MASPA Program – Friday, Oct. 28, 2016

The Ten Steps for Hiring Effective Teachers – Overview

Introduction

Step 1 –The Need for Best Practice in Hiring

Step 2 – Creating a Blueprint for Hiring

Step 3 – Recruiting and Advertising

Step 4 – Determining and Training Those Who Hire

Step 5 – Candidate Applications and Paperwork

Step 6 – Using Behavior-Based Interviewing

Step 7 – Planning Effective Preliminary Interviews

Step 8 - Protocol for On-site Interviews

Step 9 - Decisions and Negotiations

Step 10 - Reviewing the Keys for Success

A bit of new research on millennial teachers

My books:

10 Steps for Hiring Effective Teachers, 2015

Retaining Effective Teachers: A Guide to Hiring, Induction, and Support, 2016

Also, for teachers:

First Time in the High School Classroom

Get a Teaching Job NOW

**A B**

**C D**

Appendix 3.11- Review of Annual Hiring

(To be completed by all involved in the hiring process.)

Please rate your experience with hiring new teachers on a scale of 1 to 5, with 1 indicating complete disagreement and 5 indicating complete agreement.

1. I felt prepared and trained for my role in hiring new teachers. \_\_\_\_\_\_

2. The district provided me with sample questions and interview protocols. \_\_\_\_\_\_

3. Ample time was provided to assess each candidate’s strengths in interviews. \_\_\_\_\_\_

4. My input was valued and used in the final decision making process. \_\_\_\_\_\_

5. Our hiring process is well organized. \_\_\_\_\_\_

6. Our website, or other online presence, is a strong recruitment tool. \_\_\_\_\_\_

7. This year’s hiring timeline was efficient and effective. \_\_\_\_\_\_

8. This year’s new hires should be effective, based on our hiring practice. \_\_\_\_\_\_

What changes do you recommend for next year’s hiring season?

Please consider our district’s hiring practice to your own hiring experience. What are we doing well?

Please add any other relevant comments.

Appendix 3.10 - Sample Survey of New Hires

Please rate your hiring experience on a scale of 1 to 5, with 1 indicating complete disagreement and 5 indicating complete agreement.

1. The communication from the district was efficient and helpful throughout

the hiring process. \_\_\_\_\_\_

2. The job advertisement was clear and accurate. \_\_\_\_\_\_

3. I was treated respectfully by all who interviewed me. \_\_\_\_\_\_

4. Based on my hiring experience, I would recommend this district to friends seeking teaching jobs. \_\_\_\_\_\_

5. The district website provided me with accurate and clear information. \_\_\_\_\_\_

6. After hiring, the district provided me with clear directions for completion of

mandatory paperwork. \_\_\_\_\_\_

7. The timeline from the submission of my application to being hired was a reasonable one. \_\_\_\_\_\_

8. Overall, my experience of being hired was very positive. \_\_\_\_\_\_

What suggestions do you have to improve the hiring process of our district?

What other comments do you have regarding the advertisement of our teaching jobs, our preliminary interviews, and final on-site interviews?

Appendix 4 – Template for Cover Letter and Resume Evaluation

For each of the following, rate the item based on a scale of 1 to 5, with 5 being the highest score.

Very poor/unacceptable 1---------2---------3---------4----------5 Excellent quality

1. Cover letter is well written and states qualifications. \_\_\_\_\_

2. Cover letter is free of grammatical, spelling, and usage errors. \_\_\_\_\_

3. Candidate states at least one success with students or

candidate’s own education. \_\_\_\_\_

Resume

4. Resume is easy-to-read; clearly written. \_\_\_\_\_

5. Resume is free of grammatical, spelling, and usage errors. \_\_\_\_\_

6. Certification/licensure match job advertisement. \_\_\_\_\_

7. Experience matches job opening. \_\_\_\_\_

8. Resume highlights accomplishments with students or previous job

or college program. \_\_\_\_\_

9. No gaps in education or work experience. \_\_\_\_\_

10. Resume captured the reader’s attention for a positive reason. \_\_\_\_\_

Other sorting criteria to personalize the template: (experience with diverse populations, etc.)

Prohibited Questions

(This sheet may distributed and placed on tables when committees interview.)

You may not ask questions about the following:

nationality, race, gender, sexual preference, family, children, religion, or disabilities

Questions may not be asked as small talk. You may not say:

“What a pretty ring. Tell me about it.”

“What a unique scarf. Does the pattern mean something?”

“You look so familiar. Where have we met? Perhaps at my daughter’s school?”

You may not comment on a visible injury, pregnancy, use of a cane, wheelchair, or other physical issue.

What can be asked if the candidate discloses family or other personal information?

It is still prohibited to ask a follow-up question about that personal information.

Example: Candidate states, “I am job searching in your district because my husband’s job brought us here.” It is prohibited to ask, “What does your husband do?” or “Have you already purchased a home here and settled in?”

You may only ask questions that ascertain pertinent job skills, education, and experience.

Preliminary Interview Template

Reminder: Inform candidate that this is a preliminary interview. Inform of the position(s) that are open, and other details of application to the district that must be completed.

If the candidate is at a job fair:

Unacceptable Acceptable Target

1. Attire and grooming. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2. Basic interpersonal skills. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

General Questions

1. Tell about your most successful teaching experience. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2. Describe the classroom management in a room where you have

worked. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3. Tell about one lesson that went well and why. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

4. How have met individual students’ needs in your

classroom? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

5. How do you know that students are learning? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Add a question about the specific position.

6. We need a first grade teacher. What are two of the most important

curricular standards to meet with this age? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

7. What do you know about our district, and why do you

want to work here? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Rate the candidate’s command of spoken language. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Notes:

Sample Elementary School Interview Questions

Ask the same questions to each candidate, and in the same order.

Unacceptable Acceptable Target

1. Attire and grooming. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2. Basic interpersonal skills. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3. Clear, correct language use \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Questions:

1. Describe an elementary classroom where you

have worked. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe the procedures and routines in a classroom

that created a well-run atmosphere. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe a classroom management plan that you

have used that worked well. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Explain your experience teaching to the Common Core

Standards with this age group. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe a lesson built upon a standard and how you planned and implemented

that lesson. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Characterize your work with the teaching of

reading. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Outline how you have integrated subjects. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. Explain a lesson that students really enjoyed and

why they enjoyed it. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. How have differentiated your instruction to meet

students’ needs? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. ow have you used technology in your teaching? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. How have you assessed students’ work? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
3. How have determined that students are ready for the next

grade level? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Give an example of how you have communicated with

parents. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Characterize your work with other teachers

and/or administrators. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. What is your interest in teaching in our school? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Add other questions specific to your school. These may include questions about working with at-risk students, working with migrant children or English language learners, etc.

\*\*\* What other questions do you have about this position or our school?

Notes:

Middle School Questions

Ask the same questions to each candidate, and in the same order.

Unacceptable Acceptable Target

1. Attire and grooming. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2. Basic interpersonal skills. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3. Clear, correct language use \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Questions:

1. Describe a middle school classroom where you have

worked (grade, subject, student population). \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe the classroom management plan in a room

where you have worked. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Tell about your experiences with team teaching or team

planning. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe a lesson that you taught that was successful and why

it was successful. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Tell about your experience developing lessons to the Common Core or other standards. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. How have you assessed student learning in a variety

of ways? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. How have you integrated reading strategies into

your subject? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. How have you differentiated instruction to meet the

needs of students? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe the maturity levels of middle school

students. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. What have you done to help middle school students

get or stay motivated on academics? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. How have determined that students are ready for the next

grade level? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Give an example of how you have communicated with

parents. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Characterize your work with other teachers

and/or administrators. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. What is your interest in teaching in our school? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Add other questions specific to your school. These may include questions about working with at-risk students, working with migrant children or English language learners, etc.

Ask the candidate:

\*\*\* What other questions do you have about this position or our school?

Notes:

General High School Interview Questions

Ask the same questions to each candidate, and in the same order.

Unacceptable Acceptable Target

1. Attire and grooming. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

2. Basic interpersonal skills. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

3. Clear, correct language use \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Questions:

1. Describe a high school classroom where you have

worked (grade, subject, student population). \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Explain the basic procedures and routines in a

classroom where you have worked. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Describe a classroom management plan (including rules and consequences) you have used and why it worked with teenagers. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. Describe a lesson that you taught that was successful and why

it was successful. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Tell about your experience developing lessons to the Common Core or other standards. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. How have you used technology in your teaching? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
3. How have you assessed student learning in a variety

of ways? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. How have you differentiated instruction to meet the

needs of students? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. How have you motivated students to graduate? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_
2. Give an example of how you have communicated with

parents. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. Characterize your work with other teachers

and/or administrators. \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1. What is your interest in teaching at our school? \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Add other questions specific to the discipline and your school (see future appendices for sample questions). You may include questions about working with Advanced Placement courses, at-risk students, working with migrant children or English language learners.

Ask the candidate:

\*\*\* What other questions do you have about this position or our school?

Notes:

Workshop Notes