

Recruitment and Selection Timeline

Recruitment is an ongoing process and often occurs year round. Timelines may vary according to personnel type (i.e., teacher, principal, classified staff).

Timeline	Recruitment and Selection Activities by HCMS Standard
Fall/Winter	<p>Strategic Staffing: <i>Workforce Planning</i></p> <ul style="list-style-type: none"> Analyze staffing requirements to meet strategic goals. Create or update job descriptions to reflect position requirements. <p>Strategic Staffing: <i>Sourcing & Recruiting</i></p> <ul style="list-style-type: none"> Identify sources of high-quality candidates. Work with education preparation programs to do field/clinical placements. Develop/update a recruitment strategy. Implement the recruitment strategy. <p>Strategic Staffing: <i>Selection & Placement</i></p> <ul style="list-style-type: none"> Develop/update a selection process.
Spring	<p>Strategic Staffing: <i>Sourcing & Recruiting</i></p> <ul style="list-style-type: none"> Implement the recruitment strategy. Partner with educator preparation programs. <p>Strategic Staffing: <i>Selection & Placement</i></p> <ul style="list-style-type: none"> Train employees involved in hiring on the process, including how to avoid bias and inappropriate interview questions. Select and hire staff. Determine placements for new and existing staff.
Summer	<p>Talent Management & Development: <i>Onboarding</i></p> <ul style="list-style-type: none"> Orient new employees to the organization. <i>Note: Orientation emphasizes transactional activities (e.g. mandatory paperwork, benefits enrollment, key policies). This is a shorter event and culminates in a one-time event typically held before employee's first day.</i> Onboard new employees. <i>Note: Onboarding helps new employees adjust to performance and cultural aspects of their role and the organization. This is longer in duration and involves a series of events including mentoring and support.</i> <p>Talent Management & Development: <i>Training & Development</i></p> <ul style="list-style-type: none"> Coordinate training and professional development programs.