



Certificated Hiring 2020

Regional Meeting Presentation - February 24, 2020

Outcomes



- Understand the principal's role as human capital leaders
- Understand shift in human resources support
- Understand preparation “behind the scenes” for the job fair and the 2020-2021 hiring season
- Learn about “day of” logistics
- Review internal transfer process

Certificated Application Changes



- Application simplified
- Requirements for complete application:
 - Resume
 - Transcripts
 - 2 Certificated Reference Forms
 - Letter of introduction responding to prompt
 - Education and experience
 - Major goal(s), specialized skills and areas of interest
 - Candidates are asked to address how they will make a positive impact on student learning; why they believe they are a good candidate for Everett Public Schools

Pool Interviews



- Elimination of Pool Interviews
 - No pool interview score
 - Broader applicant pool
 - Human capital leaders make hiring decisions
(from interview to hiring recommendation)



Candidate Preparation Level 1



- Candidate Preparation Level 1 (*screening*)
 - Applicants will be screened by HR
 - Candidate Preparation Level 1 form viewable to all administrators in the [Frontline](#) Forms section



The screenshot shows a sidebar menu with the following items:

- Quick Look
- Online Application
- Application Materials (26)
- References (5)
- Communication Log (13)
- Interviews (1)
- Fit Reports (1)
- Forms** (highlighted in purple)
- Fill Out a New Form
- Send a Form
- List All Forms (11)
- 20-21 Level 1 Certificated Screening** (highlighted in yellow, with a count of 1)
- Applicant Screening (4)
- Reference Surveys (6)

Job Fair Logistics



- CRC layout
- Materials
 - Laptops (2 chrome book carts)
 - Table skirts
 - Office supplies
- School signs





Internal Transfer Window

- Internal transfer dates
 - February 25
 - March 3
 - March 10
 - March 16 – 20 – no postings
- Conversation timeliness
 - Must have conversations each week
 - Next school impacted must post the next Tuesday
- Transfer illustration
- March 24 - internal/external postings resume