

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





What We Can Change

Relatively Easy to Change

Train for These

Relatively Difficult to Change

Knowledge, Punctuality, As Appearance -

People Skills, Assessment Strategies, Technology Infusion Caring, Enthusiastic, Responsible, Committed, Energetic, Positive, Enjoyable, Humorous, Accepting



Hire for Dispositions





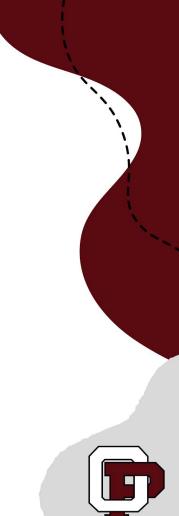
GETTING TO US



HOW GREAT COACHES MAKE GREAT TEAMS

PEAK

- **P**ersistence
- **E**mpathy
- 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

