

# 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