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
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