



SubFinder 5.9 Version Summary For Substitutes

File Attachments*

This feature allows employees and administrators to attach Word (.doc or .docx), PDF, Rich Text (.rtf), and Simple Text (.txt) files to Special Instructions when adding or editing absences and no employee jobs; the maximum file size permitted is 200 KB. This attachment is made available to substitutes reviewing jobs online. If you are shopping for jobs via the phone, you will hear that the attached Special Instructions exist online. The addition of file attachments supports greater communication between employees and substitutes, ensuring the highest quality of education in the classroom.

Email Notification*

Your organization may choose to send you as a substitute email notifications regarding the status of your jobs. Substitutes can receive notifications upon being prearranged for an assignment, being placed in an assignment from the Permanent Substitute list, and in the event one of your assignments is canceled. Depending on your organizations settings, you may have the ability to add and edit your email address in your Address tab within the Personal Info menu of SubFinder online.

Enhanced Online Job Shopping

Changes have been made to enhance the substitute job shopping process. Once you click the 'Select' button to review the details of an available job, you are the only substitute that may review the assignment for a specific period of time defined by your organization; a timer will display at the top of the job details screen. If you choose to express interest in the assignment, SubFinder will perform a series of checks to ensure your eligibility for that assignment has not changed. These checks include reviewing your inactive and restricted status, any certifications with expiration dates, in addition to others. If you do not express your interest in the position within the allotted time, you will be returned to the Available Jobs list where you may have the opportunity to review it again.

Online Tutorial

The substitute online tutorial has been updated to provide instruction on the latest features offered to substitutes using SubFinder. Please access SubFinder online and review the tutorial for additional information on using these and other features.

* These features are optional and your organization may or may not be using them at this time. If you have any questions regarding the use of these features please contact your SubFinder Administrator.