

# 10 STEPS TO HIRE A secondary school counselor



## 01. Principal Notification

Principal (or designee) informs School Counseling Consultant of school counselor openings via phone or email, while Human Resources forwards resignation notices to Consultant.

School Counseling Consultant works with Human Resources to create and post the opening on Frontline.

## 02. Job Posting



## 03. Application Process

Applicants apply and the District School Counseling Team screens and verifies their applications.

District School Counseling Team screen applications and conduct screening interviews for qualified candidates.

## 04. Screening & Interviewing

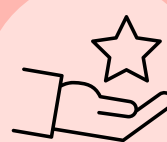


## 05. Reference Checks

District School Counseling Team conduct reference checks for candidates who clear the screening interview stage.

District School Counseling Team push the final candidate list to the principal through Frontline.

## 06. Candidate List Submission



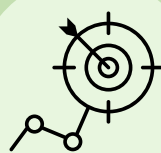
## 07. School Team Interviews



It is recommended that the principal (or designee), the counseling team lead and at least one other counselor interview candidates from the final list.

The principal (or designee) informs the School Counselor Consultant of the selected candidate and the Consultant will collect all interview notes.

## 08. Selection Notification



## 09. Offer Finalization



The School Counseling Consultant will complete the Recommendation for Hire Form and notify the principal (or designee) when they can offer to the candidate.

The principal (or designee) extends the offer, and the School Counselor Consultant coordinates with Human Resources for onboarding. (If the candidate declines offer, return to Step 08.).

## 10. Offer & Onboarding

