

Nau mai haere mai!
Welcome to



Effective Recruitment for Schools and Kura

We will begin soon.

All cameras and microphones have been turned off due to the number of participants.

**A copy of this presentation and recording will be online tomorrow in the
Resource Centre Learning Library.**

Please use the Q&A function to ask any questions as we go.

Preparing our minds for the session



E te hui

For this gathering

Whāia te mātauranga kia mārama

Seek knowledge for understanding

Kia whai take ngā mahi katoa

Have purpose in all that you do

Tū māia, tū kaha

Stand tall, be strong

Aroha atu, aroha mai

Let us show respect

Tātou i a tātou katoa.

For each other.

Your presenters

Maynard Scott – presenter

National Employment Relations Advisor

Carla Palmer – Q&A

National Employment Relations Advisor

Sarah Thornton – host

Learning and Innovation Specialist



What we'll cover

Part 1 – When a vacancy arises

Part 2 – When applications close

Part 3 – Making the decision

Part 4 – Q&A

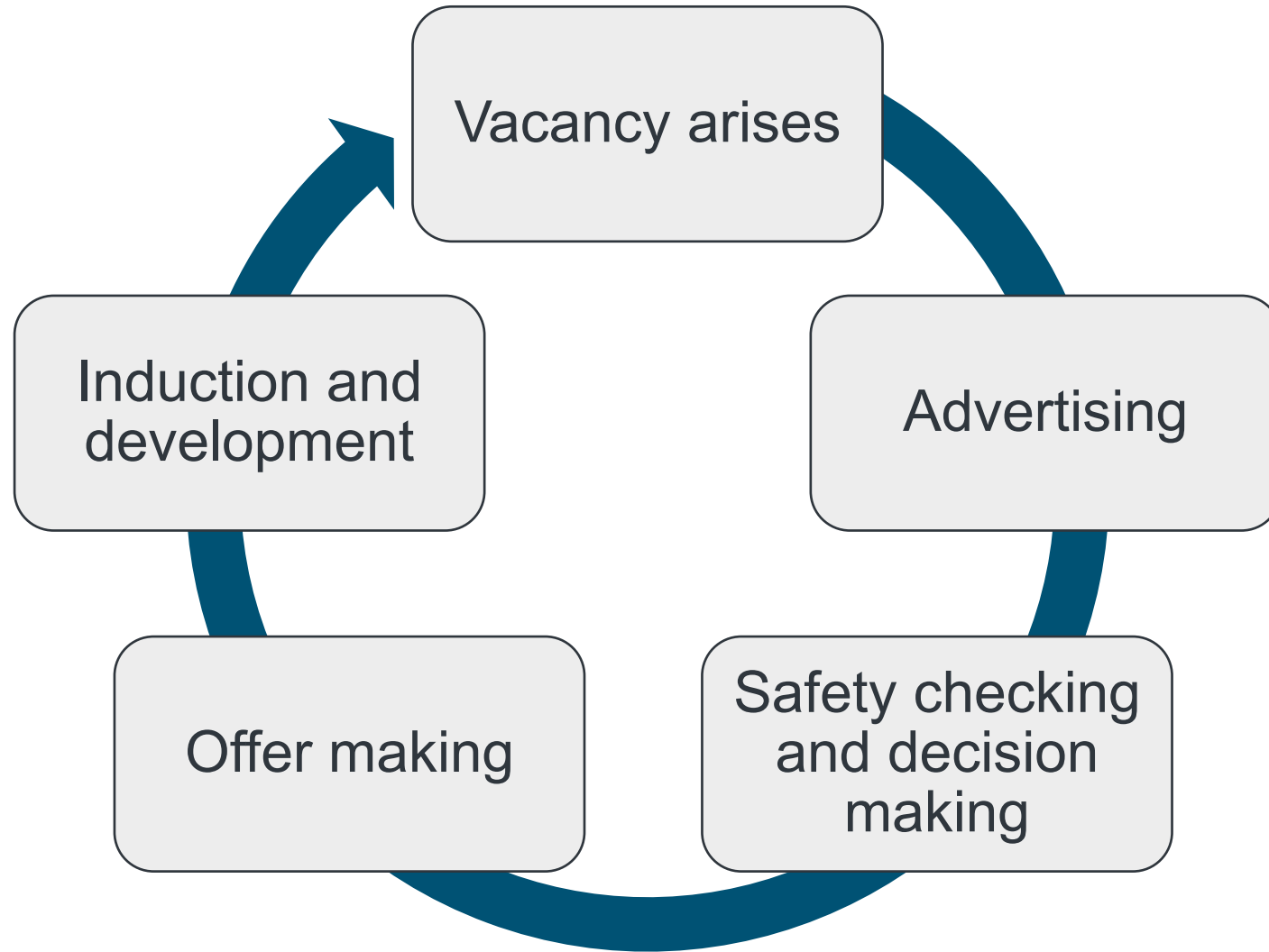


What you'll learn

- Key aspects of the recruitment process
- Advertising requirements and strategies to attract more candidates
- Effective short-listing and interviewing techniques
- Key factors involved in decision making and offering employment



Recruitment cycle



Section 603, Education and Training Act

Is the person best suited to the position
being appointed?

Part 1

When a vacancy arises



Determining who is involved

- Refer to your board's appointment policy in the first instance
- Those with conflicts of interest should not be involved
- Recruitment for special character positions may also involve your school's proprietor



Advertising

- Ensure the job description is up to date and specific to the role
- For principal positions, consult with stakeholders
- No 90-day trials
- Don't underestimate the "vibe" of your school's website or the wording of your advertisement
- Consider the timing of your advertisement and the closing date
- Allow at least 14 days between posting the advertisement and the closing date



Advertising (continued)

- Most teacher and principal positions must be advertised nationally, usually in the Education Gazette
- Non-teaching positions need to be advertised "in such a way that enables suitably qualified persons to apply for the position":
 - social media
 - school newsletters
 - job-search websites
 - local newspapers
- Teacher and principal positions can also be advertised using these methods



Incentives for teacher recruitment



- Your school may be able to offer extra allowances to attract new employees and support for employees returning to teaching
- Use the tool called Workforce Initiative Searcher for Principals
- \$3,450 finder's fee towards costs of overseas recruitment
- Dedicated navigator service
- Qualified teachers can receive a grant of up to \$10,000 to support relocation
- Time allowances to support familiarisation with teaching in Aotearoa New Zealand

Part 2

When applications close

Shortlisting

- Create criteria using the job description (and applicable Professional Standards).
- Use these criteria in a matrix to rank the candidates
- Interview at least three candidates
- Request a police vet for all shortlisted non-teaching roles
- Notify unsuccessful candidates as soon as possible
- Don't feel obliged to appoint someone just because you have advertised the position



Behavioural interviewing

Use your shortlisting criteria to prepare a range of questions:

- Identify the skill or competency you want to assess
- Define good performance to create a benchmark for evaluating candidates' responses
- Consider what poor performance looks like



Inductive interviewing

Using the criteria used to shortlist, prepare a range of questions:

- Broad, open-ended starting question about the skill or competency you want to assess
- Narrow down with follow-up questions

Remember:

- Interviews can be stressful – help your interviewee if they get off track
- Ask questions about child safety



Reference checking

- Often neglected, but an integral part of the process
- The same person should undertake all reference checks and ask the same questions of each referee
- You can only contact referees that the candidate has provided (or consented to)
- Red flags:
 - Hesitative or evasive answers
 - No referees from the candidate's current employer
 - No line managers
- Speak to the referee because written references can be unreliable

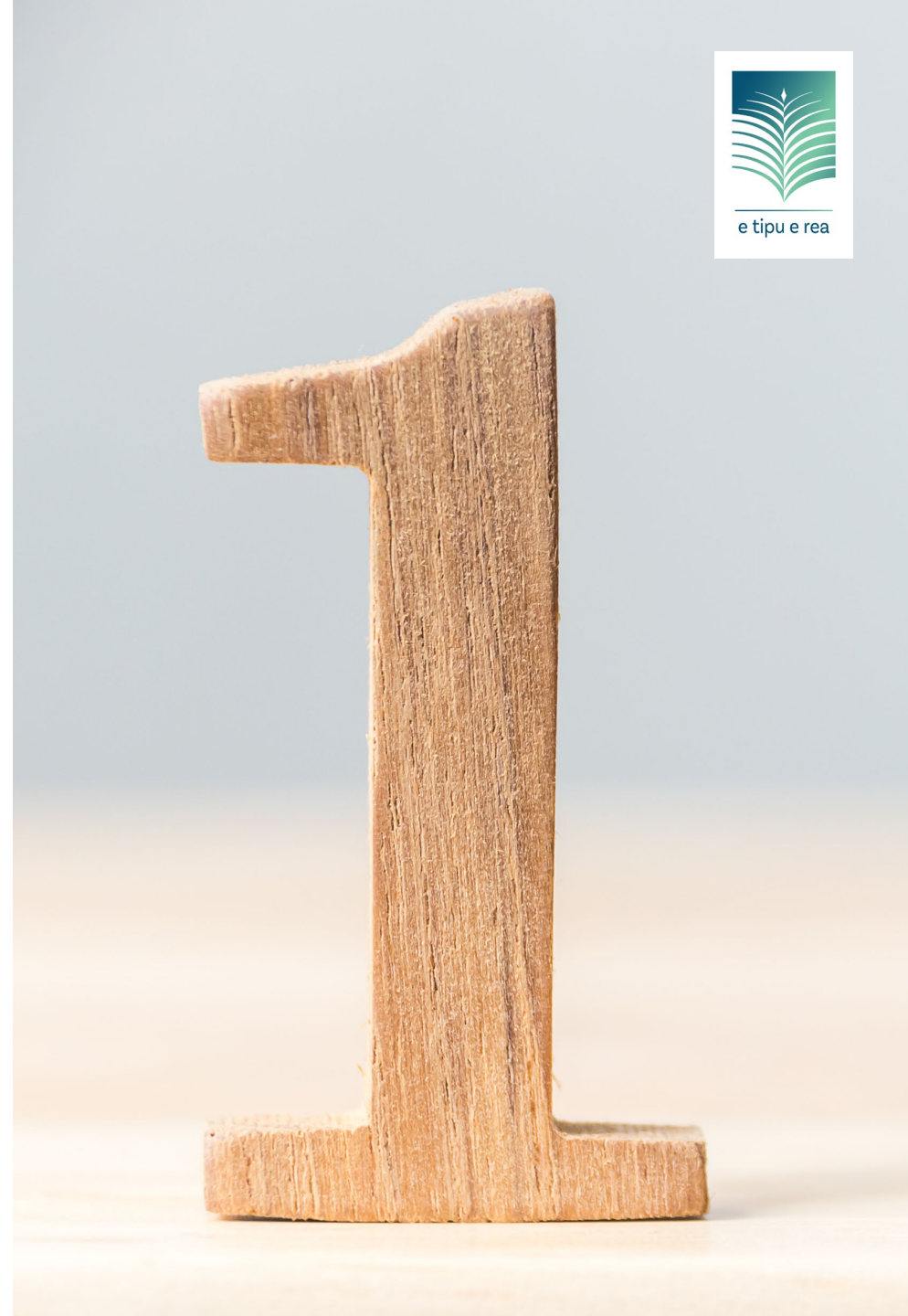
Part 3

Making the decision



Ranking

- Remember section 603 of the Act and the Collective Agreements
- To find the best person to appoint, bring together the following:
 - Your shortlisting criteria
 - The information obtained from interviews (included the agreed interview scores)
 - Any information gathered from reference checks



Making the offer

- Complete safety checks before
- Use our templates
- Reach out to unsuccessful candidates only once the offer has been accepted

Non-union members

- The 30-day rule requires additional actions
- Offer the most recent Individual Employment Agreement (IEA)



What happens if you haven't found a suitable candidate?

- Sometimes it's better to not appoint
- Advertising and employing for a fixed term may be suitable to cover in the meantime
- Consider timing and the “vibe”



A chance to share

Successful strategies you have used
to find and recruit staff





Reflection

What we covered today:

- Key aspects of the recruitment process
- Advertising requirements and strategies to attract more candidates
- Short-listing and interviewing techniques
- Decision making and offering employment

**TAKEAWAYS
+
ACTIONS**

Support and next steps



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Governance matters

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Employment matters

eradvice@tewhakaroputanga.org.nz

Closing the session



Ka whakairia te tapu

Restrictions are moved aside

Kia wātea ai te ara

So the pathway is clear

Kia turuki whakataha ai

To return to everyday activities

Haumi e. Hui e. Tāiki e!

Enriched, unified and blessed!

Ngā mihi nui!
Thank you!