



OPEN MARKET TRANSFER SYSTEM

DIVISION OF HUMAN RESOURCES

OFFICE OF FIELD AND INFORMATION
SERVICES (OFIS)

April 2025

Agenda- Open Market 2025 Launch Presentation

- 1 OMT Overview, Launch Timeline, and User Roles
- 2 OMT Application Features and Functions – Principal’s View
- 3 Leveraging the Open Market Transfer System to Connect with Internal Candidates
- 4 Application Access and Support

More content on Intending candidates in Galaxy and Budget Considerations coming soon.

Purpose of Open Market Transfer System:

- Supports the open market hiring process by increasing opportunities for experienced teachers and other staff
- Provides wider placement choices for both staff and schools
- This system helps to facilitate matches
- Facilitates transfers within the same license area, not intended for transfers that require a license change

Calendar

- **Wednesday, April 9, 2025** @ 9:00 AM - Open Market Hiring System launches
- **Thursday, August 7, 2025** @ 5:00 PM - Open Market Hiring System closes

Who can apply through the Open Market Transfer System?

Who can use the OMT System?

The OMT is open to all regularly appointed UFT titles seeking transfer, including:

- ✓ Teachers,
- ✓ Guidance Counselors,
- ✓ School Secretaries,
- ✓ Lab Specialists,
- ✓ School Psychologists,
- ✓ Speech Improvement,
- ✓ School Social Workers,
- ✓ Attendance Teachers, and
- ✓ UFT Paraprofessionals.

How can Applicants access the OMT System and what can they do?

- Applicants must register in the OMT system to view vacancies entered by principals into the school's Galaxy Table of Organization (T.O.).
- They can upload resumes, cover letters and enter alternate contact details in addition to the pre-loaded NYCPS contact information.
- Applicants can apply to vacancies entered in Galaxy or directly to the school DBN.

1 OMT Overview, Launch Timeline, and User Roles

What is a Principal's Role in OMT?

- **Enter vacancies in Galaxy** including detailed descriptions which are then available in the Open Market Transfer System
- **View detailed profiles of school based-staff** seeking transfer to your school, including:
 - Resume, Cover letter & Applicant Statements
 - State Certification & City License Information
 - Probation Status
 - Rating History
 - Seniority
 - Service History
- **Filter and search for school-based staff who have applied to your school**
 - School-based staff can apply to published vacancies and/or directly to schools by DBN
- **Send email communication to applicants**
- Begin the transfer process in Galaxy by adding the intended employee's information
- Generate and sign OMT Agreement Form (principal and teacher). Maintain a copy at school

What is an HR Director's Role in OMT?

- **Assist Principals in creating vacancies** in Galaxy with detailed vacancy information
- **Help navigate the OMT system and answer any questions**
- **May assist the principal to identify and screen qualified applicants** who have applied to schools and vacancies.
- **Provide technical support and escalate issues**

Home Page



Home Applicants & Vacancies Recall List All Excessed Staff Reports Users Help Contact Support

[Log Out](#)

Welcome : RENEE HARPER (ADM)

Notes to Principals

Employee Ratings:

Principals must first review the performance ratings for all potential OMT transfer candidates. To review, select *"Applicant Search"* or the *"All Excessed Staff"* report in the OMT top menu. Enter the EIS ID for the candidate, and then locate the name of the candidate in the search results to access their profile. We also strongly urge principals to contact the applicant's existing school principal to assess if the candidate will be a good fit for your school.

View Applicants and Vacancies:

To view applicants and/or vacancies, click on the *"Applicants & Vacancies"* link from the top menu. All vacancies and vacancy details must be declared in Galaxy before they are viewable by applicants in OMT. Please contact your Human Resources Director to determine a candidate's qualifications/eligibility. Once an applicant is selected for hire, the candidate must be intended in Galaxy to initiate the hiring process.

Selecting/Intending OMT Applicants in Galaxy:

After the OMT applicant has been intended, the Galaxy Personnel Details screen will display the transfer type *"Open Market Transfer"*.

Once you initiate a transaction to intend the applicant in Galaxy, there will be a fully populated OMT Agreement available. The OMT Agreement **must** be signed by both the Principal and Applicant to finalize the transfer and make it official.

Please remember, after you have identified a candidate that you would like to hire, you must initiate the appropriate transaction in Galaxy in a **timely manner**, to allow the candidate's former school sufficient time to fill his/her vacancy.

For more information, please view additional Open Market information available on the [InfoHub](#).

Find Staff in Excess:

To view a citywide list of staff in excess, select the *"All Excessed Staff"* link from the top menu. Limited details will be available for staff that have not yet applied for transfer through the OMT system.

Title and License Changes:

Selections that will require a Title or License change are **not** to be processed as OMT transfers. Please contact your Human Resources Director for assistance on Title and License needs of your school.



Note: The School Principal role is used for this demonstration

Applicant Search

NYC Department of Education

Open Market Transfer

Home Applicants & Vacancies Recall List All Excessed Staff Reports Mass Emailing Help Contact Support

Welcome: BBPOOSH1 BBPOOSH1 (PR)

Applicant Search

Applicant To Location:

Cluster: Search Cluster Network: Search Network

District: 15 Location: K001 - P.S. 001 The Bergen

Application(s) Submitted:

Title of Vacancy: Select Title of Vacancy

Level of Vacancy: Select Level of Vacancy

Job ID: Enter Job ID

Applicant Information:

EIS ID: First Name: Enter First Name Last Name: Enter Last Name

Current License: Search Current License Current Title Category: Select Current Title Category

Applicant Status: Select Applicant Status

Review Category:

1-Follow-up Gifted & Talented

2-Possible follow-up Bilingual

3-No follow-up

Search Reset

MAKE YOUR SELECTION(S) IN GALAXY
Remember, selection of candidate(s) must be made by entering employee info in Galaxy; Selection is not made in the OMT. For assistance, contact your Network officer.

Applicants

Export Applicants to Excel

Last Name	First Name	EIS ID	Current Title	Gifted	Bilingual	Current License	Current Rating	Status	Review Category	Edit Review Categories	Applicant Statements	Applicant Profile	Applications
			SCHOOL SOCIAL WORKER	N	N	0756 - SCHOOL SOCIAL WORKER		Available			View Statement	View / Print	View
			TEACHER	N	N	642B - MUSIC		Selected			View Statement	View / Print	View
			TEACHER	N	N	781B - COMMON BRANCHES		Selected			View Statement	View / Print	View
			TEACHER	N	N	691B - SOCIAL STUDIES		Available			No Statement	View / Print	View
			TEACHER	N	N	781B - COMMON BRANCHES		Available	1-Follow-up		View Statement	View / Print	View

Display # of records: 20

5 items in 1 pages

Export Applicants to Excel

OVERVIEW

Applicant Search displays candidates that have submitted applications to published vacancies or to the school DBN

Tip: To view all who have applied to your school, click on the **Search** button without setting any filters.

- Clicking on an applicant's name or on the **View** link in the Applicant Profile column directs users to a printable applicant profile with detailed information about the candidate
- Review Categories** can be used to categorize applicants who have been screened. Click on the Pencil icon in the search results grid, select a Review Category then click the checkbox icon to save your changes
- Applicant Statements - Click on **View Statement** link to view applicant responses
- The Applications **View** link displays the Vacancies that the applicant applied to. Clicking on the link will display the applications in the second grid
- Export Applicants to Excel** button - Use this to Export Vacancy and Applicant search results to Excel

Vacancy Search

OVERVIEW

Vacancy Search will display all Open Market vacancies the school declared in the Galaxy system for your location.

- Vacancy Searches can be performed using Vacancy Location and/or Vacancy attribute filters
- Vacancies, including detailed descriptions, are entered in Galaxy and displayed in OMT
- The *Applicants View* link displays applicants who applied to the vacancies in the second grid
- *Export to Excel* option - Use this to export vacancy and applicant search results to Excel
- Applicant specific Resumes and Cover Letters are attached to the application record. Applicants can submit customized resumes and cover letters for each application

Vacancy Location:

Cluster: Network:

District: Location:

Vacancy Information:

Title of Vacancy:

Level of Vacancy:

Job ID:

MAKE YOUR SELECTION(S) IN GALAXY
Remember, selection of candidate(s) must be made by entering employee info in Galaxy; Selection is not made in the OMT. For assistance, contact your Network officer.

Vacancies

Job Id	Cluster	Network Code	District	Location	Title of Vacancy	Subject of Vacancy	Level of Vacancy	LOI	Approved Vacancies	Vacancy Details	Applicants
GIA54	Cluster 04	N409	15	K001 - P.S. 001 The Bergen	Paraprofessional	ED PARA - ANNUAL IEP	Elementary	English	Yes		View

Display # of records: 20

Applicants

Cluster Code: CL04 Network Code: N409 District: 15 Location: K001 Title: Paraprofessional Subject: ED PARA - ANNUAL IEP LOI: English

Last Name	First Name	EIS ID	Current Title	Gifted	Bilingual	Current License	Current Rating	Status	Review Category	Edit Review Categories	Applicant Statements	Resume	Cover Letter	Applicant Profile
			TEACHER	N	N	781B - COMMON BRANCHES		Selected			View Statement	View/Print Resume	View/Print Cover Letter	View / Print
			TEACHER	N	N	781B - COMMON BRANCHES		Available	1-Follow-up		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	View/Print Resume	View/Print Cover Letter

Display # of records: 20

2 OMT Application Features and Functions – Principal’s View

OMT Job Vacancy Description Entry in Galaxy

[Report an Issue...](#)

Personal/Job Details

Organization:	03M149-PS 149 SOJOURNER TRUTH	P-Number:		Item Number:	
Title:	Teacher - Regular Grades	Job Code:	NA	Suffix:	00
Effective:	09/02/2023	End Dt:	06/30/2024	Staffing Status:	NA
Intended SSN :				Pay Class:	Y
Intended PRI :		Intended Name :			
Home Loc:	03M149				
Galaxy Title ID:	TRTRQ	EIS Title ID:	TRTRQ	Eff Date:	09/02/2023
				End Date:	06/30/2024
				Title Type:	Q-Bank Annual
				Line Id:	3001

Position Info

Office Titles:	
Functions:	
OMT Job Description:	Enter detailed vacancy information for OMT here

[Add Comments](#) [Save](#) [Cancel](#)

OVERVIEW

OMT Job/Vacancy Description

Enter an OMT job/vacancy description using up to 500 characters in free form text that will appear on the vacancy as advertised in OMT.

Applicant Profile/Details

Applicants

[Export Applicants to Excel](#)

Last Name	First Name	EIS ID	Current Title	Gifted	Bilingual	Current License	Current Rating	Status	Review Category	Edit Review Categories	Applicant Statements	Applicant Profile	Applications
			TEACHER	N	N	781B - COMMON BRANCHES		Selected			View Statement	View / Print	View
			TEACHER	N	N	781B - COMMON BRANCHES		Available	1-Follow-up		View Statement	View / Print	View

Display # of records: 20

2 items in 1 pages

APPLICANT DETAILS

Applicant Details

[Close Window](#) [Print Applicant Profile](#)

Personal Information

Full Name:
EIS ID:
Address:
Alternate Address:
Home Phone:
Cell Phone:
Contact Email:

Employee Information

Current Location: Cluster . Network . District . ()
Current Title: TEACHER (TRTRQ)
Applicant Status: Available
Language Skills (Self-reported):
Projected Salary: \$74,796

- [License/Certification](#)
- [Probation/Rating Information](#)
- [Service History](#)
- [Applicant Statements](#)
- [Applications/Resumes](#)

OVERVIEW

Access the Applicant Profile by clicking on the applicant's name or on the **View** link in the *Applicant Profile* column of the results grid

- The **Personal and Employee Information** sections display applicant contact and current service information
- The **License/Certification** section displays the applicant's current appointed license and active state certifications
- The **Probation/Rating Information** section displays rating history and current probation status
- The **Service History** section displays the applicant's NYCPS service history including all locations worked

Applicant Profile/Details cont'd

APPLICANT DETAILS
✕

+ [License/Certification](#)

+ [Probation/Rating Information](#)

+ [Service History](#)

- [Applicant Statements](#)

This section is optional for applicants to complete.

Name: HAYWOOD, NAITA

EIS No.: 0847060

Describe two professional strengths or skills that you will bring to a school community.

test 1

Describe one area where you hope to develop and grow as a teacher.

test 2

Describe the environment, culture, and opportunities you are seeking in a school community.

test3

- [Applications/Resumes](#)

Job ID	BCO	SST	District	Location	Title	Subject	LOI	Vacancy Details	Date Application Submitted	Resume	Cover Letter
HUPPY	XFSC	XR06	07	X001 - P.S. 001 Courtlandt School	Paraprofessional	Education Para - Annual Non-IEP			03/22/2024	View/Print Resume	No Cover Letter

OVERVIEW

- The **Applicant Statement** section displays the applicant's responses to the optional Applicant Statement questions
- The **Applications/Resumes** section will display applications for each Principal's location. Central users and HR Directors can view all applications submitted. Links to cover letter and resume submitted for each application are in the last two columns

All Excessed Staff Screen

NYC Department of Education Open Market Transfer

Home Applicants & Vacancies Recall List **All Excessed Staff** Reports Mass Emailing Help Contact Support

Welcome: BBPOOSH1 BBPOOSH1 (FR) [Log Out](#)

All Excessed Staff

Location Information:

Cluster: Search Cluster Network: Search Network

Seniority District: Excessed From Location: Search District Search Location

Borough: Select Borough

Applicant Information:

EIS ID: First Name: Enter First Name Last Name: Enter Last Name

Current License: Search Current License Current Title Category: Select Current Title Category

Applicant Status: Select Applicant Status

Gifted & Talented
 Bilingual

Search Reset

All Excessed Staff

Last Name	First Name	Current Title	Current License	Gifted	Bilingual	Current Rating	Submitted Application?	Status
		TEACHER	6285 - BIOLOGY AND GENERAL SCIENCE				NO	Available
		TEACHER	6288 - MATHEMATICS				NO	Available
		GUIDANCE COUNSELOR	2517 - GUIDANCE COUNSELOR				NO	Available
		SCHOOL SECRETARY	4105 - SCHOOL SECRETARY				NO	Available
		GUIDANCE COUNSELOR	2516 - GUIDANCE COUNSELOR				NO	Available
		ASSISTANT PRINCIPAL	AP04 - A P DES/IS/UHS				NO	Available
		TEACHER	7818 - COMMON BRANCHES				NO	Available
		GUIDANCE COUNSELOR	2502 - BILINGUAL GUIDANCE COUNSELOR(SPAN)				NO	Available
		TEACHER	5016 - ACCOUNTING AND BUSINESS PRACTICE				NO	Available
		ASSISTANT PRINCIPAL	AP04 - A P DES/IS/UHS				NO	Available

Display # of records: 10 940 items in 94 pages

Export to Excel

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OVERVIEW

The **All Excessed Staff** screen displays all citywide OMT eligible employees who are currently in Excess

- Users may use the filters to narrow their search
- Excess employees will appear on the list after their excessing is approved in Galaxy
- Clicking on an employee's name directs users to the employee's profile
- **Export to Excel** - Use this option to export search results to Excel

Mass Emailing to Applicants

NYC Department of Education

Open Market Hiring

Home Applicants & Vacancies Recall List All Excessed Staff Reports **Mass Emailing** Help Contact Support

Welcome : BBPOOSH1 BBPOOSH1 (PR) [Log Out](#)

Mass Emailing to your Applicants

Applicants Emailed:

# of Email Sent	Email Sent On
2	

Display # of records: 5

Review Category:

Enter Review Category

1-Follow-up
2-Possible follow-up
3-No follow-up

Applicants:

Name	Email Address	Email Sent On
HAYWOOD HEITA	lhwang@schools.nyc.gov	03/22/2014

Display # of records: 5 1 item in 1 pages

Subject:

Enter Subject

Message:

Enter Message

Submit

OVERVIEW

The 'Mass Emailing to your Applicants' screen allows principals to respond to multiple applicants

- A record of all applicants previously emailed is displayed here. The summary is sorted by date. Clicking on the **# of Emails Sent** displays the email recipients
- The **Review Category** filter enables mass emailing to applicants according to their Review Category. This is an optional selection. Leaving it as "Select >>" will display all applicants regardless of their Review Category
- Use the Add & Remove buttons to select applicants for emailing. The added applicants will appear in the box on the right
- Enter the subject and message of the email. Emails will be sent from the Principal's NYCPS email address

Reports - Selected Applicants



Home Applicants & Vacancies Recall List All Excessed Staff Reports Users Help Contact Support

Log

Welcome : CMS1FNAME CMS1LNAME (AI

OVERVIEW

Selected Applicants

Selected Applicants

Recall List Contacts

Location Information:

Borough Citywide Office:

Search BCO

School Support Team:

Search SST

District:

Search District

Location:

Search Location

Applicant Information:

EIS ID:

Enter EIS ID

First Name:

Enter First Name

Last Name:

Enter Last Name

Selected License:

Search Selected License

Vacancy Information:

Vacancy Type:

Select Vacancy Type

View Report

Reset

Selected Applicants

Applicant's Name	EIS ID	Email	Current BCO	Current SST	Current District	Current Location	Current Title	Current License	Seniority	E S
Abbas, Mouwafak	0863741		KFSS	KU01	10	X244	TRTRQ	MATHEMATICS	090327	N
ABBAZIA III, JAMES	0938749		KFSS	KU01	73	K563	TRTRQ	PHYSICAL EDUCATION		Y
ABDELSAYED, SYLVIA	2685090		KFSS	KU01	31	R049	TRTRC	ENGLISH AS A SECOND LANGUAGE	031000	N
Abdullah, Miriam	0909131		ACES	AC04	71	M402	TRTSQ	SPECIAL EDUCATION	031000	N
Abrahams, Althea	0906024		MFSC	MR02	09	X132	TRTRQ	COMMON BRANCHES	030118	N
Abramsohn, Lindsay	0819729		QFSN	QR03	20	K259	TRTRQ	MATHEMATICS	130000	N
ABREU, JOSELY	2682546		MFSC	MR02	97	M094	AREXP	PARAPROFESSIONAL - PERSONNEL		N
ACEVEDOGONZALES, SANDRA	0767710		RFSC	RR02	15	K169	TRTMQ	COMMON BRANCHES	210426	N
ACOSTA, DIANA	2650270		XFSC	XR04	09	X443	TRTRQ	BILINGUAL COMMON BRANCHES SPANISH		N
Acosta, Ricardo	2565531		MFSC	MR05	27	Q197	TRTRQ	COMMON BRANCHES	091000	N

1 2 3 4 5 6 7 8 9 10 ... Display # of records: 10

The **Selected Applicants** Report includes applicants that have been selected and are currently intended or finalized in Galaxy.

Columns Effective Date and **Reason Code** have been added to the Selected Applicants report. These columns will indicate the EIS finalization status of the applicant.

When **Effective Date** is **9/2/2025** and **Reason Code** is 'TOM' the staffing transaction has finalized in EIS.

All Reports Menu – Admin View

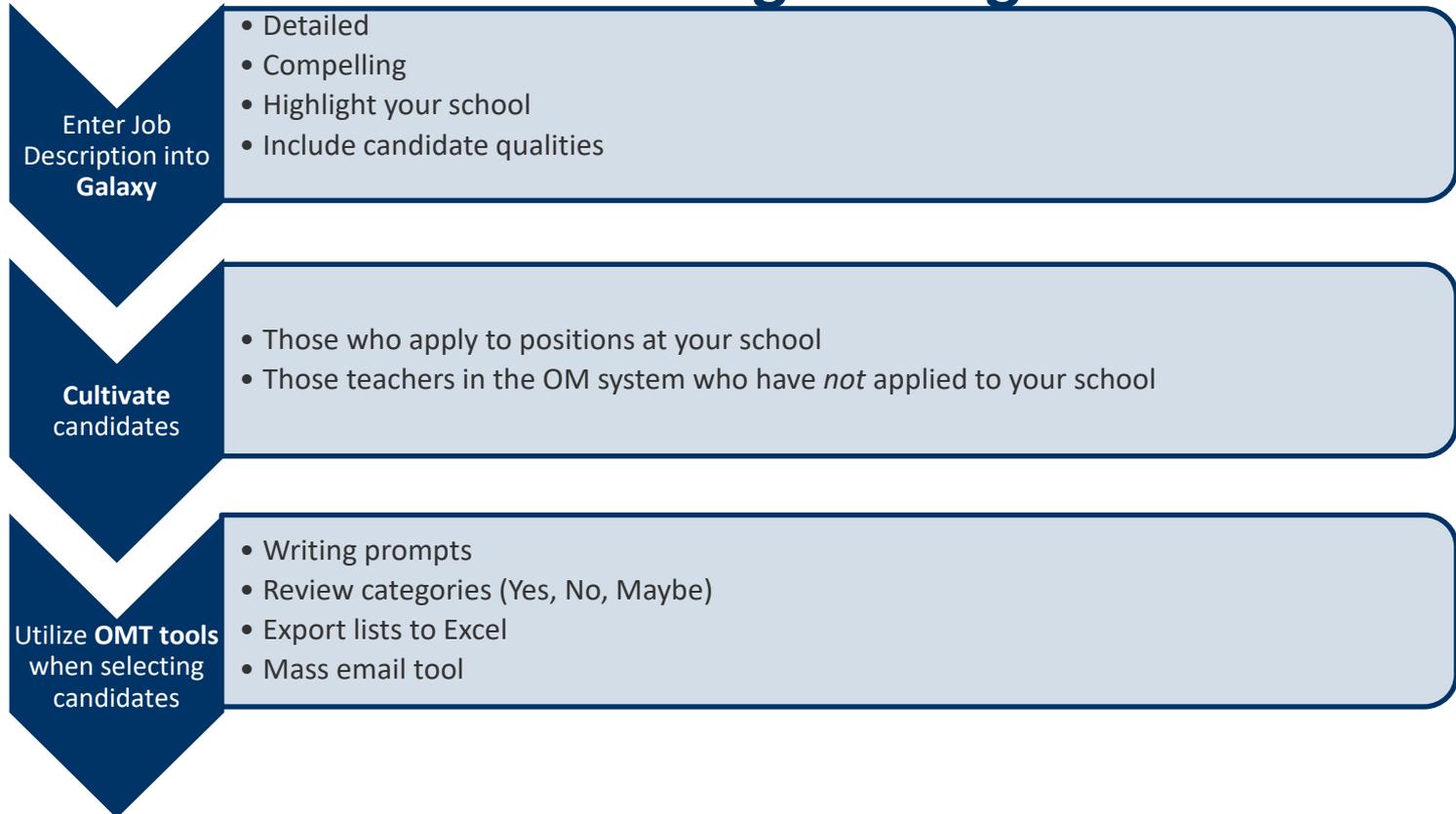
The following reports are available in the Open Market System. Users have the option to filter data on the screen and export reports into Excel.

The reports available to principals are marked with an asterisk (*)

Report Name	Description
Executive Summary	High level summary of applicants, applications, and vacancies
Applicants To School Summary	Lists total applicants per school, per title
Applicants From School Summary	Lists total applicants applied from school
Applications From/To Location Summary	List total of applications received per school
Applications From/To Location counts	Displays # of applicants from a location that applied to a specific location
Applications From/To Location Details	Displays every application sent from location and sent to location
Vacancy Summary	List total Approved and Unapproved vacancies by district and school
Excess Staff Applicants Summary	Daily Excess counts
Selected Applicants *	List details of all selected applicants (e.g., contact info, title, current license, selected License, current location, selected location & date, seniority and EIS finalization status)
Excessed Staff	Lists details of all excessed staff. (e.g., title, projected salary, subsidy, status, and ratings)
Recall List Contacts *	Displays the contact information for all individuals on the Recall List

3 Leveraging the Open Market Transfer System to Connect with Internal Candidates

OMT Hiring Strategies



Teacher Recruitment and Quality (TRQ) Information:

Please contact other DHR offices via the [Hiring Manager Contact form](#).

For more information on new teacher hiring, visit TRQ's online resource center [H.I.R.E. Connections](#).

OMT Hiring Strategies

Strategy #1 – Attract the Right Candidates

OMT is an active marketplace where you want your positions to offer information front and center for candidates to see.

Creating descriptive and compelling job postings will increase the number of potential right-fit candidates applying to the position, and those who will express genuine interest in working in your school community.

Compelling Job Postings are:

Concise

- 500-character limit

Detailed

- Essential facts

Focused on specific teacher qualities

- Communicate your values

Unique to your school

- Stand out from the rest

OMT Hiring Strategies

Strategy #2 – Proactively Cultivate Candidates

There are two sets of candidates in OMT:

- those who apply to a position in your school and
- those who do not.

It's important that you have a plan for recruiting both groups.

Cultivate those that apply

Most candidates are applying to multiple positions, and they are visible to every principal in OMT (except for their own school). Once you receive an application, it's important to begin cultivating that candidate immediately.

Search for additional candidates

There are many quality candidates who may not apply directly to your position, but they may in fact be a great fit for your school.

OMT Hiring Strategies

Strategy #3 – Select the Right Candidate

Be sure to use the features in OMT to help you efficiently identify the right candidate

Review Applicant Statements

- Applicants are given the option to respond to three writing prompts.

Add Candidates to Review Categories

- The 'Review Category' helps you to group candidates into Yes, No, and Maybe.

Export Lists to Excel

- OMT allows you to export a list of candidates into a spreadsheet.

Take Advantage of the Mass Email Tool

- OMT allows you to send emails through the system to one or more candidates at a time.

APPLICATION ACCESS

Applicant and Principal links to OMT are listed under “Quick Links” on the employee Infohub home page: <https://infohub.nyced.org/>

Applicant View

Direct link at: <https://www.nycenet.edu/offices/dhr/transferplane/>

HR Staff/Principal View

Direct link at:

<http://www.nycboe.net/applications/transferplani/login.aspx>

Further information for Principals is available at:

<https://infohub.nyced.org/nyc-doe-roles/school-administrators/hr-information-systems/open-market-transfer-system>

SUPPORT

PRINCIPAL SUPPORT

- HR Directors will provide full Open Market support.
- Budget liaisons will aid with forecast vacancy issues in Galaxy.
- If you encounter access or technical issues, please fill out the Contact Us form in the system or email openmarketsupport@schools.nyc.gov

HR DIRECTOR SUPPORT

- Direct Open Market business or policy inquiries to the DHR Office of Field and Information Services (OFIS).
- Budget staff should escalate issues through the Operations leaders.
- If you encounter access or technical issues, please fill out the Contact Us form in the system or email openmarketsupport@schools.nyc.gov

APPLICANT SUPPORT

Call HR Connect at (718) 935-4000
for OMT troubleshooting and applicant support