



Hiring Manager Guide

2022-2023 Hiring Season

OVERVIEW

The purpose of this document is to ensure we meet **our collective goal of being 100% hired for all campus based positions by June 30th, 2022**. Our commitment to following our established processes ensures fair and equitable hiring practices, prioritizes student safety, as well as provides students with the high-quality teachers and administrators that our STRIVE Prep families deserve.

When we do not follow process, we risk hiring folks who cause harm for our students, require so much support that we burn out our coaches, or who might not fully understand the roles/responsibilities of the jobs they are being hired for. There may also be legal consequences.

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NETWORK HIRING DATA BENCHMARKS FOR CAMPUS BASED ROLES

Talent will send weekly hiring update blasts on progress towards hiring goals in the weekly WPEs.

3/31 40% hired for 22-23 with 50% new hires identifying as POC

4/30 60% hired for 22-23 with 50% of 22-23 new hires identifying as POC

5/31 80% hired for 22-23 with 50% of 22-23 new hires identifying as POC

6/30 100% hired for 22-23 50% of 22-23 new hires identifying as POC

COLLABORATION NORMS

- We operate from a place of urgency rather than emergency.
- We have all stakeholders agree in advance to processes and commit to uphold them.
- We will respond to communications (internal and external) as well as action on new applications within 48 business hours. If we are over capacity, we will meet to problem solve and delegate. We commit to respecting boundaries and will only expect responses during work hours.
- We seek to collaborate with each other beyond the transactional level, lead with inquiry, and utilize radical candor (challenge directly and care personally).
- We keep students, families, and our value of justice at the center of our work.

IMPORTANT DATES

- **2/10** Stay Conversations Trackers due to TA. TA will then keep [this tracker](#) up-to-date.
- **2/18** HMs complete stay conversations or communicate new deadline to MD/TA
- **2/28** Weekly MD/TA/HM meetings
- **3/1** Central stay convos due
- **3/7** Post for all "unknown" positions unless indicated otherwise in MD/TA/HM check-in
- **3/7** New SpEd model roles posted
- **3/25** Shift all mid-year openings from immediate to 22-23 start dates
- **3/28-4/1** Spring Break (TA will continue hiring through this time)
- **4/30** All SY2223 Stipend Positions Posted
- **5/1** HR sends Welcome/Onboarding Email to New Hires and CC APOs and HMs
- **5/18** New Hires attend Senior Signing Day
- **7/28-7/29** New Hire Tech Pick Up & Swag Grab
- **8/1-8/5** Arrive At STRIVE PD

POSTING YOUR 2022-2023 ROLE

New Role (Not a Backfill)	<ul style="list-style-type: none"> • Draft position description, budget, and update org chart with new role. • Share with your supervisor, supervisor takes to the Chief Schools Officer, Chief of Staff, and Chief Finance Officer to finalize the approval of your role. When approved, please send an email with google doc of job description to your TA and cc all stakeholders above. This does not replace an intake meeting with TA. Please refer to the Job Posting Library for templates. • Continue with the below steps for Backfill.
Backfill	<ul style="list-style-type: none"> • When you are ready to post for your roles, please fill out the Job Posting Request Form. • Within 48 business hours, your role will be posted and Amanda Jackson will send you the appropriate interview folder. It is the HM responsibility to edit all materials as needed. • In your principal weekly email, be sure to include that you are hiring for this role, the referral link, as well as this We Are All Recruiters! Guide for your staff. • Please ensure your roles are accurately reflected in this tracker. Comment @sray@striveprep.org with any needed changes to the tracker.

THE INTERVIEW PROCESS & OFFER

Key Points	<ul style="list-style-type: none"> • Final interviews will take place either virtually or in-person. • We hire on a rolling basis (candidates as they come in) vs. waiting for a pool of applicants. This is partially why establishing our process and clear must-haves is so important. • INTERNAL CANDIDATE PROCESS: please review this document that outlines our internal process and how it differentiates.
Baseline Ideal Candidate Profile Written & Phone Screen Rubric	<ul style="list-style-type: none"> • Shares identities and experiences to our students and families • Is bilingual in a language spoken by our students and families • Demonstrates ability to take constructive feedback, implement quickly, & reach out for additional support/opportunities to grow • Has perseverance and ability prioritize own wellness to be able to show up for students • Has foundational understanding of systems of oppression and how they consciously or unconsciously may be perpetuating that system (especially in their role as an educator) • Has demonstrated experience teaching K-12 students of color, multi-language learners, and students w/ disabilities <u>OR</u> strong DEI mindset.
Phone Screens	<p>All candidates must complete a phone screen with an approved interviewer. This component is essential as the main goal is to screen for mindset alignment and commitment to our mission. You can view the questions we ask all candidates regardless of position here.</p> <ul style="list-style-type: none"> • If recommended for role, an approved phone screener will add the candidate to the hiring tracker, add their candidate materials to your hiring folder, and alert you as the hiring manager. • TA will also add salary offer guidance at this time to your interview folder.
Final Interviews	<p>Final interviews are scheduled by the identified Campus Hiring Coordinator or Central Hiring Manager.</p> <ul style="list-style-type: none"> • Instructional role interviews must include at least the following: <ul style="list-style-type: none"> ◦ A 15 min sample lesson (materials provided) w/ mock coaching session and interview with coach ◦ DEI Interview ◦ Supervisor Interview • Within 24 business hours of a final interview, the final interview coordinator will send the candidate experience survey email which will include when the candidate should expect to hear back and cc all members of the Search Team and TA. TIP: To seal the deal, as the Search Team to send separate emails thanking the candidate and offering to connect over additional questions.

	Note: HM's are responsible for ensuring that the final interview note catcher is shared with TA who will keep the note catcher in a restricted access centralized folder.
Verbal & Written Offer	<ul style="list-style-type: none"> TAs will ensure HM has a candidate's offer details prior to the final interview in their Offer Guidance Tracker (located in your campus interview folder). HMs are responsible for calling a candidate with a verbal offer. Candidates should receive an offer or a rejection within 72 business hours of a final interview. You can view some "sealing the deal" tips here! Once a candidate has accepted a verbal offer, please tag Sam Ray in the hiring tracker. You can view an example of our offer email here.

AFTER THE OFFER LETTER

Reference Checks	We require at least two professional references. TA will request references in the offer letter email. TA will complete all references within 5 days of the offer letter and send the reference notes to the HM, MD, & coach for the role to support onboarding planning. If references are not completed in 5 days, TAs will email the new hire with friendly warning, new due date, and cc the HM. If a new hire fails to complete references in 10 days, the offer may be revoked.
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NEW HIRE ENGAGEMENT

Tech Pick Up & Swag Grab	
Care Packages	<ul style="list-style-type: none"> School specific swag!
Senior Signing Day	
Other Ideas	<ul style="list-style-type: none"> Sending texts Assign a buddy

NEW HIRE ONBOARDING

HR Onboarding workflow	HR Onboarding Process
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HIRING STIPENDS (YOUR CAMPUS ONLY)

Posting a Stipend Role	<p>NOTE: Stipend roles can roll over year to year. If someone is planning to return to their role and continue their stipend role, we do not need to post for that role.</p> <p>If posting for an internal stipend role that is only open to staff at you campus, please refer to this document.</p>
Interview Process	For internal stipends, the interview process is run entirely by the hiring manager/campus.
Offer Letters	<p>When you are ready to make a stipend offer, have the staff member sign the stipend description for their role. Once signed, send the signed letter to Tony Wang. Make sure to include name of stipend, name of hired employee, and stipend payment details in your email.</p> <p>NOTE KIPP EMPLOYEES FOR REGIS GROFF STIPENDS PROCESS:</p>

	<ul style="list-style-type: none"> • KIPP sends them the stipend agreement to sign and shares with STRIVE via email @HR Support. HR, adds them to the "Coaches" tab of the hiring tracker and notes that they are KIPP employees so TA is aware. • KIPP shares the completed background check via email with @HR Support (see below) • KIPP pays them directly. <p>For coaches at the Regis Groff Campus who are already KIPP employees, they will be paid through KIPP. Additionally, if KIPP can affirm in writing that a background check happened (and date the check was completed) and state that no adverse issues were found as evidenced by the hiring of the individual and confirm that KIPP will notify STRIVE if KIPP gets notification of any subsequent arrest/conviction information on the individual - we can accept the KIPP background check. If they are not able to, then we need to run our own. This should be sent by email to hrrsupport@striveprep.org.</p>
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HIRING STIPENDS (EXTERNAL OR OPEN TO ALL NETWORK STAFF)

Posting a Stipend Role	<p>NOTE: Stipend roles can roll over year to year. If someone is planning to return to their role and continue their stipend role, we do not need to post for that role.</p> <p>If your stipend role is open to non-STRIVE Prep staff or staff at other campuses, your role needs to be posted externally, follow the TA process above for posting roles which includes filling out this form. External hires for stipend roles will need to complete our full interview and HR onboarding requirements.</p>
Interview Process	For external applications, TA will monitor applications. As candidates apply, TA will send an email with their application materials to you indicating that you will be in touch soon with their next steps.
Offer Letters - Internal Staff Member	After extending a verbal offer, notify TA who you would like to extend a written offer to. TA will send them the independent contractor offer letter through DocuSign. Once all parties have signed, TA will send offer letter to hrrsupport@striveprep.org to trigger onboarding.
Offer Letters - External Hire	<p>We define these types of hires as independent contractors.</p> <ul style="list-style-type: none"> • After extending a verbal offer, notify TA who you would like to extend a written offer to. TA will send them the independent contractor offer letter through DocuSign. Once all parties have signed, TA will send offer letter to hrrsupport@striveprep.org to trigger onboarding. • TA will also complete reference checks within 5 business days. • HR will facilitate background checks as well as completion of W9, Mandatory Reporter Training, Confidentiality Form, and Automated Clearing ACH Request Form. • After completing these steps, they may receive a striveprep email address upon request but will not receive access to IC/InfoHR. • Once HR clears new hire for onboarding and reference checks are complete, TA will send signed offer letter and details to payroll. • Athletic Directors should make sure to communicate their coaches payment details to their campus APO so it can be included in the stipend tracker. <p>NOTE: Regis Groff has committed to sending completed references to careers@striveprep.org rather than TA completing them.</p> <p>Volunteer Coach Offer Letter Template External Coach / Independent Contractor Offer Letter Template</p>

SOURCING GREAT TALENT

We have had our general postings up for 22-23 Teachers, Mental Health Providers, & School Leadership posted on our site since 12/15/21.

HM Asks	<p>With our Talent Teams limited capacity, you can ensure you have great applicants for <u>your</u> roles by taking the below high leverage actions.</p> <ul style="list-style-type: none"> • Get active on LinkedIn! Add the “I’m Hiring” filter and jobs to your LinkedIn profile. You can view a 5 minute How-To video here.
Direct Messaging Platforms	<ul style="list-style-type: none"> • LinkedIn Recruiter • Handshake Premium • TFA Beta Connect
Other Recruitment Information	<ul style="list-style-type: none"> • Events: You can view the recruitment event calendar here. If you’d like to attend an event, please email careers@striveprep.org! • Job Boards: You can view the job boards we post to here.

FREQUENTLY ASKED QUESTIONS

- What if another campus has the same position posted as I do?
- What if a current staff member of mine is looking for a raise?
- What if I am not fully hired by the end of the school year (June 1)?
 - For summer hiring, you will need to fill out this form as well as ensure your calendar accurately reflects your availability.

OTHER HELPFUL LINKS

- [Mosaic Troubleshooting Resources](#) (Work In Progress)
- [STRIVE Prep Hiring FAQs](#) (external facing to be added to intranet)
- [Talent Team Who’s Who](#)
- [Colorado Pay Equity Law FAQ](#)
- [Referral Google Form](#)

SCHOOL SPECIFIC REMINDERS

Below you will find clarity of roles for all members of the School Based Hiring Team:

<u>Managing Directors</u>	<u>Managers of Talent Acquisition</u>	<u>Principals/Hiring Managers</u>
<ul style="list-style-type: none"> • To provide ongoing support in helping principals to manage their time through delegation of tasks that are not hiring. • Support principals in meeting and exceeding deadlines required by Talent and HR. • Collaboratively building school-based interview day systems and structures for these to not have to occur last minute. • If lagging, attend Principal/MTA check-ins. • Identify in principals development the skills needed to prioritize hiring • A defined strategy for keeping current talent • Develop a strategy for onboarding plans for incoming staff to 23-24 and mid-year hires 	<ul style="list-style-type: none"> • Maintain up to date records of open positions • Reach out for help when capacity is the barrier • Understand school's specific must haves for the role to ensure we're not declining the wrong candidates 	<ul style="list-style-type: none"> • Creating easy to replicate systems for interview days • Assigning Hiring coordinators on campus as an informal leadership opportunity. • Clarifying must haves for role so that MTA can share feedback • Responding to Talent team emails within 48 hours

Things Principals can shift off their plate for hiring season

- Effectively delegate all operational and logistic components of interviewing and hiring manager duties to a trusted/trained member of their team.
- Reduce the length of instructional and cultural observations to prioritize hiring.
- Shift core work with MDs to focus on Talent.
- Identify gaps in their admin team that are preventing them from effectively delegating.