

# 2016/2017 STAFFING SEASON HIRING COMMITTEE TRAINING

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# Goal of Hiring Fair 1 and 2:

# Important dates

March 17 <sup>th</sup> (Thursday)	Most senior applicant ID'ed and invited (leave room on schedule)
March 31 <sup>st</sup> (Thursday)	First Hiring Fair, first day
April 2 <sup>nd</sup> (Saturday)	First Hiring Fair, second day (offers can be made)
April 15 <sup>th</sup> (Friday)	Deadline for accepting offers
May 9 <sup>th</sup> (Monday)	Most senior applicant ID'ed and invited (leave room on schedule)
May 19 <sup>th</sup> (Thursday)	Second Hiring Fair, first day
May 21 <sup>st</sup> (Saturday)	Second Hiring Fair, second day (offers can be made)
May 28 <sup>th</sup> (Saturday)	Deadline for accepting offers

**Saturday hiring fair: Doors open at 8:30, Interviews 9AM to 3:30PM with a 1-hour break from 12-1.**

# Hiring fairs

Each hiring fair will take place on a weekday afternoon plus a Saturday

This configuration was chosen to accommodate multiple candidate

# Eligibility

Only tenured and probationary teachers are eligible to apply during Phase III

appear on the districtwide seniority list (to be distributed)

Only fully-certified candidates may apply

Completion of the Certification Confirmation Form for all candidates to be interviewed prior to the interview.

Candidates must apply via PATS in order to be considered

Candidates may present (and teams may consider) materials beyond the resume.

Hiring teams will screen application materials and make

consensus

# Interview invitations

Interviews will be scheduled for half-hour timeslots

Conversations should conclude in under a half hour to afford time for transitions, discussions, and short breaks

Invite at least 3 candidates for each position

The most senior applicant must be invited

- RANK identified on PATS/Searchsoft

Interviews will be scheduled online via PATS

If candidates have applied for a position in a content area where more than one hire may be made, the candidate need not interview more than once per school.

# Interview invitation strategy

Teams should invite as many candidates as they have interview slots

- 5 PM 8:30PM = 7 slots
- 9 AM 3:30 PM with an hour break = 11 slots
- 18 slots total; divide by positions

Do not invite more candidates than you have interview slots

**Certification Confirmation Form**  
**For all Candidates to be interviewed**



# Interview Questions

# During the interview

Interview questions need to be provided to HR no later than two weeks prior to the Hiring Fair

Hiring Fair I March 17<sup>th</sup>

Hiring Fair II May 5<sup>th</sup>

Interviews will be scheduled at ½ hour intervals but should not take a full ½ hour leave time for transitions, deliberations

Teams should plan/prepare strategy (consider rehearsing)

Primary leader/questioner

Round Robin

Consistent questions

Evaluate but also sell

Leave time for the candidate to ask questions

Thoughtfulness of questions asked can be used to evaluate

# APPLICATION SCREEN RUBRIC

	Below expectations (1)	Meets expectations (2)	Exceeds expectations (3)
<b>Cover letter/resume/application packet</b>	Poor formatting Many spelling/grammar errors Does not express enthusiasm for position Does not demonstrate knowledge of PPSD and position requirements/expectations	Clear, reader-friendly formatting Few, minor spelling grammar errors Provides adequate level of detail about experiences Expresses enthusiasm about position Demonstrates some knowledge of PPSD and position requirements/expectations	No spelling/grammar errors Concise but detailed description of experiences and skills that relate directly to position Genuine enthusiasm for position is clear Demonstrates deep knowledge of PPSD and position requirements/expectations
<b>Educational background</b>	Does not hold all of the required educational credentials	Holds all of the required educational credentials	Exceeds the required educational credentials
<b>Work history</b>	Does not have relevant and/or sufficient work experience	Has sufficient, relevant work experience	Exceeds the stated requirements for relevant work experience
<b>Qualifications/experience</b>	Does not present evidence of possessing necessary skills to perform satisfactorily in the position	Presents evidence of possessing necessary skills to perform satisfactorily in the position	Presents evidence of bePressisant wofact

# Consensus

## **Collaborative, relationship-driven process is important**

Discuss process ahead of time, before decisions are actually being made

## **Logic, reason, and evidence are the basis of conversation**

Describe your own thinking logically using evidence, hold others accountable for doing the same

## **All participate, all are heard**

All take responsibility for drawing out reluctant participants

## **Differences of opinion are valued**

Team composition was intentional

Different perspectives are represented for a reason

## **Important disagreements are explored and resolved**

No changing your mind to reach agreement and avoid conflict

Avoid other conflict-reducing techniques (e.g. majority vote)

## **Understand the consequences of failure to reach consensus**

Position will be filled by another mechanism

# Extending offers

When all interviews for a given position are complete, the team can discuss and select a candidate to receive an offer

Offers cannot be extended before the conclusion of each round (3:31pm Saturday, April 2<sup>nd</sup> & 3:31pm Saturday, May 21<sup>st</sup>)

Hiring manager will scan all documents and upload into PATS

Offers will be extended in PATS (Action= Request to hire) and responses will be via e-mail from applicant

Candidates may accept immediately or take up to 48 hours

Principals record acceptances in PATS via notes section on Request to hire form. Form will be submitted to HR via PATS (Action = Email Hiring Fair offer letter)

Teams *may* want to create ranked lists of candidates to avoid

# Offer acceptance, closing positions

Accepting an offer removes a candidate from consideration from other positions

Communication with unsuccessful candidates is automatic once a candidate is hired into the position via PATS

Successful candidates will receive an official award letter from Human Resources once certifications have been verified and all minimum requirements have been satisfied.



# Recap of important points

Retention is the best way to fill a vacancy

Evaluate but also recruit and sell

Be strategic about whom to invite, how to use time, and who should receive an offer

Document all decisions in PATS in real time. Must indicate all that have been interviewed

Vacancies left after Phase III will be filled via Displace Teacher Assignment



# Interview committees

Teachers will be paid

Attendance must be maintained (each school is fully responsible for maintaining appropriate records.)

Sign in sheets should be made available at every hiring committee meeting, gathering, up to and including the interviews

Prorated pay of the \$500

Payment is for actual time worked