

# 2016/2017 STAFFING SEASON HIRING COMMITTEE TRAINING

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## Goal of Hiring Fair 1 and 2:

**To select the best qualified internal candidate to join our team to support student achievement.**

# 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.
- Weekday hiring fair: Doors open at 4:30 PM, Interviews 5PM to 8:30PM
- Deadlines are as of Central Office close of business (4:30 PM)
- Do not make an offer that does not give a candidate a full 48 hours to decide

# Hiring fairs

- Each hiring fair will take place on a weekday afternoon plus a Saturday
  - This configuration was chosen to accommodate multiple candidate schedules and to provide sufficient interview slots for a team to interview candidates for up to 5 positions
- Interviews will take place at one location
  - Each team will have a room in Central High School
  - This gives candidates the ability to schedule back-to-back interviews
- Each team should bring at least one laptop to interact with PATS in real-time
- Principals need to set up interview availability in PATS for the entirety of the hiring fair

# Eligibility

- Only tenured and probationary teachers are eligible to apply during Phase III
  - This does not include LTSPs, LTS's, or anyone who does not 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 “interview/do not interview” decisions on each applicant by 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**

School/Location \_\_\_\_\_

Job Title \_\_\_\_\_

Posting # \_\_\_\_\_ Date: \_\_\_\_\_

Candidate presented a copy of his/her certificate (s) required for the position: Yes \_\_\_\_ No \_\_\_\_

**(IF YOU MARKED NO, CANDIDATE CANNOT BE INTERVIEWED):**

Candidate holds Certificate (s): Yes \_\_\_\_\_ No \_\_\_\_\_

Candidate was interviewed: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Committee Chair Signature

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
(Print Name)

**\*This form must be filled out and signed off by both the applicant and Committee Chair**



# Interview Questions

- Each committee must determine the interview questions
- Bank no longer exists
- Questions must be submitted to HR for final approval
  - Scenario based
  - No more than 6 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>	<ul style="list-style-type: none"> <li>Poor formatting</li> <li>Many spelling/grammar errors</li> <li>Does not express enthusiasm for position</li> <li>Does not demonstrate knowledge of PPSD and position requirements/expectations</li> </ul>	<ul style="list-style-type: none"> <li>Clear, reader-friendly formatting</li> <li>Few, minor spelling grammar errors</li> <li>Provides adequate level of detail about experiences</li> <li>Expresses enthusiasm about position</li> <li>Demonstrates some knowledge of PPSD and position requirements/expectations</li> </ul>	<ul style="list-style-type: none"> <li>No spelling/grammar errors</li> <li>Concise but detailed description of experiences and skills that relate directly to position</li> <li>Genuine enthusiasm for position is clear</li> <li>Demonstrates deep knowledge of PPSD and position requirements/expectations</li> </ul>
<b>Educational background</b>	<ul style="list-style-type: none"> <li>Does not hold all of the required educational credentials</li> </ul>	<ul style="list-style-type: none"> <li>Holds all of the required educational credentials</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds the required educational credentials</li> </ul>
<b>Work history</b>	<ul style="list-style-type: none"> <li>Does not have relevant and/or sufficient work experience</li> </ul>	<ul style="list-style-type: none"> <li>Has sufficient, relevant work experience</li> </ul>	<ul style="list-style-type: none"> <li>Exceeds the stated requirements for relevant work experience</li> </ul>
<b>Qualifications/experience</b>	<ul style="list-style-type: none"> <li>Does not present evidence of possessing necessary skills to perform satisfactorily in the position</li> </ul>	<ul style="list-style-type: none"> <li>Presents evidence of possessing necessary skills to perform satisfactorily in the position</li> </ul>	<ul style="list-style-type: none"> <li>Presents evidence of being able to perform exceptionally well in position, based on prior experience and/or demonstrated competencies</li> </ul>
<b>Leadership ability</b>	<ul style="list-style-type: none"> <li>Does not demonstrate history of and/or potential for positive leadership</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrates history of leadership positions</li> </ul>	<ul style="list-style-type: none"> <li>Provides evidence of track record of successful, transformative leadership</li> </ul>
<b>Customer service skills</b>	<ul style="list-style-type: none"> <li>Does not demonstrate and/or mention customer service orientation</li> </ul>	<ul style="list-style-type: none"> <li>Discusses importance of providing excellent service to internal and/or external customers</li> </ul>	<ul style="list-style-type: none"> <li>Provides specific, relevant examples of customer-service orientation and positive outcomes for internal and/or external customers</li> </ul>
<b>Overall impression</b>	<ul style="list-style-type: none"> <li>Application does not have required skills and/or experiences to perform satisfactorily in position</li> </ul>	<ul style="list-style-type: none"> <li>Application demonstrates that applicant has required skills and experiences to perform satisfactorily in position</li> </ul>	<ul style="list-style-type: none"> <li>Application demonstrates that applicant has required skills and experiences to likely excel in position</li> </ul>

# 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  
Team's time will have been wasted

# 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 having to reconvene if the #1 candidate does not accept
- You can offer multiple positions to the same candidate (giving the candidate the ability to choose which to accept)

# 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: steps to hire in Phase III

1. Review applications
2. Select Action “Event Invitation” for selected candidates, choose Event name, and click event invitation.
3. Conduct interviews
4. Select Action “Request to Hire” to selected candidate, Create Request to hire, type in email address you would like the applicant to send their acceptance or denial of offer to, Select Action “Email hiring fair offer letter” The Request to hire form will move to the eForms tab awaiting a response.
5. Once candidate accepts offer, go to eForms, View Request to hire for candidate, cut and paste acceptance or denial email into the note section of the form, select an action “Hiring Fair Confirm Placement- Assign to any Certification Analyst’ user. In the event they should decline, ‘select an action “cancel”
6. HR will confirm and verify certification requirements, etc. and send out official award letter to successful candidate. At this time, all unsuccessful candidates will receive an email notifying them that another candidate has been selected for the position.

# 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