

Preparing the Hiring Team

Checklist

The following checklist is intended to help identify potential areas of focus within your hiring process. Use this checklist and the associated recommendations to make focused improvements in how you select candidates for open positions.

| Check when complete | Interview Prep Activity |
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| | <p>Conduct prescreening, identify viable candidates, and create a schedule.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Consider all potential application material (online application, resume, cover letter, and supplemental documents). • Identify those qualified applicants who meet minimum qualifications and who will be interviewed. • Establish schedule. |
| | <p>Ensure all selection measures (e.g., interview questions, rubrics) are directly aligned with competencies and follow legal requirements (e.g., non-discrimination)</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Create a profile for the position and identify primary or essential functions. • Consider KSA's identified in the job description. Make sure the team is clear on the Knowledge, Skills, and Abilities necessary for success in the position. • Identify traits of individuals previously successful in the position. |
| | <p>Develop rubrics that reduce bias (e.g., common interview questions and “look-fors” in potential candidate answers for discussion after interviews).</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Think about successful traits for the position from the perspective of a peer and the perspective of the supervisor or principal. • Consider answering these questions: <ol style="list-style-type: none"> 1. What does a successful person need to know? 2. What must they be able to do? 3. What must they have? 4. What skills are non-negotiable? • Establish priorities. Ensure that you know which traits are prioritized over others. |

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| | <ul style="list-style-type: none"> Be prepared for the interviews and do <u>not</u> allow one team member to dominate any portion of the interview. |
| | <p>Consider In-Person or Virtual Interviews (See resource)</p> <p>Similar routines can be followed once it is determined if the interview is conducted in person or virtually.</p> |
| | <p>Select Hiring Team and establish expectations. Ensure consistency of team throughout the process and a commitment to maintaining confidentiality.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> In a physical/in-person environment, have team members sit in the same seats/order if the interviews occur over multiple days. In the virtual interview process, keep members consistent and ensure that everyone knows roles (i.e., who is asking what questions and in what order). |
| | <p>Determine specific roles and responsibilities (i.e., who does/leads/approves what).</p> <p>Recommendation:</p> <ul style="list-style-type: none"> Review roles and restate which person(s) are responsible for which roles. |
| | <p>Train Hiring Team members on the process, measures, and scoring rubric to determine whether they have demonstrated inter-rater reliability.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> Consider physical setup. Be explicit about how candidates enter the facility and exit the facility to minimize contact with other candidates. Schedule breaks for team members. Hiring Lead should collect notes or marked rubrics from team members before completing the process. |
| | <p>Ensure that the individuals involved in hiring understand relevant legal guidelines and the potential for bias to impact decisions.</p> <p>Recommendation:</p> <ul style="list-style-type: none"> Review with the team the legal and illegal framing of questions. (See resource) Provide bias explanations to consider while moving candidates through the process. (See resource) |
| | <p>Initiate the selection process early enough to coincide with when the candidate pool is likely to be largest. This is another time to remind Hiring Team members of the need for confidentiality. Only the Hiring Lead should communicate with the candidates, whether they are selected for the position or not.</p> |

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| | <p>Recommendations:</p> <ul style="list-style-type: none"> • Identify positions early. • February and March are ideal times to attend job fairs (face-to-face or virtual) to attract teachers. |
| | <p>Ensure prompt and efficient notification procedures are in place to keep applicants informed of their status.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • This feedback should be prompt and efficient. • This is particularly important if you vary from the original timeline or process you set. |
| | <p>Complete reference and background checks before finalizing an offer of employment</p> <p>Recommendation:</p> <ul style="list-style-type: none"> • Verify previous employment, verify items identified during interview, obtain previous employer recommendations. |
| | <p>Make selection of candidate</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Refer to identified traits and KSAs determined earlier in the process. • Discuss candidates' strengths and weaknesses as a team. • Have Hiring Team members score each candidate at the close of each interview on a defined hiring rubric. • Stress that team members are informing the decision-maker of their perspective and that multiple other data sources factor into the final decision. |
| | <p>Finish the selection process: Refer the selected candidate(s) to the appropriate governing body/board of education.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> • Contact the successful candidate and make an offer. Ensure the candidate knows that the offer is NOT official until governing board votes. • Have candidate sign "letter of intent." • Notify candidates who were not successful in the process. • Maintain records of the interviewing process. • Initiate the onboarding process. |