

Principal Resource Guide for Effective Site Selection

Principals and Site Selection teams should use this guide to plan and execute an effective site selection process for all teacher and school counselor candidates. This resource guides you from identifying your opening to onboarding your new hire.



- ✓ Gather start date, grade level, subjects, class size, classroom supports, etc and send to your Talent Partner.
- ✓ Connect with your Talent Partner to ensure the role is open and posted with these details on the [Taleo Job Board](#).
- ✓ Review the [Overview of Site Selection](#) with your team to refresh yourselves on the process.
- ✓ Always be selling your school! Review the [Recruitment and Talent Best Practices](#) so you are putting your best foot forward in selling your school to candidates.

CONTINUOUSLY ENGAGE CANDIDATES THROUGHOUT THE INTERVIEW PROCESS

Recruitment never stops, and you should be continuing to sell the best aspects of your school and follow up fast with candidates to keep them engaged with your school. Use the [School Branding Resources for Principals](#) to help you.



<ul style="list-style-type: none"> <input type="checkbox"/> Streamline process for candidate tracking and screening in Taleo <input type="checkbox"/> Conduct initial phone screens to weed out poor fits <input type="checkbox"/> Delegate to your Site Selection team/others wherever possible <p>Resources</p> <ul style="list-style-type: none"> • Taleo Steppers for HMs • Resume Review Guide • Email Templates • Phone Screen Template • Candidate Tracker 	<ul style="list-style-type: none"> <input type="checkbox"/> Delegate interview scheduling to a team member <input type="checkbox"/> Choose activities that evaluate hard skills (e.g. lesson planning) and soft skills (perseverance) <input type="checkbox"/> Confirm a committee & representative site selection team <input type="checkbox"/> Avoid Unlawful Questions <p>Resources</p> <ul style="list-style-type: none"> • Building Competency Based Process • Interview Rubric • Interview Questions • Interview Tips 	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare logistics ahead of time using resources <input type="checkbox"/> Streamline scheduling by doing demo lessons in bulk or alongside interview <input type="checkbox"/> Be clear with team on purpose and look fors <input type="checkbox"/> Efficiently debrief demo lessons <p>Resources</p> <ul style="list-style-type: none"> • Teacher Demo Lesson Guide • Demo Lesson Guide with Email Templates 	<ul style="list-style-type: none"> <input type="checkbox"/> Always check references (esp. current/former manager) <input type="checkbox"/> Make offer over the phone, provide timeframe for acceptance <input type="checkbox"/> Upload site selection form & change status in Taleo <input type="checkbox"/> Send rejections to interviewees, keep in touch with promising candidates <p>Resources</p> <ul style="list-style-type: none"> • Taleo Steppers for HMs • Reference Checks • Site Selection Form • Rejection Email Template 	<ul style="list-style-type: none"> <input type="checkbox"/> Track new hire onboarding via Taleo report from Talent office <input type="checkbox"/> Welcome employee by reaching out through summer <input type="checkbox"/> Share details about first day, including expectations and when/where to report <input type="checkbox"/> Create on-site orientation <p>Resources:</p> <ul style="list-style-type: none"> • Onboarding PD • Creating an Orientation • Calendar Touchpoints with New Hires
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