

## **Recruiter Training Agenda**

IT Conference room-Bldg B

9/11/14

### Welcome

Fall recruitment is about to start in a few weeks. You have graciously volunteered to be a part of recruiting great teachers for our district. We look forward to working with you and a great recruitment season.

### Overview

Recruiter training

Vision

Objectives

Prep

Community

Event Execution

Post Event

Summary Quiz

Questions?



# Recruiting 101

Presented – Sept 11, 2014

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## Vision

- TUSD is committed to recruiting and retaining highly qualified and appropriately certificated administrators and certificated staff members, representative from diverse backgrounds and cultures, who are competent, and ready to manage, teach, engage, and challenge our present and future learners.

## Training Objective

- This training will aide members involved in the recruiting process with:
- Travel paperwork
- How to set up for the event
- Background information for TUSD,
  - Initiatives,
  - Salaries,
  - Benefits,
- Tucson community.

## Preparation

- Released Time Form
  - Airline
  - Rental car
  - Hotel
  - Event Registration





## Preparation (continue)

- Know Event Stats
  - Potential candidates
  - Diversity
  - Critical Needs Areas  
(Math, Science, SPED)

## Potential Recruitment Sites

- Historical Black Colleges & Universities (HBCU)
- Hispanic Colleges & Universities(HACU)
- National Council on Teacher Quality(NCTQ)

# Community Characteristics

- Know Key Characteristics
  - TUSD
  - Tucson
  - Arizona





## Event Execution

- Employer Sign-in( refer to event brochure)
- Set up table with the following:
  - Student sign-in sheet
  - TUSD Brochures
  - AZ Magazines

## Event Execution

- Key to a successful event is attracting candidates to table
  - Positive Attitude
  - First Impression are key
  - Stand in front of table
  - Welcoming
  - Smile
  - Listen
  - Respond



## Event Execution (continue)

- Interviews (conducted by Principals/Administrator)
  - Setup interview times (20 min blocks)
  - If Qualified provide letter of intent(make two copies)
  - HR representative will explain application process(apply online, submit all required certification.





## Post Event

- Turn in all paperwork ( sign-in sheet, letters of intent and resumes to HR)
- File travel voucher (luggage, per diem, and parking)



## Summary Quiz

- Preparation
- Event Execution
- Post Event

