

Recruitment Sources

- College placement services
- Private placement firms
- Unsolicited inquiries
- Regional education agencies
- Newspaper advertising
- Conference
- Business
- Local media
- Government agencies
- Journal advertising
- State education departments
- Regulatory agencies
- Community organizations
- Colleague organizations
- Open houses
- Job fairs
- Job postings
- Regional recruitment
- Internet

Posting the Position

- Job title
- Effective date of the position (when the position starts)
- Work year: ten, eleven, or twelve months
- Salary
- Certification requirements
- Experience requirements
- Responsibilities and qualifications
- Statement of authority structure: who reports to whom
- Deadline for applications
- Person to whom applications should be sent

Sample Letter of Acknowledgment

Dear

On behalf of the _____, I thank you for your interest in the position of _____ teacher.

We are now in the process of compiling all application material for review. Once completed, an initial group of candidates will be identified for first-round interviews. If you are selected to be invited for an interview, contact will be made near the end of July.

Please see that all application materials, including your resume, transcripts, letters of reference, a copy of your teaching certification, and the enclosed application, are forwarded to my office no later than _____.

We thank you for your interest in this position.

May Jones, Ed.D.
Human Resources Director

Sample Letter of Rejection

Dear

Thank you for interest in the _____ position that was available with _____.

After a careful review of the letters and resumes received, we have selected a candidate whose background and qualifications closely parallel our current needs.

Please be assured that we will keep your application materials on file for twenty-four months in case of a further opening.

Sincerely yours,

Mary Jones, Ed.D.
Human Resource Director

(Note: Retaining of records for a period of time is always wise in case further openings should occur. The reference to a specific period of time, in this example, twenty-four months, may be based on state laws. Administrators should check with their respective state education departments to determine whether a records retention provision applies.)

Materials and Literature for Recruitment

- Vacancy notices
- Job descriptions
- Response letters
- Journal ads
- Marketing letters
- Community brochures
- Application forms
- Salary program
- Fringe benefits program
- Work calendars
- Newspaper ads
- Recruitment brochures
- District brochures
- Policies
- Regulations
- Employee contracts

Applicant Reference Record

Teaching and/or Student Teaching Check

Name of candidate _____ Date of call _____

Applying for _____ Person called _____

Title and address of person called _____

Telephone numbers _____

1. Rapport?
2. Discipline?
3. Open-mindedness?
4. Reaction to criticism?
5. Fluency?
6. Ability to plan?
7. Knowledgeable about teaching methods?
8. Ability to evaluate student work?
9. How would you rate this person as a teacher?
10. Ability to work with superiors?
11. Character?
12. Would you hire or rehire this person?

Additional comments:

Applicant Reference Record

Dear _____:

_____ is being considered for the position of _____ in the _____ and has listed you as a reference.

Please complete the following checklist and return it to use in the enclosed envelope. Please contact me at xxx-xxxx if you wish to make additional comments.

Thank you for your assistance. All information will be kept in confidence.

Sincerely,

Superintendent of Schools

Compared to other teachers you have known, please rate this candidate:

Areas	Upper 10%	Upper 25%	Upper 50%	Lower 50%	Don't Know
1. Initiative					
2. Creativity					
3. Enthusiasm					
4. Ability to work with supervisors					
5. Ability to work with peers					
6. Rapport with parents					
7. Rapport with pupils					
8. Classroom planning					
9. Ability to maintain discipline					
10. Willingness to improve professionally					
11. Contribution to the school outside of regular hours					
12. Overall teaching success					

General Comments:

Consent and Release

I authorize the _____ to inquire, at their discretion, into my professional background and professional experiences, and I hereby release any member or agent of the district from any liability regarding me, regardless whether said information is in my application or not. I further understand that the information gathered, in part or whole, may be shared with school district members involved in the employment process. I further understand that all information gathered regarding my application will be the property of the school district and will not be released to me.

Applicant's Signature

Date