



# Identifying and Recruiting High-Quality Staff

Research has shown that teacher quality has a large effect on student achievement during the school year, and staff quality during your summer learning program is equally important. To ensure access to a large candidate pool, begin the search process early. Here are examples of tools you can use in the recruitment, application and interview processes.

## Recruiting Staff

The first step in recruiting high-quality staff is determining your specific staffing needs and defining who and what you want to meet those needs. If you use certified teachers from your participating school, you may not need a separate job description. Use this template to help you organize your job requirements into a job description.

**Job Description Template**

Job Title: \_\_\_\_\_

Availability Requirements: \_\_\_\_\_

Pay Scale: \$ \_\_\_\_./\_\_\_\_./\_\_\_\_\_ to \$ \_\_\_\_./\_\_\_\_./\_\_\_\_\_ commensurate with experience.

Description of Organization/Program: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Summary of Specific Role: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ideal Candidate: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Directions to Apply: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





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Here is a completed example:

**Job Description Template**

**Job Title:** Program Instructor

**Availability Requirements:** Available Monday-Friday, 9 a.m.-4 p.m. from June 1 to August 31

**Pay Scale:** \$ 10.00/hour to \$15.00/hour commensurate with experience.

**Description of Organization/Program:** Summer Success is an innovative summer program focused on providing K-5 students with learning opportunities that expand their skills in literacy, math, science and physical wellness.

**Summary of Specific Role:** As a Program Instructor you will guide the development of students as they work through our project-based curriculum.

**Responsibilities:** Specific responsibilities of a Program Instructor include, but are not limited to, these: preparing materials and activities for students based on our specific curriculum; ensuring the safety of students and fostering 21st century skills in our positive behavior support program; and supervising students during arrival, dismissal and transition times.

**Ideal Candidate:** We want individuals who embody our guiding principles of developing the individual, encouraging the team and supporting lifelong learning. The ideal candidate will be flexible, dependable, self-motivated, team oriented, and will have 2-3 years' experience working with students in out-of-school time programs. Summer program experience, work with at-risk students, and/or an associate's or bachelor's degree also preferred.

**Directions to Apply:** To apply, please send your completed application and resume to the hiring manager at the following email address: [example@example.org](mailto:example@example.org)





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### Where to Recruit Quality Staff Members

The first place to start the recruiting process is with your participating school. You may also need additional staff who won't necessarily have teaching certificates.

- Schools:** Tapping into personnel resources from local schools means that candidates are likely to meet several of your criteria, such as previous experience working with specific populations of students, clearances or previous out-of-school time experience.
- Local university education programs:** University students may be looking to fulfill internship or field experience hours during the summer. These students bring diverse backgrounds to the program while fulfilling some of their program requirements.
- AmeriCorps and City Year:** Programs such as these provide stipends to individuals who provide services to underserved areas. Many highly qualified candidates spend time participating in programs such as these between degree programs or careers.
- Guardians:** Do any of your parents know potential candidates for the program? Do any of the parents or family members themselves have the preferred credentials? Connecting with families and getting them involved in the recruitment process or in the program as employees is a great way to incorporate family voice into the program.

Connect with the potential candidates in a few ways:

- In-person networking:** When speaking with a potential candidate, exchange contact information and secure the best way to reach them.
- Flyers:** Arrange with your community partners to cross-post job openings.
- LinkedIn:** Use LinkedIn.com to search for high-quality candidates.
- Employee referrals:** If your program also has an afterschool component, inquire with your high-quality employees to see if they know any potential candidates.
- Website:** Use your own website to promote your program and hiring search.
- Professional and community organizations:** Do you belong to any professional organizations or regularly attend functions of organizations affiliated with your program? Many organizations allow their members to search for candidates or post open positions at either low or no cost.
- Open house:** Invite candidates to an open house to provide information about your program and to gauge how they work in groups.



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## The Interview

When you are ready to conduct interviews, here are sample questions and a rating scale. For each question, determine some key points you'd like your ideal candidate to include in their answer. A rating scale can be used to determine how close a candidate came to including the ideal responses. Be sure to use the same questions and rating scale in every interview, so you conduct an equitable comparison of candidates.

Question	Candidate Response	Rating
Why are you applying for this position?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
How did you hear about us?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
What do you know about our organization?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
Walk me through your related experience.		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
What do you find most exciting about this role and why?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
What do you think will be most challenging about this role and why?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>





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Question	Candidate Response	Rating
What do you hope to learn in this position?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
Tell me about a time when....		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
What is your philosophy on...?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
How would you handle this situation...?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
Why should we hire you?		<p style="text-align: center;">1 2 3 4 5</p> <p>Rationale:</p>
		<p>Total:</p>

