



Highly Effective Hiring Process

Board of Education Meeting
August 20, 2024

What Constitutes a Highly Effective Interview Process in Orchard Park?

Learning targets for this presentation::

- What does our process look like?
- Hire for dispositional traits
- Tenure



Highly Effective Process

- People, not programs!
- Starts with a critical eye on our staffing plan and forward thinking!
- Job description:
 - Should be purposeful and set the criteria for the position.



Our Process:

- **Posting** - online WNYRIC job board and outside publications (if needed)
- **Application Process** - Flipgrid introduction video, cover letter, resume, properly certified
- **Screening Round** - dispositional traits
- **Committee Round** - dispositional traits & technical skills
- **Final steps** - reference checks with final interview

PROCESS



What We Can Change

**Relatively Easy
to Change**

**Relatively Difficult
to Change**



Knowledge,
Punctuality,
Appearance

People Skills,
Assessment Strategies,
Technology Infusion

Caring, Enthusiastic,
Responsible, Committed,
Energetic, Positive, Enjoyable,
Humorous, Accepting

Train for These



Hire for Dispositions



PEAK

Persistence

Empathy

Authenticity

Knowledge



Hire for Dispositions

- Write your job description & profile
 - Describe your ideal candidate
- Examine Cover Letter and Resumes for examples:
 - Leadership as a student?
 - Leadership as a teacher?
 - Volunteer work?
- Structure interview process and questions that will assess this.

The dispositional characteristics most likely will not change from position to position!



Individual Evaluations by Hiring Committee

Educational Background - *Does the candidate have the appropriate educational qualifications or training for this position?*

Prior Work Experience - *Has the candidate acquired similar skills or qualifications through past work experiences?*

Technical Skills - *Does the candidate have the technical skills necessary for this position?*

Verbal (and Written) Communication - *How were the candidate's communication skills during the interview?*

Candidate Enthusiasm - *How much interest did the candidate show in the position and the District?*



Individual Evaluations by Hiring Committee

Knowledge of District - *Did the candidate demonstrate sufficient knowledge of the District?*

Team building/Interpersonal Skills - *Did the candidate demonstrate good team building/interpersonal skills?*

Initiative - *Did the candidate demonstrate a high degree of initiative?*

Time Management - *Did the candidate demonstrate good time management skills?*

Customer Service - *Did the candidate demonstrate a high level of customer service skills/abilities?*



When Does The Hiring Process Conclude?

- Trick question!
- Tenure- SUPERSTARS!
 - Role of mentoring, induction, and administrative involvement:



Questions?

“I am determined to be cheerful and happy in whatever situation I may find myself. For I have learned that the greater part of our misery or unhappiness is determined not by our circumstance but by our disposition.”

Martha Washington

