



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

SETH DAVIS



GETTING TO US



HOW GREAT COACHES
MAKE GREAT TEAMS

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

