

INSTRUCTIONAL
LEADERSHIP
ASSOCIATION

Episode #66

Continuity Project, Part 5: Virtual Hiring

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CONTINUITY



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Our Essential Question

How can we hire teachers to fill vacancies over the summer...without missing out on valuable input and buy-in from other staff?

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Vision: A Hiring Process That Is...

- Efficient
- Inclusive
- Evidence-Based

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How Summer Hiring Typically Goes



- Teacher notifies you (later than you'd prefer)
- Position gets posted (with delays)
- Scramble to find people to screen
- Scramble to assemble interview team
- Large number of hard-to-distinguish candidates
- Key people are left out

Evidence-Driven Summer Hiring

- Transparent criteria
- Universal opportunity for input
- Rich candidate evidence
- Transparent reasoning



Asynchronous Input

People aren't completely
unavailable.

They just aren't all available at
the same time.

Make hiring more inclusive by
making it asynchronous.

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Step 1: Get Input

- Share the situation
- Ask for input on the criteria
- Ask for volunteers for the process
- Allow for asynchronous involvement
- Make a rubric



Justin Baeder

1 Minute Ago

Chemistry Position Input

As you have heard, we have a vacant chemistry position that we need to fill before school begins.

Since we will not be able to meet in person to prepare for or conduct interviews, I wanted to ask for your input as we prepare to screen applications and conduct interviews.

Please let me know if you're available to:

- Screen applications any time before 4pm on July 31
- Participate in live interviews August 3-4
- Review interview videos August 5-6

We will make a final hiring decision by Friday, August 7.

While this timeline is longer than usual, I didn't feel it would be ideal to have a smaller team make a faster decision, given how important it is that new members of the faculty fit our mission, vision, and values.

You can reply below if you're available to help with any of the above. I'd also like to ask your input on the following questions:

- What professional and interpersonal qualities would you like to see in a new colleague?
- What additional skills would make a candidate an especially valuable addition to our staff?
- What qualities should we look for in a new hire who can best meet the needs of our students?

Please reply by Friday so we can move forward. Thanks for all you do, and I hope you're having a great summer!

—Justin



Darina Tiraboschi

Less Than A Minute Ago

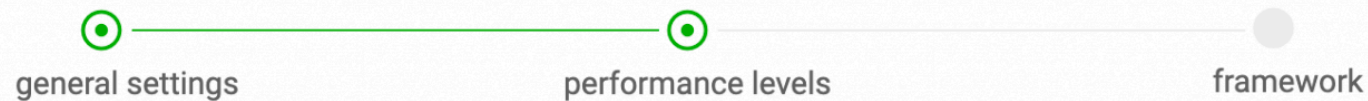
To me, one of the most important things is that the person has trauma-informed training. We know our students typically come to us with a fairly high level of need, and after the extended closures this Spring, we can expect them to be dealing with more stress and trauma than usual.

I'm happy to help with screening and reviewing interviews, but I can't participate on the 3rd or 4th.

[↩ Reply](#) [✎ Edit](#) [🗑 Delete](#)



Rubric Editor



☒ ON Performance Levels ☐ OFF Unique Descriptions



Name

4 - Excellent

Global Description

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text

4/10 Used

Highest

4 - Excellent

3 - Proficient

2 - Basic

Lowest

1 - Unsatisfactory

Cancel

Save & Exit

Previous

Next

R Rubric Editor



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Prefix (10 characters maximum)

1

1

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Standard Text

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Presence

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Standard Analytics Label (24 characters maximum)

Teacher Hiring Rubric

- ☒ 1 Presence
- ☐ 2 Professionalism
- ☐ 3 Content Knowledge
- ☐ 4 Student Focus

Cancel

Previous

Save & Exit

Step 2: Gather Rich Evidence

- Invite candidates to upload video responses
- Involve staff in scoring responses
- Make your interview shortlist

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Assessment Huddle

Assessment name

Wayside School Chemistry Position

Assessment description

Normal **B** *I* U H₁ H₂    

Please upload the following to be considered for a full interview:

- A 1-minute video introducing yourself and explaining why you are interested in this position
- A 5-minute sample mini-lesson teaching a chemistry concept, using whatever materials you choose (you must be on camera)
- Your resume
- Your cover letter
- Any letters of recommendation you may have

Submission deadline

07-30-2020



1:00 AM



Video submissions allowed

2



Resource submissions allowed

10



Huddle Participants

Search person name, email address or group name

Or



New Users

Name

Email

Role



Sheila Blackheart

[Redacted email]

Assessor

Assessee



Kavita Alan

[Redacted email]

Assessor

Assessee



Darina Tiraboschi

[Redacted email]

Assessor

Assessee



Justin Baeder

[Redacted email]

Assessor





My Profile



Sheila Blackheart

...@gmail.com

User

Hi Sheila, Welcome to Sibme

Sibme is an online video coaching and collaboration platform changing the way people learn at work



Videos Uploaded

0



Minutes Viewed

0



Comments Added

0



Huddles

0



View More Analytics >

Recent Activity



Justin Baeder invited you to participate in an Assessment Huddle: : Wayside School Chemistry Position

Today at 03:33 PM

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My Workspace

 Activity




 Search....

All

 Videos

 Resources

Upload Video 

Record Video

Upload Resource

Add URL

Please upload the following to

- A 1-minute video introduct
- A 5-minute sample mini (you must be on camera
- Your resume
- Your cover letter
- Any letters of recommen

Workspace Videos

Search workspace videos

Name	Uploaded	
<div><div><div><div></div><div>00:00:19</div></div><div>Sheila-Intro</div></div><div>Jul 1, 2020</div><div>✓ Added</div></div>		

☐ Copy Video Notes

Cancel

Done

 Sheila Blackheart

Video 1

+

Video 2

+

Resource 1

+





Sheila Blackheart

Submit assessment



Sheila-Intro ...
By : Sheila Blackheart
Uploaded Jul 01, 2020

0 0



Sheila Sample Lesson ...
By : Sheila Blackheart
Uploaded Jul 01, 2020

0 0



Sheila Blackheart Resur ...
By: Sheila Blackheart
Uploaded Jul 01, 2020



Sheila Blackheart Cover ...
By: Sheila Blackheart
Uploaded Jul 01, 2020

Devon Sample Lesson

- Comments2
- Attachments0
- Rubrics
- Assessment Summary
- Performance Level
- Assessment Tracker



Publish Feedback

Search Comments

⌕

⋮

Question Idea Bright Spot

00:00:04

Darina Tiraboschi Less Than A Minute Ago

This is a great way to frame the purpose of the activity

Reply

Justin Baeder Darina Tiraboschi Just Now

I agree—I've taught this course and never thought to introduce this topic that way!

Reply Edit Delete

Devon Introduction

Comments 1

Attachments 0

Rubrics

Assessment Summary

Performance Level

Assessment Tracker



Publish Feedback

Search Comments

Question Idea Bright Spot

00:00:10



Justin Baeder Just Now

I appreciate his warmth and presence, even over video

Reply Edit Delete Less

1-Presence

Devon Introduction

Devon Introduction

- Comments1
- Attachments0
- Rubrics
- Assessment Summary
- Performance Level
- Assessment Tracker ↗

Average performance level 4 - 4 - Excellent

Teacher Hiring Rubric

- 11 Presence
- 20 Professionalism
- 30 Content Knowledge
- 40 Student Focus

1 Presence

times observed: 1

4 - Excellent

Comments Performance Level Description

● Question ● Idea ● Bright Spot

00:00:10



Justin Baeder

I appreciate his warmth and presence, even over video

🗨️ Reply

⏏ More ▾

Step 3: Conduct Interviews

- Small group to ask questions
- ONE Zoom room
- Add/remove candidates while team stays on
- Record & upload
- Collaborative scoring

New Collaboration Huddle

Huddle Name



Wayside School Chemistry Position Interviews

Huddle Participants

Search person name, email address or group name

or

New Users

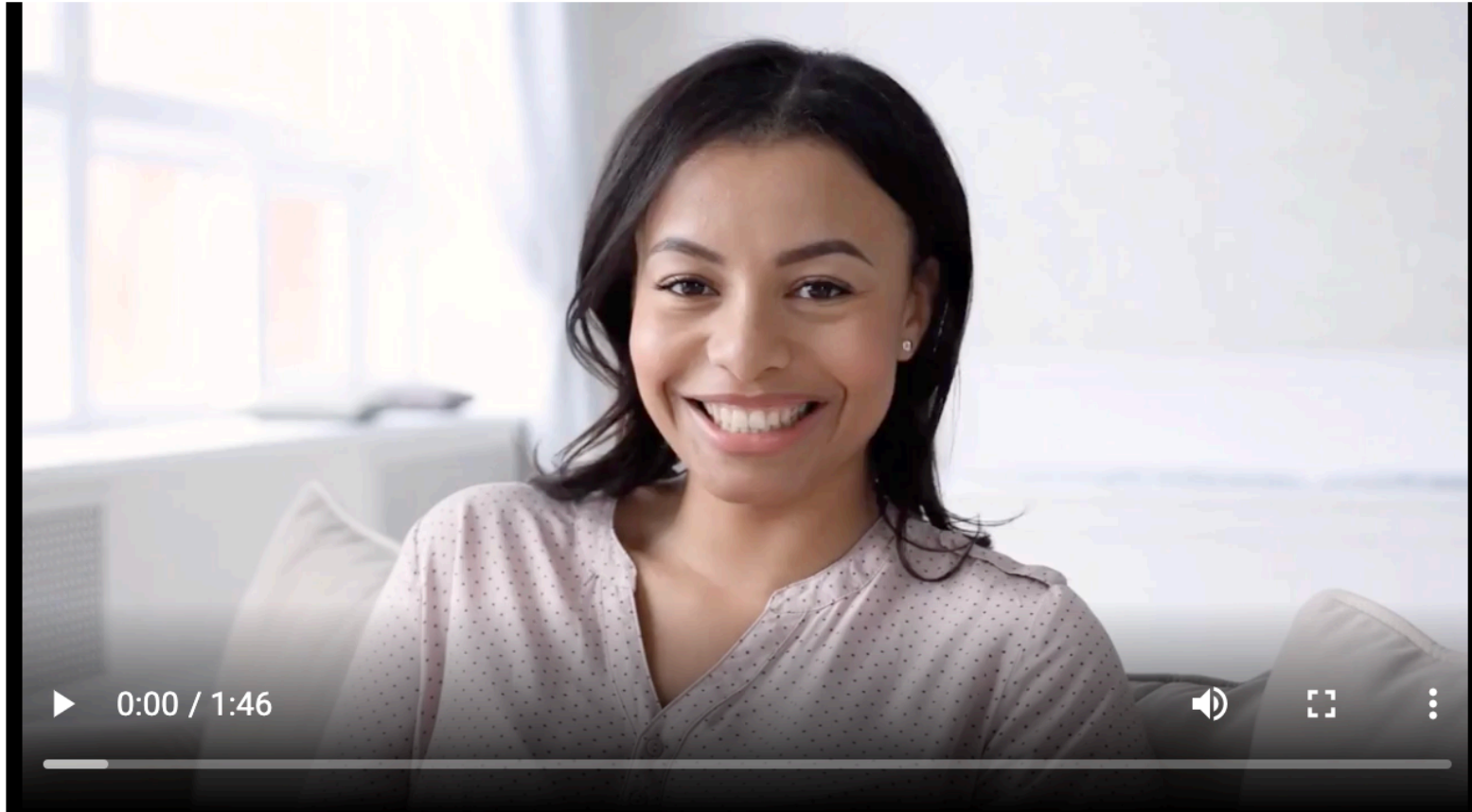
Name	Email	Role
 Darina Tiraboschi		<div>AdminMemberViewer</div>
 Justin Baeder		Admin

[more huddle settings](#)

Cancel

Done

Crop Video



00:00:56

00:01:43

Cancel

Preview Video

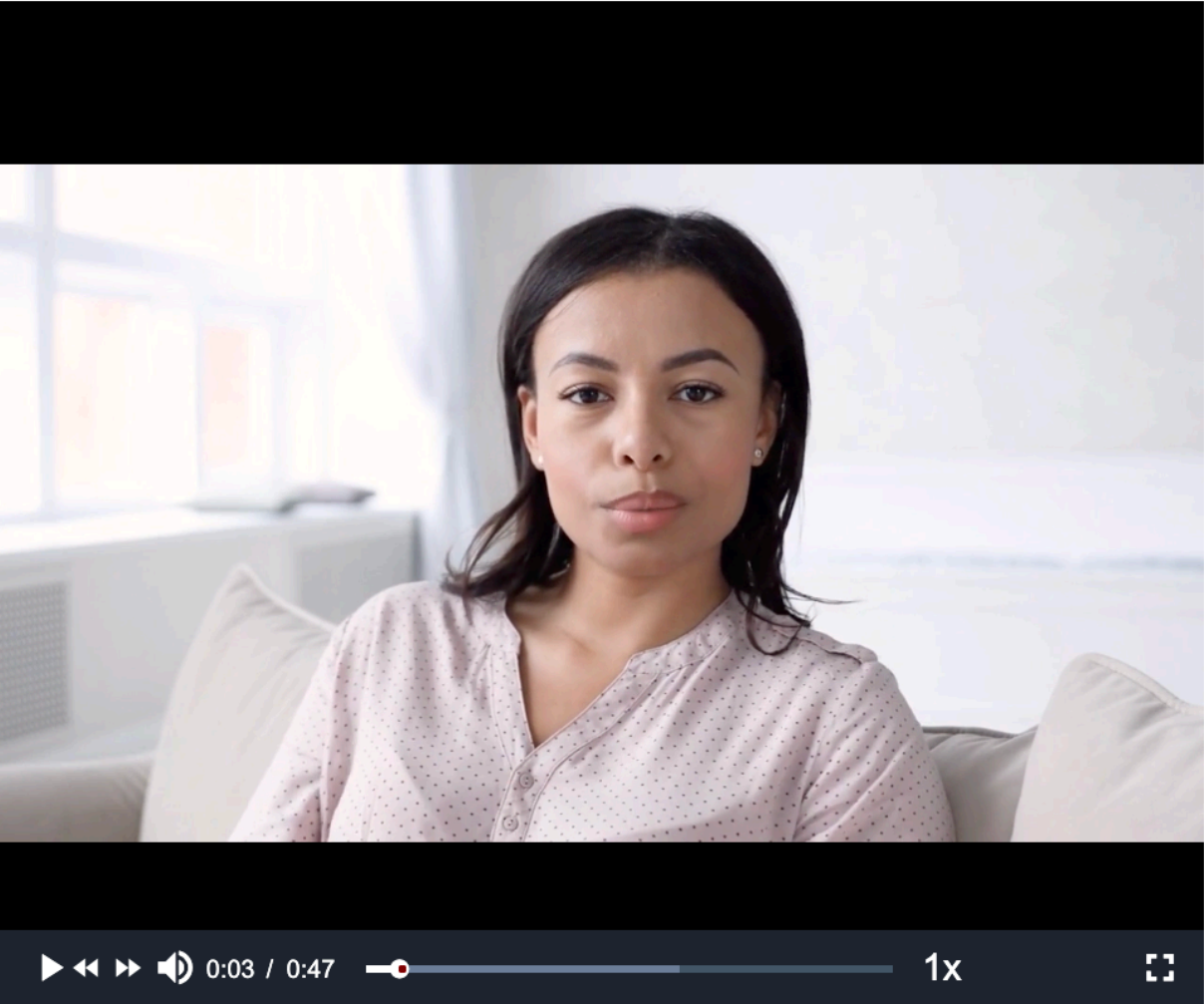
Crop

Kavita Alan Question 1

Comments 1

Attachments 0

Frameworks



Search Comments



Question Idea Bright Spot

00:00:03



Justin Baeder

Just Now

The depth of this example tells me she really knows her content!

Reply Edit Delete

Less



3-Content Knowledge

←

Post Reply

Reply

Thanks Darina—I agree that trauma-informed training is a high priority. Let’s look for that when we’re screening applications. Should we also add an interview question about working with students with trauma?

Email all participants

+

Add Attachment

Done

I

Thanks

Hi

1

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←


Chemistry Position Input

Thanks for all you do, and I hope you're having a great summer!

1 Posts/ 1 Unread

↓ Newest

Q Search




Darina Tiraboschi

about 4 Minutes Ago

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Justin Baeder

about 1 Minute Ago


Thanks Darina—I agree that trauma-informed training is a high priority. Let’s look for that when we’re screening applications. Should we also add an interview question about working with students with trauma?




Add your post...




Workspace




Huddles



LIVE



Videos



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Step 4: Make A Transparent, Evidence-Based Decision

- Make the discussion public
- Score based on rubric criteria
- Tag specific evidence from interview videos

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Drawing: \$50 Gift Card

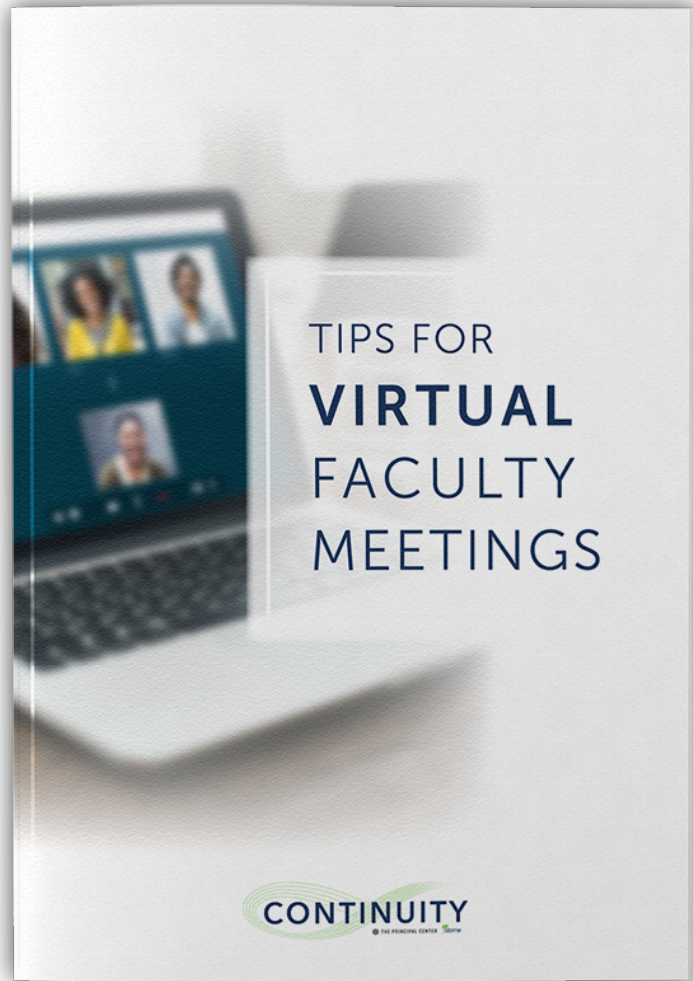
Best teacher interview questions

- Must include at least one unique question—not already suggested
- Share as many as you'd like
- Deadline: Friday, July 17

PrincipalCenter.com/teacherq



Virtual Faculty Meetings



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PrincipalCenter.com/faculty