With well-placed announcements, you should soon start receiving inquiries. Review applications with those who have been selected to assist in the hiring process and decide which applicants to interview, keeping all resumes on file for future reference.

Interviewing

Effective interviewing is essential in recruiting the best possible staff. The first step in making your interview process effective is pre-interview preparation. Checking professional references and consulting with applicants' previous employers can be very useful. Stay open-minded during the review process and prepare questions you want to ask applicants during the interview. The same interview team should complete all interviews. Prepare a variety of well thought out questions for the interview, such as questions to determine the applicant's overall interest in the position and broad questions to test the general knowledge and understanding regarding working with children. You may also include hypothetical scenario questions to measure skills & aptitude regarding the position and questions related to goals and future plans. Make sure you take notes on their answers so you can compare them later with answers given by other applicants. Encourage the interviewees to ask questions as well; it will benefit them and you allowing you to further assess their interests and ability.

Final Decision

The interview team will make recommendations to the hiring committee and select well-balanced staff that represents a variety of backgrounds, culture, and ethnicity. Consider a trial period in which a potential candidate would work for a day or more, allowing both the employer and applicant to assess the potential position.

New Staff Training

There are essentially two categories of training to consider; new staff training and ongoing training. Once you've hired your staff, the first step is to familiarize them to their new positions and the program. Topics you need to include in your new employee orientation include specific job responsibilities and expectations, as well as a general overview of the program. Include program missions, goals, philosophy and history in the new staff training. Make sure the handbook includes policies and procedures such as safety measures and accident reporting. You may also want to add demonstrations of program equipment.

No employee will remember everything right away; allow the employees appropriate time to learn and adjust to their new positions. Having specific job responsibilities written down in a staff handbook will help facilitate quick and effective learning of responsibilities and expectations.

Ongoing Training

Your staff will continue to grow and improve on their own as they gain valuable on-the-job experience. However, the extent to which your staff improves over time will be largely affected by ongoing training. In order to develop a quality staff, you need to provide quality training through supervision, staff meetings, and in-service training.

Supervision

The main purpose of supervising staff is to monitor and evaluate performance. Remember to be fair, consistent, and courteous, as you will have a much better response. Make expectations clear and provide positive, constructive feedback. Your staff needs to know what they do well and where they need improvement, don't assume that they will know for themselves. Supervising requires special skills, talents, and tact. Don't be afraid to ask for help from knowledgeable professionals and feedback from your staff.

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