



BEST PRACTICES FOR HIRING

★ Application Window

- When hunting for new recruits, make sure to keep the application window short and sweet, usually just 5 business days. If you need more applicants after that window, contact HR and we will extend the closing date.

★ Interviewing

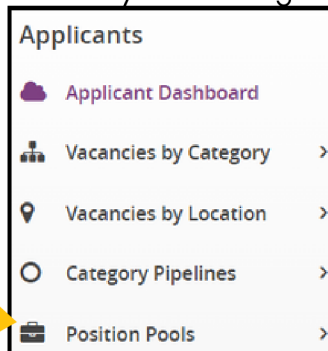
- Score 3 required interview questions.
- Keep the same interview team (2+ interviewers) for each job ID.
- During interviews, remember to treat all interviewees with the utmost respect and professionalism. Make them feel like superstars and showcase why joining your team is an excellent opportunity.
- It is equally important to communicate promptly with all candidates. Make sure you notify them if they are not selected for an interview or the position.

★ Onboarding

- Lastly, once you've found the right fit, encourage new hires to begin the onboarding process promptly to ensure a smooth transition into their new roles.

★ Reviewing Candidates

- Prioritize reviewing applications from individuals who hold professional educator licenses.
- If available, interview a minimum of 2 eligible transfer applicants. A transfer applicant is any current JSD licensed employee with a professional educator license and current JSD teaching assignment. If you are uncertain if an applicant qualifies as a transfer, please reach out to HR prior to scheduling interviews.
- For urgent or hard-to-fill positions, do not hesitate to reach out to applicants in the "Pool" category on the Frontline platform. These candidates may offer unique solutions to your staffing needs.



- Contact your HR Recruitment Team for additional names of student teachers, job fair contacts or any other hiring questions.

Elementary

- Jane Olsen x88217
- Shaina Nielsen x88221

Secondary

- Brittany Bauer x88214
- Melinda McAnally x88227