

RECRUITMENT

BEST PRACTICES

1 Track and Analyze Data

Data Categories

- Number of openings expected
- Candidate Experience survey
- Returns on recruitment strategies
- Calendar of events
- Staff exit data



2 Create a Calendar and Start Early

Calendar Best Practices:

- Start early
- Year-round focus through engagement of all staff
- Include events that impact recruitment
- Bring in experts as needed



“Hiring the best is your most important task.”

— Steve Jobs

National Alliance for Public Charter Schools, & Illinois Network of Charter Schools. (2016). National Best Practices: Teacher Recruitment and Pipelines. Understanding best practices, case studies, and resources from across the nation. Retrieved April 23, 2020, from http://www.publiccharters.org/sites/default/files/migrated/wp-content/uploads/2016/11/National-Best-Practices_Teacher-Recruitment-and-Pipelines.pdf

3 Online Marketing is Key

Tactic:

- Set yourself apart (share your story)
- Target who you want (populations/roles/diversity)
- Update online accounts regularly
- Social media platforms



4 Pipeline Programs

Pipeline

- Employee referrals
- Internal pipelines
- University partnership(s)
- Alternative pathways
- Community organizations



5 Approach Job Fairs as a Gateway

Best Practice:

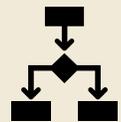
- Hiring fairs/recruitment events
- Virtual Job Fairs
- Target the audience
- Candidate visitor days
- Invite candidates to community events
- Offer candidates professional development



6 Rigorous Hiring Process

Rigorous Process:

- Process clearly communicated
- Process based on previously identified competencies
- Process should include application, phone interview, in-person interview and demonstration lesson, and a reference check
- Hiring manager has a clear picture of top three traits/skills
- Applicant should conduct demonstration lesson in a classroom with students, receive feedback, and re-teach if necessary



7 Build a Community Around Talent

Best Practice:

- Create a peer learning PLC of chief talent officers
- Create a city/area-wide recruitment campaign
- Create an online resume portal open to community

