



Human Resources Series

June 15-18, 2020



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Disclaimer



Recruiting and Hiring Staff

June 16, 2020



YOU FOR YOUTH

Facilitators



Andrew Francis

Education Specialist



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Education Specialist



YOU FOR YOUTH

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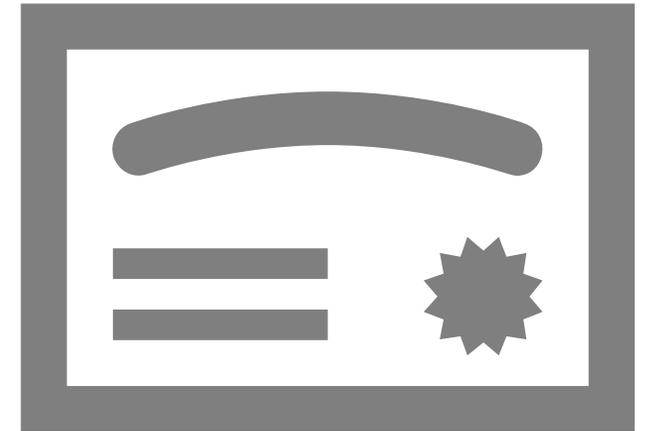
Using Zoom

A screenshot of a Zoom meeting window. The window title is "Zoom". In the top right corner, there are window control buttons and a "Speaker View" button. The main area shows two video thumbnails. The left thumbnail is labeled "David" and is highlighted with a yellow border. The right thumbnail is labeled "Dave". Below the thumbnails, there are two large blue arrows pointing downwards towards the Zoom control bar. The control bar at the bottom includes icons for "Unmute", "Start Video", "Participants" (with a count of 2), "Chat", "Share Screen", "Record", and "Reactions". A "Leave Meeting" button is located in the bottom right corner of the control bar.



Certificates

Will be provided for each day of the series and emailed to you within one week.





The Series

Identifying Talent: Monday, June 15

Recruiting and Hiring: Tuesday, June 16

Training and Developing Your Team: Wednesday, June 17

Retaining Staff: Thursday, June 18

1 p.m. ET



Today's Documents

You are here: Home → Forum Home → Discussions → Human Resources (Four-Part Series)

Human Resources (Four-Part Series)

Topic Title	Views	Replies	Latest Post Info
 Documents and Links Author: David McConnell	10	1	Posted: 1 hour, 48 minutes ago Author: David McConnell

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forum

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YOU FOR YOUTH

Objectives

- Develop an effective interview and selection process to recruit qualified and competent candidates.
- Utilize Y4Y resources to assist with marketing open positions and conducting effective interviews.





Recruiting Candidates

Identify Qualified Candidates

Interview Process

Extend an Offer



Identify Qualified Candidates

Vetting Process - Crucial Steps:



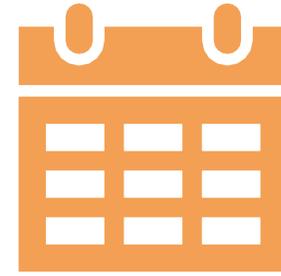
- Market the Position
- Rank Resumes
- Interview Candidates
- Check References
- Make an Offer
- Hire Staff



Which step do you have the most difficulty with?



Marketing Process



- Create a timeline.
- Develop a marketing strategy for job openings.
- Create and post flyers throughout the community.
- Post job descriptions online – social media, websites.
- Email partners.



Recruiting Timeline



Human Resourcing Packet

Recruitment Plan Timeline

Directions for timeline: Having a clear and detailed plan in place will ensure that your team members understand their roles in the recruitment and hiring process, as well as what needs to happen to fill the open positions. Work backwards from your anticipated hire date to determine the recruitment timeline activities. Use this sample Recruitment Plan Timeline as a reference in creating your own timeline.

Recruitment Activity	Timeline	Staff Member(s) Responsible
Post job advertisements to the following: <ul style="list-style-type: none">• XYZ online job board• XYZ university job board• XYZ school district job board• XYZ Facebook and Twitter pages	by August 5	Jennifer
Create and print job advertisement fliers and post in the following locations: <ul style="list-style-type: none">• Library• Community center• XYZ school staff lounge• Local church or other places of worship	by August 5	Jennifer
Email copy of job advertisements to the following contacts:	by August 5	Jennifer



Common Challenges and Solutions

Where to Recruit Quality Staff Members?

Schools

Local University Education Programs

Parents/Guardians/Families

Other



Common Challenges and Solutions

How to connect with potential candidates:

In-person networking

Flyers

LinkedIn

Employee referrals

Website

Professional and community organizations

Open House



How do you share your job descriptions?

How effective has this process been?



Special Guest



Zelda Spence

*21st CCLC Project Director
Plainfield Public Schools
Plainfield, New Jersey*

Program Details

- Grades 3-12
- Four (4) sites
- Serving 390 students total in afterschool/348 for 30 days or more
- # of staff: 55-60



Recruiting Candidates

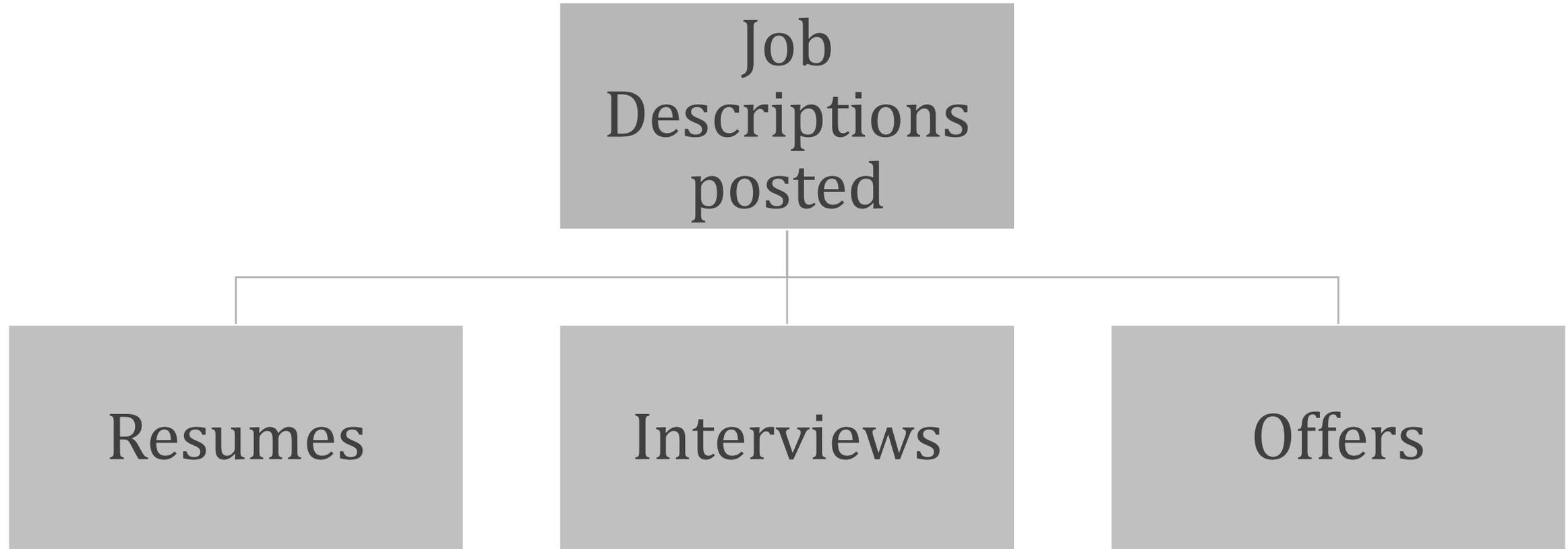
Identify Qualified Candidates

Interview Process

Extend an Offer

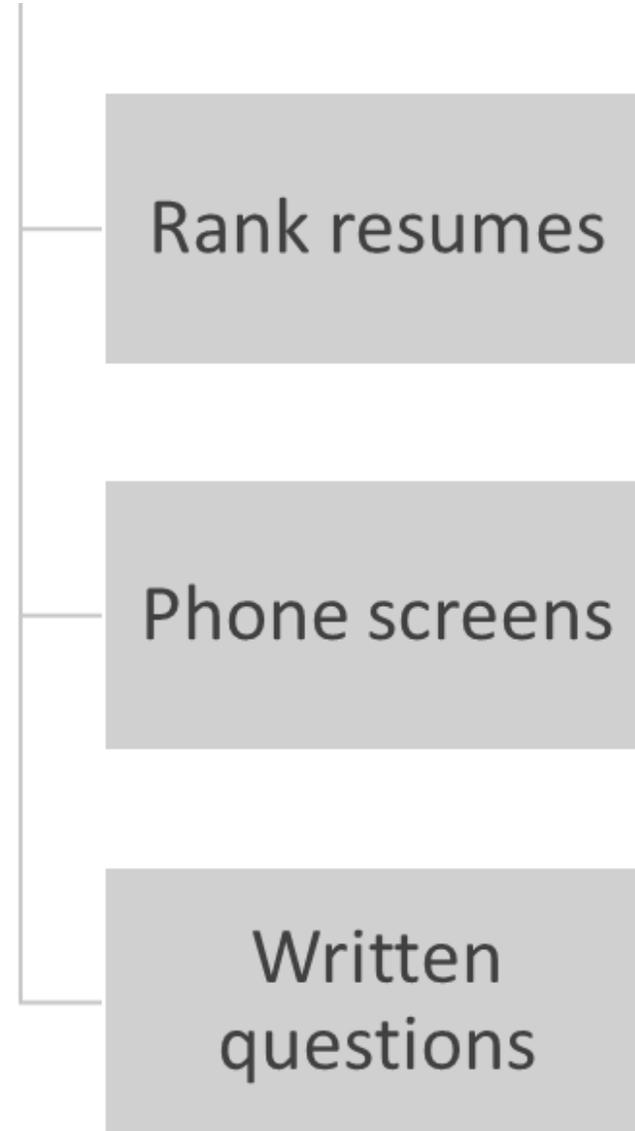


Interview Process





Resumes



Resume Ranking



Primary Purpose

- To successfully incorporate the program vision, goals and objectives into the activities of the site.
- To successfully achieve positive outcomes for students.
- To develop and implement a comprehensive program of out-of-school-day services.
- To assist in the development of a safe and supportive environment for students.
- To actively participate in the personal and professional growth of staff.

Qualifications

Minimum Education/Certification

- AA degree or equivalent, with course work in child development or related area and/or paid or volunteer experience with students

Special Knowledge/Skills

- Basic concepts of child development and atypical child behavior characteristics
- Appropriate human relations and student needs
- Proper English usage, spelling, grammar and arithmetical concepts
- Routine filing, computer skills and record keeping procedures.

Minimum Experience

- Two (2) years or more in an out-of-school time program
- Prefer previous experience as supervisor or director

Major Responsibilities and Duties

- Design and implement programs designed to increase student performance in core academic areas to prepare students for success on state achievement tests.
- Coordinate all activities and meet all the needs of the program before, during and after school hours.

1) Alex Academic

- **Science Enrichment Teacher, *Success Charter School*** (2015-Present)
- **Lead Teacher, *Little Learners Child Care Center*** (2013-2015)
- **Teacher Assistant, *YMCA*** (2007-2013)
- A.A. Early Childhood Development, *July 2007*

2) Brooklyn Bilingual

- **4-H Afterschool Educator, *Pendleton University*** (2017-Present)
- **Summer Program Leader, *Young Einsteins*** (2016-2017)
- **Afterschool Teacher, *Great Lakes Montessori School*** (2015-2017)
- B.A. Elementary Education, *May 2015*

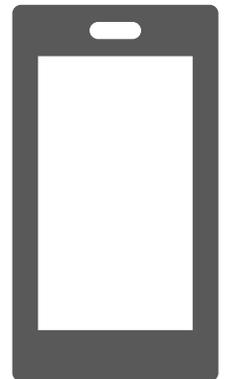
3) Carlos Cognition

- **Youth Counselor, *Eastern Family Services*** (2019-Present)
- **Family Advocate, *Hill Valley Children's Center*** (2018-2019)
- A.A. Psychology, *May 2018*



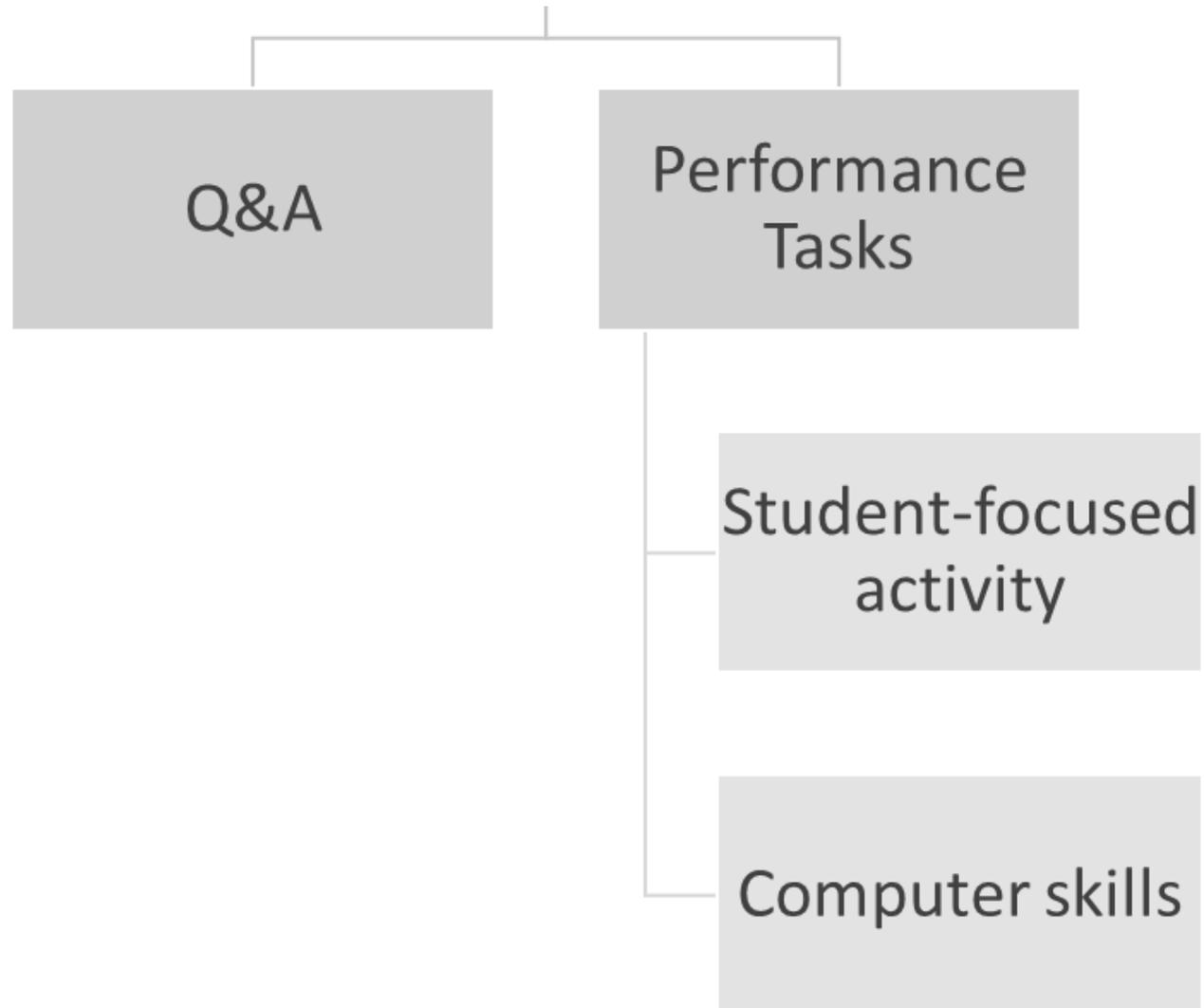
What's one question you would ask?

What answer would you hope for?





Interviews





Scenario-Based Questioning

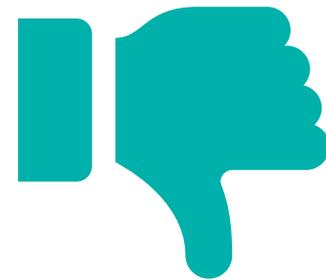
- ❖ Candidate is asked to respond or react to a scenario
- ❖ Provides insight into the presence of core skills and competencies



Tell me a little more about your current position.



Yes



No

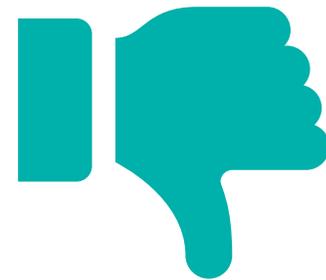
Scenario-Based Question Two



Describe a time when a student defied your instructions. What did you do to defuse the situation?



Yes



No

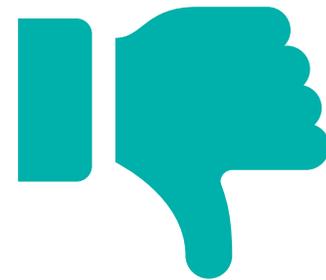
Scenario-Based Question #3



Take me through the process you've used for identifying, engaging, implementing and sustaining a partnership for your program.



Yes



No

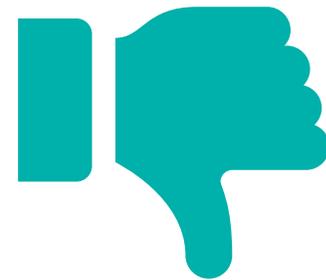
Scenario-Based Question #4



What would you do if a student behaved inappropriately?



Yes



No



Special Guest

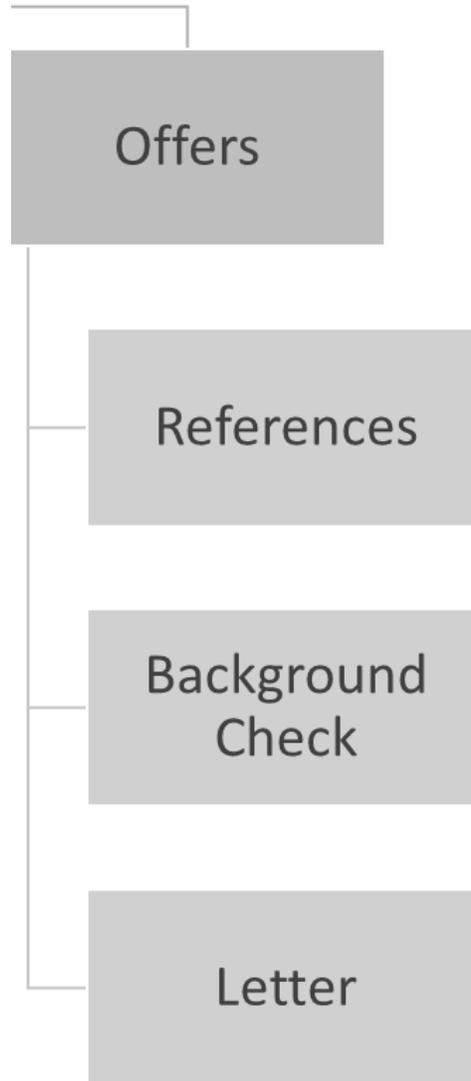


Zelda Spence

*21st CCLC Project Director
Plainfield Public Schools
Plainfield, New Jersey*



Interview Process





Reference Form/Survey



You for Youth | Managing Your 21st CCLC Program

38

Human Resourcing Packet

Reference Check Form

You can use this form when checking references by phone, or place the questions into a survey and send it to the references provided by the applicant.

Name of Applicant: _____

Position(s) Applied For: _____

Reference: _____

Position/Title: _____

Email: _____

Relationship to Applicant: _____

1. What is your relationship to the candidate, and how long have you known him/her?
2. What are his/her strengths? In what area(s) is there room for improvement?
3. Does the candidate work well with others?
4. How would you describe the candidate's communication style?
5. How well did the candidate perform compared to the job requirements?
6. Would you recommend the candidate for this position?



More than one potential new hire?

Add another round of interviews or a 15-minute student-based activity.

What other strategies have you utilized?



Recruiting Candidates

Identify Qualified Candidates

Interview Process

Extend an Offer



Extend Formal Offer to Candidate



Position title



Rate of pay



Start date



Work schedule



Cycle of employment



Any benefits included with the position



New Hire Paperwork

W-4 Form

Form I-9
(Employee
Eligibility
Verification)

Emergency
Contact
Information
Form

Copies of
Qualifications
(Degrees/
Transcripts
and/or
Certifications)



Tools & Resources



Human Resourcing Packet

Recruitment Plan Timeline

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YOU FOR YOUTH

Trainings to Go



Conducting an Effective Interview

Welcome!



YOU FOR YOUTH



Questions





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https://y4y.ed.gov/

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You for Youth

Online Professional Learning and Technical Assistance for 21st Century Community Learning Centers

Y4Y > Courses > Human Resources

[Contact Us](#) | [Sign Out](#)

AFrancis

Search



Human Resources

Implementation Strategies →



Whether you are developing or improving your human resources plan, the nine strategies outlined in this section will provide you with the depth and breadth to build a strong staff, prepare them for their roles, and retain them as the cornerstone to your healthy 21st CCLC program.

Coaching My Staff →



Use these training tips and tools to orient site coordinators and other mid-level professionals to the basics of human resources, with particular focus on the importance of effective communication in 21st CCLC program development and administration.

Tools →



Find ready-to-use, customizable tools that can help you optimize and streamline your human resources efforts in building and retaining quality staff.

My Notebook HUMAN RESOURCES

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Glossary HUMAN RESOURCES



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