

EASTERN CENTER FOR ARTS AND TECHNOLOGY

Human Resources: Hiring Process

When a Position Becomes Available

Job Description/Position

Create/update job description
Determine qualifications/checklist
Identify salary range and benefits

Develop and Post Vacancy Announcement

Send announcement to internal employees
Post on Website, Facebook, Electric Sign
Post with external partners and affirmative action

Develop a Hiring Timeline

Determine posting length
Identify dates for interviews
Target date for JOC approval

Preparing for the Interviews

Collect & Screen Resumes

Collect Resumes
Develop Screening Rubric
Evaluate Resumes
Select Candidates to Interview

Assemble Hiring Committee

Executive Director selects committee
Notify committee of interview dates/times
Develop Interview Questions
Review Interview Protocols

Schedule Interviews

Send emails to candidates
Reserve room
Send confirmations
*Lesson Topic (Round 2 only)

Interviews & Background Checks

Round One

Review Materials/Protocols
Escort Candidates to Tech Test
Conduct Interview
Evaluate Resumes
Select Candidates to Interview

Round Two

Greet Candidate
Evaluate sample lessons
Discuss Candidates
Develop Interview Questions
Review Interview Protocols

Background Checks

Contact References
Review Tech Test Results
Reserve room
Send confirmations
Letters to other Applicants

Hiring & Onboarding New Hires

Offering the Position

Meet with Prospective Candidate
Develop a written offer letter
Submit name for JOC Approval
Review onboarding Schedule
Connect New Teacher to Temple

Paperwork/onboarding

Clearances/Act 168
Secure Technology Device
Usernames/Passwords
Update website/employee lists
Payroll/Benefits documents

Induction

Develop Induction Plan
Schedule 80 hours pre-service
Prepare Welcoming Basket
Introduce Candidate to Staff