

Best Hiring Practices

Hire Early

The best talent gets hired early. Based on a study conducted in a large, urban school district, **60% of candidates hired in March-May were highly effective teachers**. Just 40% of those hired in June-August were equally effective.

- 1 Identify your vacancies early by sending out intent surveys to current faculty members asking their plans for the upcoming school year.
- 2 Conduct follow-up conversations with faculty members to retain high performers or push for early notification of separation.
- 3 Once a vacancy is identified, hire quickly to capitalize on when the candidate pool is strongest.

Create a Hiring Committee

Create a strong hiring committee to divide interview responsibilities among administrators, teacher leaders, and content area specialists. Including multiple perspectives on your committee allows you to better judge candidate potential.

- 1 Identify administrators, teacher leaders, and content experts among your current staff.
- 2 Outline roles and responsibilities for an efficient hiring processes, from reviewing resumes to scheduling interviews to marketing your school.
- 3 Devote time to hiring committee training to make sure all members are aware of responsibilities.



Use a Selection Model

Schools that use a selection model with multiple measures to assess candidates typically hire better teachers because they see a more comprehensive picture of candidate ability. One study on a subset of urban schools that used multiple measures to hire found that **nearly 90% of their new hires were effective teachers**.

- 1 Identify the most important competencies and traits necessary to be an effective teacher at your school.
- 2 Create interview questions and hiring exercises that assess for the competencies and traits you've identified.
- 3 In addition to an interview, have candidates perform a hiring exercise or sample lesson to enable you to see them in multiple contexts performing the skills they will need to demonstrate in the classroom.

Market Your School

To recruit top talent, it is imperative that you market the strengths of your school, treat your interview as a two-way process, and find innovative ways to attract candidates. One national study, for instance, found that 92% of companies use social media to attract talent.

- 1 Create marketing materials that highlight school strengths to your candidates, e.g. flyers, brochures, school website, etc.
- 2 Identify someone on hiring committee devoted to "candidate cultivation," responsible for developing candidate interest, greeting candidates on interview day, following up with phone calls, etc.
- 3 Remember: Interviews work both ways, and you should be working to impress the candidate. If your hiring process screams chaotic or disinterested, you will not attract top talent.

Hiring Resources

Early Hiring Resources

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Resources: Using the [Declaration of Intent Form](#) with your teachers can help you identify your teaching vacancies earlier. The [Early Hiring and Selection Timeline](#) will help you plan out your teacher hiring timeline.

Open these attachments in the left side bar. If the attachment list is not visible, click the paper clip on the left bar.

Hiring Committee Resources

Create a strong hiring committee to divide interview responsibilities among administrators, teacher leaders, and content area specialists. Including multiple perspectives on your committee allows you to better judge candidate potential.

Resources: The [Hiring Committee Worksheet](#) will help you identify the right people and roles for your school hiring committee to ensure that your hiring process is efficient and effective.

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Selection Resources

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Resources: Have your candidates perform the [Demo Lesson Exercise](#) during their interview to get a more comprehensive picture of their abilities. Use the [TKES Interview Question Bank](#) to select interview questions aligned to the TKES evaluation tool.

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Marketing Resources

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Resources: Use the [School Marketing Flyer Template](#) to create a school flyer highlighting your school's strengths. Send this to your candidates to cultivate their interest in your school.

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