1978	P	N
488022169	WILLIAMS	JULIE	PENLAND	02/28/1987	I	N
590923774	WILLIAMS	JAMAAL	L	12/23/1989	P	N

Copy the SSN and then close the page and go back to your Job Posting Pool

Applicant Pool

Applicant Pool - Add Applicant

Job Center:

Copy the SSN and then close the page and go back to your Job Posting Pool

Add Applicant

[Print All Applicants - 1 Page - Factsheet](#)

Applicant Pool - Add Applicant

Applicant SSN:

Add the SSN

Add Cancel

WILLIAMS JEFFERY MARR

Transfer/New App 07/02/2012

Other Phone:

Email: KATHREENW@YAHOO.COM

Home Phone: (321)383-1964

Other Phone: (321)298-6503

Email: JMWFOXHOLLOW@GMAIL.COM

The Applicant has been added to the pool and can now be hired

How to Hire to Your Advertisement in BEACON

> Job Openings/Posting

Homepage for your ads that are waiting to be advertised, have been advertised, advertised but not been hired yet, not being hired to and needs to be termed

Use these filters to help you find the ads you are looking for IS NOT USED TO CREATE NEW ADS

Job Openings

Request Number:

Type of Transaction:

Status:

School Year:

Job Type:

Job Title:

Create new ad requests here

To create a new ad request for your cost center, [Click Here](#)

Center	Request	Create Date	St	Year	Creator	Adv.	Job Title	Apps.	Notes	Actions
0011	000107	05-15-2012	D	2013R	BABL		E-LEARNING ASSISTANT HOLD PER PATTI BUCHANAN 06/05/12		1	View Term Request Re-Advertise
0011	000108	05-30-2012	D	2013R	BABL	Y	ENGLISH SR ENGLISH SR / READING	24	1	View Term Request Re-Advertise
0011	000109	05-30-2012	F	2013R	BABL	Y	ENGLISH SR ENGLISH SR / READING	17	1	View Term Request Re-Advertise
0011	000110	05-30-2012	F	2013R	BABL	Y	ENGLISH SR ENGLISH / READING	14	1	View Term Request Re-Advertise
0011	000111	05-30-2012	H	2013R	BABL	Y	ART SR CERAMICS	8	1	View Term Request Re-Advertise
0011	000112	05-30-2012	I	2013R	BABL	Y	MATHEMATICS SR ALGEBRA	28	1	View Term Request Re-Advertise


How to Hire to Your Advertisement in BEACON

Center	Request	Create Date	St	Year	Creator	Adv.	Job Title	Apps.	Notes	Actions
0011	000107	05-15-2012	D	2013R	BABL		E-LEARNING ASSISTANT HOLD PER PATTI BUCHANAN 06/05/12		1	View Term Request Re-Advertise
0011	000108	05-30-2012	D	2013R	BABL	Y	ENGLISH SR ENGLISH SR / READING	24	1	View Term Request Re-Advertise
0011	000109	05-30-2012	F	2013R	BABL	Y	ENGLISH SR ENGLISH SR / READING	17	1	View Term Request Re-Advertise
0011	000110	05-30-2012	F	2013R	BABL	Y	ENGLISH SR ENGLISH / READING	14	1	View Term Request Re-Advertise
0011	000111	05-30-2012	H	2013R	BABL	Y	ART SR CERAMICS	8	1	View Term Request Re-Advertise
0011	000112	05-30-2012	I	2013R	BABL	Y	MATHEMATICS SR ALGEBRA	28	1	View Term Request

Status Code Legend

A - Active Advertisement F - Awaiting Position Control Approval
 P - Awaiting Personnel Approval (HR) H - Hired/Filled I - Inactive D - Denied/Return Correction
 T - Request Termination R - Chief Officer HR Approval Needed

How to Hire to Your Advertisement in BEACON

Center	Request	Create Date	St	Year	Creator	Adv.	Job Title	Apps.	Notes	Actions
0302	000073	01-10-2012		2012R	JEAC	Y	CAFE WORKER READVERTISEMENT CAFETERIA WORKER Beginning Salary: \$8.95 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of Brevard County	37	3	View Term Request Re-Advertise
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>Open your applicant pool to begin the hiring process</p>  </div>										
0302	000077	02-10-2012		2012R	JEAC	Y	ENGLISH SR	11	2	View Term Request Re-Advertise
0302	000102	04-19-2012		2012R	JEAC	Y	DRAMA SR Extended day	9	2	View Term Request Re-Advertise
0302	000107	05-21-2012		2012R	JEAC	Y	MUSIC BAND SR	14	1	View Term Request Re-Advertise

How to Hire to Your Advertisement in BEACON

RESPONSE DROP-DOWN

Helps you keep track of who has been interviewed, who does not get interviewed, and finally who was hired to the position

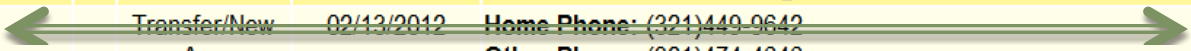
This is an In-House tool only!

				Contact Information	Response
				Phone: (321)639-2065 Phone: (321)480-0279 CBONANNO@FIT.EDU	Consider/Not Accept
BRACEY KEVIN		New	02/13/2012	Home Phone: (321)504-1061 Other Phone: (321)501-1472 Email: KEVINBRACEY@CFL.RR.COM	Not Certified for Position Consider/Not Accept Consider For Interview Consider/Interview Interview/Not Hired Interview/Hired Hired (Other Job)
CARR DIANNE		New	02/14/2012	Home Phone: (508)431-8296 Other Phone: Email: DCARR23@YAHOO.COM	
CHAMBERS CARRIE MARIE		New	02/14/2012	Home Phone: (609)505-1638 Other Phone: Email: CARRIE.CHAMBERS74@YAHOO.COM	
JEFFS TIMOTHY MICHAEL	Y	New	02/15/2012	Home Phone: (716)282-2566 Other Phone: (716)471-5763 Email: TMJ4996@YAHOO.COM	

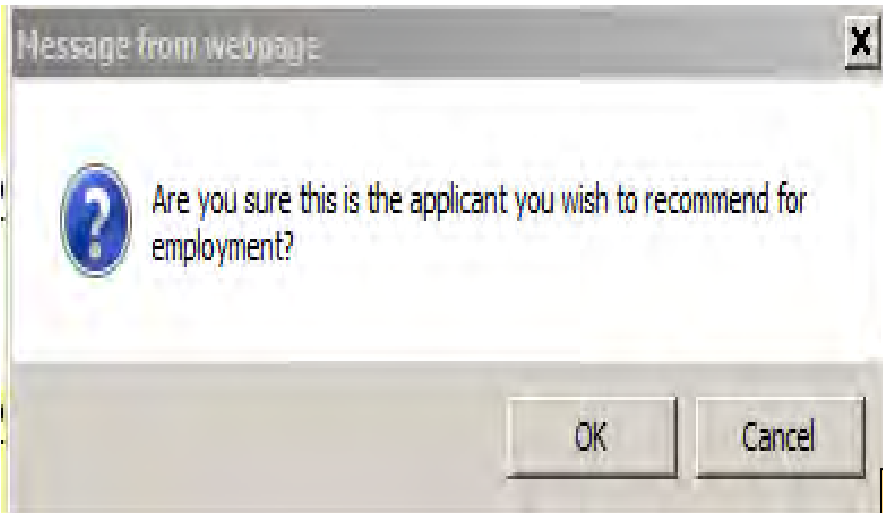
How to Hire to Your Advertisement in BEACON

Name	VP	Type	Applied Date	Contact Information	Response
BONANNO CHRISTOPHER LAWRENCE		New	02/13/2012	Home Phone: (321)639-2065 Other Phone: (321)480-0279 Email: CBONANNO@FIT.EDU	Consider/Not Accept
BRACEY KEVIN		New	02/13/2012	Home Phone: (321)504-1061 Other Phone: (321)501-1472 Email: KEVINBRACEY@CFL.RR.COM	Interview/Not Hired
CARR DIANNE		New	02/14/2012	Home Phone: (508)431-8296 Other Phone: Email: DCARR23@YAHOO.COM	Consider/Interview
CHAMBERS CARRIE MARIE		New	02/14/2012	Home Phone: (609)505-1638 Other Phone: Email: CARRIE.CHAMBERS74@YAHOO.COM	
JEFFS TIMOTHY MICHAEL	Y	New	02/15/2012	Home Phone: (716)282-2566 Other Phone: (716)471-5763 Email: TMJ4996@YAHOO.COM	
				Home Phone: (321)453-3230 Other Phone: (321)412-7970 Email: JAKMAIMI@HOTMAIL.COM	
				Home Phone: (321)362-8883 Other Phone: Email: CATHERINE.MOSLEY@GMAIL.COM	Consider/Interview
OATES VALERIE BROWN		Transfer/New App	02/13/2012	Home Phone: (321)449-9642 Other Phone: (321)474-4646 Email: VALERIEOATES@HOTMAIL.COM	
THOMAS ERIKA TIFFANY Resume on file - Misc/Other Documents Uploads		New	02/13/2012	Home Phone: (870)307-4956 Other Phone: (870)307-4646 Email: ERIKA_TIFF@YAHOO.COM	Not Certified for Position Consider/Not Accept Consider For Interview Consider/Interview Interview/Not Hired Interview/Hired Hired (Other Job)
ZAYAS VAZQUEZ JOSE		New	02/13/2012	Home Phone: (787)223-3991 Other Phone: (787)223-3992 Email: FEARLE2000@YAHOO.COM	

**After the choice has been made
choose 'Interview/Hired' from the
Response drop-down box**



How to Hire to Your Advertisement in BEACON



02/13/2012 Home Phone: (321)453-3230
Other Phone: (321)412-7970
Email: JAKMAIMI@HOTMAIL.COM

02/13/2012 Home Phone: (321)362-8883
Other Phone:
Email: CATHERINE.MOSLEY@GMAIL.COM

02/13/2012 Home Phone: (321)449-9642
Other Phone: (321)474-4646
Email: VALFRIDGATES@HOTMAIL.COM

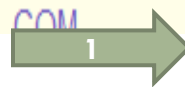
	<input type="text"/>
	Consider/Interview



If you are sure that you have the correct name, click the 'OK' button from the pop-up

Consider/Interview

Interview/Hired



Selecting 'Interview/Hired' a message pop-up will appear as shown above

How to Hire to Your Advertisement in BEACON

Job Pool > Recommendation for Employment

Recommendation for Employment

Last Updated: 06/12/2012 15:25:11 User: JAWY

Job Center: 0302 **Job Number:** 000077

Name: OATES VALERIE BROWN


SSN: XXXXX9112

Job Title: E1309

Hours/Day: 8.000

Months: 10 Month

*The next screen will allow you to
put in your
'WISH START DATE'
and save the information until you
are ready to send it*

 **Start Date:** March ▼ / 08 ▼ / 2012

Information. Once you are ready to send the request to Personnel, click 1
appear once the information has been saved once.

Save 

How to Hire to Your Advertisement in BEACON

> Home > Job Openings/Posting > Applicant Pool > Information Saved

Information Saved

Return

3

Now you can click the Return link above, and click the Send button on the next page to send the request to Personnel.

Recommendation for Employment

Last Updated: 06/12/2012 15:26:50 User: JAWY

Job Center: 0302 **Job Number:** 000077

Name: OATES VALERIE BROWN

SSN: XXXXX9112

Job Title: E1309

Hours/Day: 8.000

Months: 10 Month

Start Date: March / 08 / 2012

Click 'Send' to send the recommendation to your employment specialist in H/R

Once you are ready to send the request to Personnel, click the Send button. The request will appear once the information has been saved once.

4

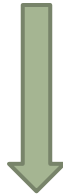
Send Cancel

How to Hire to Your Advertisement in BEACON

Applicant Pool > Recommendation for Employment Sent

Recommendation for Employment Sent

Return



This shows that the Recommendation for Employment has been made and the data has been sent to H/R for processing

Recommendation for Employment

Last Updated: 06/12/2012 15:27:23 User: JAWY

Job Center: 0302 **Job Number:** 000077

Name: OATES VALERIE BROWN

SSN: XXXXX9112

Job Title: E1309

Hours/Day: 8.000

Months: 10 Month

Start Date: March / 08 / 2012

[Back](#)

How to Hire to Your Advertisement in BEACON

Name	VP	Type	Applied Date	Contact Information	Response
BONANNO CHRISTOPHER LAWRENCE		New	02/13/2012	Home Phone: (321)639-2065 Other Phone: (321)480-0279 Email: CBONANNO@FIT.EDU	Consider/Not Accept
BRACEY KEVIN		New	02/13/2012	Home Phone: (321)504-1061 Other Phone: (321)501-1472 Email: KEVINBRACEY@CFL.RR.COM	Interview/Not Hired
CARR DIANNE		New	02/14/2012	Home Phone: (508)431-8296 Other Phone: Email: DCARR23@YAHOO.COM	Consider/Interview
CHAMBERS CARRIE MARIE		New	02/14/2012	Home Phone: (609)505-1638 Other Phone: Email: CARRIE.CHAMBERS74@YAHOO	
JEFFS TIMOTHY MICHAEL	Y	New	02/15/2012	Home Phone: (716)282-2566 Other Phone: (716)471-5763 Email: TMJ4996@YAHOO.COM	
KIGHTLINGER JUDY		New	02/13/2012	Home Phone: (321)453-3230 Other Phone: (321)412-7970 Email: JAKMAMI@HOTMAIL.COM	
MOSLEY CATHERINE		Transfer Request	02/13/2012	Home Phone: (321)362-8883 Other Phone: Email: CATHERINE.MOSLEY@GMAIL.COM	Cons Interview
OATES VALERIE BROWN		Transfer/New App	02/13/2012	Home Phone: (321)449-9642 Other Phone: (321)474-4646 Email: VALERIEOATES@HOTMAIL.COM	Recommendation for Employment
THOMAS ERIKA TIFFANY		New	02/13/2012	Home Phone: (321)449-9642 Other Phone: Email: ERIKA.THOMAS@GMAIL.COM	
ZAYAS VAZQUEZ		Transfer Request	06/04/2012	Home Phone: (321)505-7587 Other Phone: Email: VAZQUEZ.ZAYAS@GMAIL.COM	Transfer Request

Your pool now shows that you have made a recommendation



Please note! – A pure Transfer Request will show as a Transfer Request

Center	Request	Create Date	St	Year	Creator	Adv.	Job Title	Apps.	Notes	Actions
0302							CAFE WORKER READVERTISEMENT	37	3	View Term Request Re-Advertise
							CAFETERIA WORKER Beginning Salary: \$8.95 per hour as provided in Article 32.06 of the Collective Bargaining Agreement between Local Union 1010 and the School Board of Brevard County.			
0302	000077	02-10-2012	H	2012R	JEAC	Y	ENGLISH SR	11	2	View Re-Advertise
0302	000102	04-19-2012	I	2012R	JEAC	Y	DRAMA SR Extended day	9	2	View Term Request Re-Advertise

Your ad homepage Status column now shows an 'H' for Hired

