

# Hiring the Best!

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County





# Intended Audience/Outcomes



THIS SESSION IS AIMED AT CTE  
LEADERS INVOLVED IN THE  
HIRING PROCESS.



PROVIDE YOU WITH STRATEGIES  
THAT HAVE PROVEN TO BE  
EFFECTIVE IN FINDING AND  
HIRING HIGH QUALITY  
EMPLOYEES:



FACILITATE A DISCUSSION FOR  
ADDITIONAL “BEST PRACTICES”

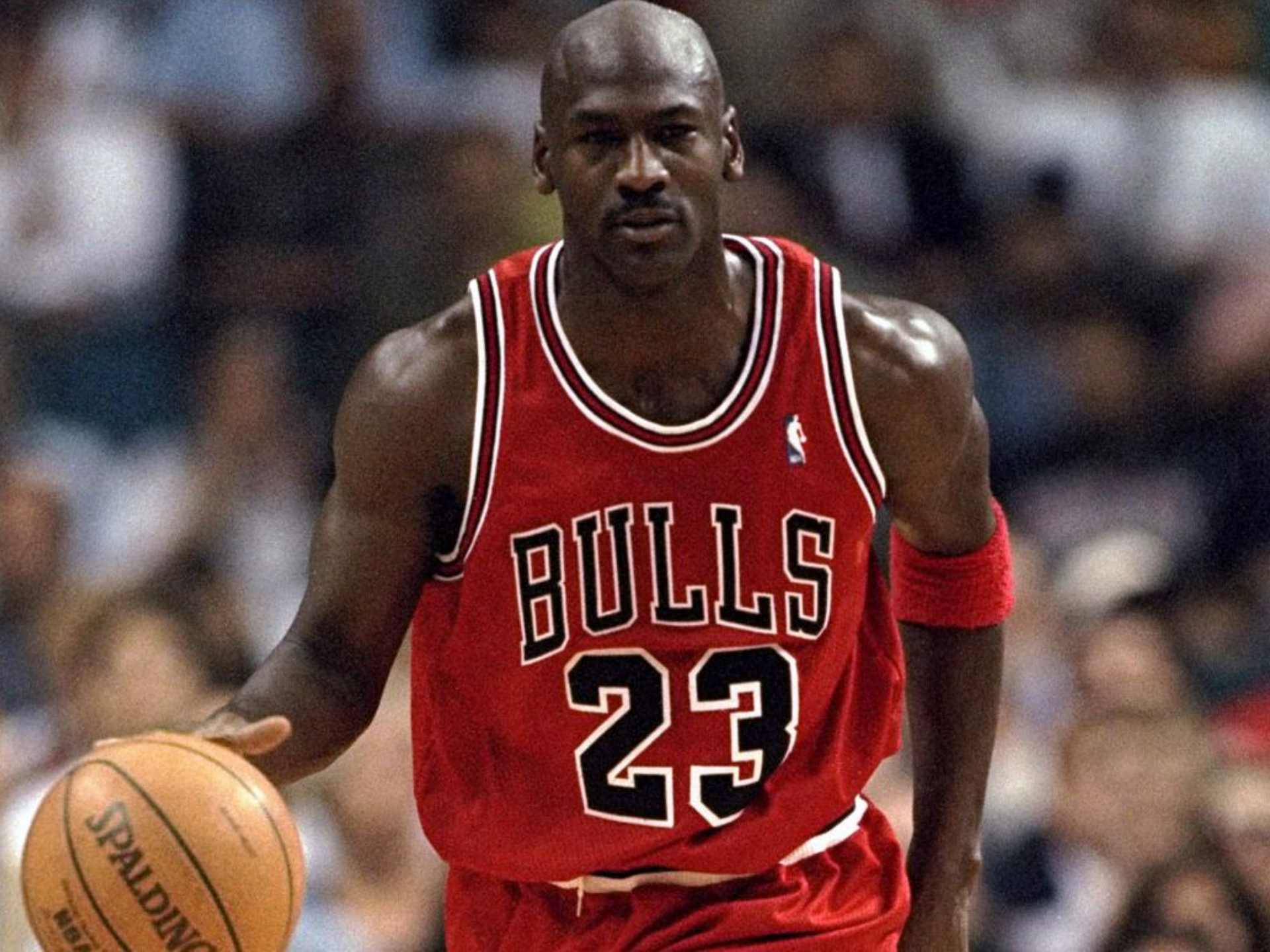


# Format for this session

- ◆ Background of Presenter
- ◆ Intro/Topic Primer
- ◆ Position Needs Assessment
- ◆ Advertising
- ◆ Interviewing
- ◆ Human Resource Documentation

















KEEP  
CALM

I'M NOT AN  
EXPERT

# Why Follow a Hiring System?

- ◆ Supports Culture of Excellence
- ◆ Promotes Credibility of the Administration
- ◆ Offers Transparency
- ◆ Reduces “Outside” Involvement
- ◆ Protects Your School Legally
- ◆ Produces Positive Results











What the  
#%!  
Are you  
serious?

#### EXERCISE:

- ◆ Send to [krice@steelcentertech.com](mailto:krice@steelcentertech.com) an example, circumstance, situation, or issue that you have known about during your career in CTE in which an employee was hired that was not the “Best”?
- ◆ Example- Administrator knew of candidate socially, offered them teaching position following church service with no application or interview process, candidate accepted, JOC approved.
- ◆ Include in the email a hiring practice or strategy that you have experienced that you feel is highly effective.

# Foundations of the Steel Center Framework of “Systems Hiring”



SHARED DECISION  
MAKING



THOUGHTFUL  
DESIGN PROCESS



DATA DRIVEN  
CANDIDATE  
ASSESSMENT



# Position Needs Assessment



REVIEW/UPDATE JOB  
DESCRIPTION



CONSIDER SPECIFIC  
TRAITS FOR POSITION



DISCUSS SCHOOL  
CULTURE

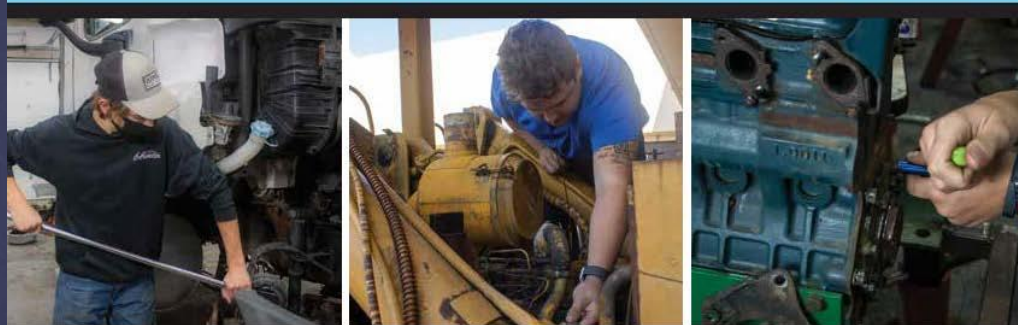
# Advertising

- ◆ Consider the Reader
- ◆ Be Strategic in Selecting Where to Advertise
- ◆ Use Multiple Mediums
- ◆ Advertising is PR



# ATTENTION

## DIESEL MECHANICS & TRUCK TECHNICIANS



## ARE **YOU** READY FOR A **CAREER CHANGE?**

**Steel Center for Career and Technical Education** has an **immediate** opening for a professional **Diesel Mechanic/Truck Technician** to instruct high school students in a supportive Career and Technical School in Jefferson Hills, PA (just south of Pittsburgh).

Requires a minimum of 5 years of experience in Diesel/Truck service industry or related field. Teaching experience at any level is helpful but not required. Must have PA inspection and emissions licenses, industry recognized certifications/credentials, and have completed relevant training. Starting annual salary **\$47,256 to \$54,071** plus excellent benefits. The successful candidate will earn more than **\$100,000** in seventeen years or less after joining our team!

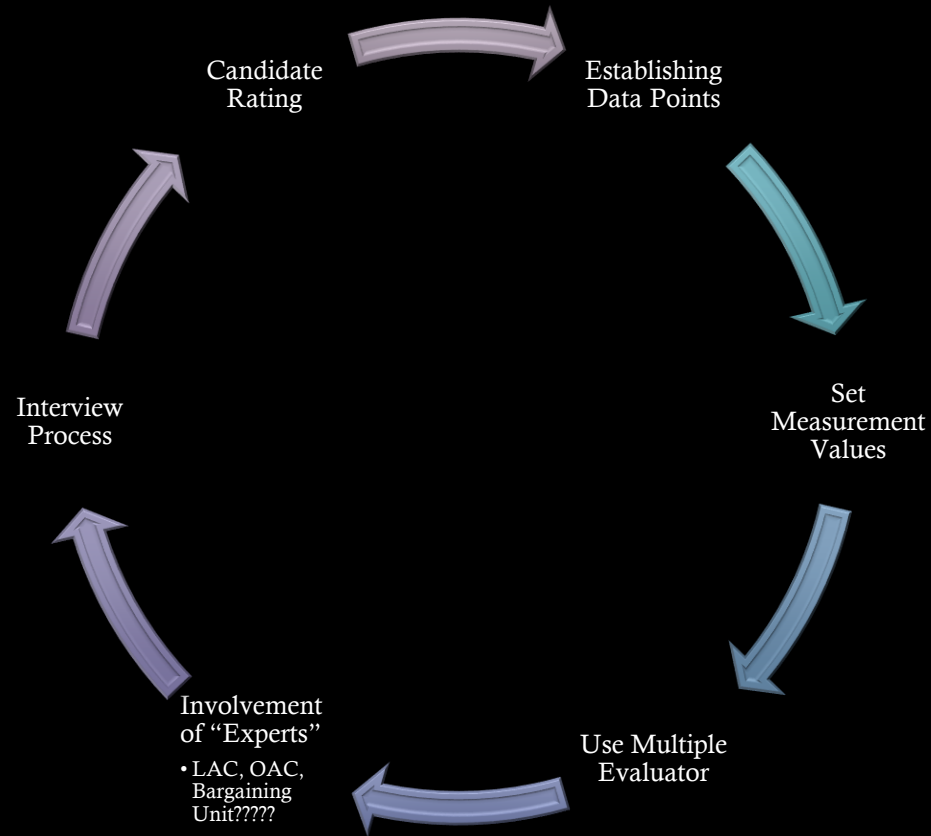
Applications accepted until the positions are filled. Interested job seekers can apply through Indeed.com or by sending an email indicating their interest to Ms. Tricia Cousino [tcousino@steelcentertech.com](mailto:tcousino@steelcentertech.com) or calling 412-469-3200 ext. 6742. Criminal background clearances are required for all positions.

To learn more about Steel Center visit  
**[WWW.STEELCENTERTECH.COM](http://WWW.STEELCENTERTECH.COM)**

Steel Center for Career and Technical Education, an EEO employer, welcomes applications from people of all backgrounds and values diverse workforce. We are committed to providing a work environment free of discrimination and harassment. Employment decisions are based on the needs of the school, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity, or other non-merit factors.



# Candidate Assessment



# The Interview Process



Phone Screening Interviews (when necessary)



First Interviews

Welcome/Intro

Uniformity/Protocol for Asking Questions

Debriefing



Second/Performance Interviews

Demonstration of Position Skills  
Situation Responses Using Photos & Video

Written Assessments & Writing Samples

# Human Resource Documentation

Hiring Flow Chart

Scoring Forms

Job Offer Sheet

Reference Checks

Board/JOC Packet



# The Interview Process: Make it Real

## Video Vignette Exercise

<https://youtu.be/n6fS73AFnnk> Caleb to the office

<https://youtu.be/DJsn7v-Qjak> Wait, what?

<https://youtu.be/R1UNvj3FJyo> Harriet Ball

<https://youtu.be/8jsUj4DqWfU> Jeff Bliss





Champions are champions not  
because they do anything  
extraordinary but because they do  
the ordinary things better than  
anyone else.

— *Chuck Noll* —





**Questions**