

Recruiting in a Changing World – A Panel Discussion for AISA January 11, 2021

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COMMUNICATION - Tips for Successful Recruitment and Beyond

Remember communication is key - especially with strong candidates.

- Most candidates have a number of applications running at the same time - the way you communicate will affect their decision.
- Design a system that allows you to respond promptly to every application.
- Outline the process from the start (eg 'We will be shortlisting next week, interviewing the week after and hope to have final decisions by...').
- We see schools lose great candidates regularly simply because they are slow with communications.
- The way you communicate represents your school as a brand - and teachers talk.
- Send a friendly email to candidates who are not successful (it can be a template).
- Keep candidates in the loop whenever there is an update.
- It's ok to say 'sorry we're taking a while - we're waiting on....' just keep candidates in the loop.
- Always be honest and polite - it's fine if the school isn't right for some candidates.
- Be clear with deadlines if needed ("We will need an answer by Sunday as we need to get back to the other candidate on Monday.")
- Create a thorough letter of intent (position, salary, benefits, starting date, documents the successful candidate will need to produce, etc). Details are important to avoid misunderstandings (not "airfare" but for whom? Candidate dependents, how often and what monetary amount or does school purchase tickets?).
- Keep the communication frequent and informative during the period after the candidate is hired.
- Schools that communicated effectively with new hires during the changes brought on by the pandemic earned high praise on social media. What would they say about your school?
- Keep your vacancy list up to date on your website and with recruiting agencies.
- BOTTOM LINE: COMMUNICATE, COMMUNICATE, COMMUNICATE!

SCREENING APPLICATIONS AND INTERVIEWING:

A few practices recommended by the experts:

- Research indicates that candidates with non-Anglo names get 30% fewer interviews than those with Anglo names, even if they are citizens of the UK, Canada, USA, etc. Does your school have a process for addressing this bias?
- Create diverse teams to assist with interviewing (age, gender, nationality, color, length of tenure at your school).
- Develop a set of questions that are asked at every interview (with additional questions related to the specific job description)
- Ask interview team members to take notes, use a rubric or scoring guide and keep in mind the criteria established for this position.

Interview Questions for A Changing World

- Tell me something about yourself that I wouldn't learn from your resume. • How did you grow/change/adapt as an educator in the past year?
- Can you articulate what you will keep or discard?
- How did you demonstrate optimism and encouragement during the sudden shift to online learning?
- How did you create trust and respect among your students as you taught online? • What sets you apart as a candidate for this position?
- Why do you think our school is a good fit for you?
- What influenced your decision to move on from your previous school/location? • Can you describe an accomplishment of which you are most proud?
- What strengths would you bring to our school?
- Tell me about a recent time when you collaborated with a colleague successfully.
- Describe a recent lesson that did not go well. How did you realize this and what did you do to adjust?
- Describe a recent formative assessment that you designed. What did the results indicate and what did you do next?
- Tell me how you use data to document progress toward a specific learning goal. • How do you help students manage their own learning?
- How do you contribute to your school community beyond your job-related responsibilities? • What would colleagues say about you? Students? Parents? Administrators? • How have you been involved in helping your school be more efficient and effective? • The kind of school culture you are looking for would be . . .
- What gives you the most satisfaction in your role?
- Please describe a meaningful professional development experience you have had in the past few years.
- Think about a unit you teach and tell me how you go about planning it.
- What would you do to engage a parent who was dissatisfied with their child's learning?

- Describe an instance where a student was struggling and what you did to help him or her succeed?
- If I were to walk into your classroom tomorrow, what would I see?
- How do you create a purposeful and orderly learning environment?
- What do you see as strengths and limitations of the curriculum you have been teaching recently (IBDP, AP, MYP, PYP, IPC, Montessori, Reggio Emilia, locally designed, etc)?
- What are the most important attributes of a principal with whom you would want to work? • If you could design your own in-service program, what would it entail?
- Tell us about an experience that has shaped your life.
- Why are you interested in our school? What will you contribute outside of the classroom?