



CHICAGO PUBLIC SCHOOLS

# Virtual Hiring Tips

This guide is designed to support you in the virtual hiring process. If you have any questions, please reach out directly to the Office of Local School Council Relations.

## How to Continue Hiring

We recommend using the district's Google virtual platforms for interviewing (Google Hangouts/Google Meets). School leaders have had success conducting both one-on-one interviews and group interviews on these platforms. Given that Google is the district's partner, we have assessed their security and privacy protocols. However, we also know school leaders use other virtual platforms, too, such as Zoom or GoToMeeting. If you use a non-Google platform, please carefully read their privacy and security statements before proceeding.

We also recommend using appointment booking tools to schedule virtual appointments with candidates. You can do something similar with your CPS Google Calendar (you can learn more here), or you can use other online appointment tools (including Calendly and Picktime).

## Recruit Talent

**Market your school digitally.** Candidates are more likely than ever to research your school online. Now is the time to update school websites, utilize social media accounts, and create a strong virtual presence for your school. Many schools are sharing stories of what teachers are doing during remote learning.

**Stay in close digital communication with candidates.** With everyone at home (and a little stir crazy!), we've found candidates even more eager to stay in the loop. Don't hesitate to email them regularly, connect them with others from your school, and give them frequent updates.

**Host virtual information sessions or digital "tours."** Invite candidates to learn more about your school. You can host a virtual information session to engage candidates virtually. Try to make the sessions interactive by having candidates talk about their backgrounds and interests, hosting a digital tour so candidates can see the building while it's closed, or sharing photos of classrooms, artwork, or shared spaces. Be sure to include your vision for the school, details about the hiring process, and encourage questions about you and the school.

**Utilize the whole school community during virtual recruitment.** Virtual recruiting is an excellent opportunity to include members of your school community who may not be available typically to help you recruit candidates. Invite teachers, staff, community members, parents, and students to participate in information sessions or other marketing opportunities.

**Be creative and have fun!** You can have a virtual coffee chat or similar informal meet-up with candidates, or you can share videos or highlights from a pep rally or talent show. If you make it fun, it will tell candidates that your school is a joyful place to work.

# Interviewing and Selection

**Utilize digital platforms to interview and plan for the limitations.** We recommend using virtual platforms to connect with candidates, rather than simply using the phone. Of course, there may be elements of an interview process you might typically include that virtual platforms cannot replace. Think through the most important competencies you are looking for in a candidate and design your virtual interview process around assessing those competencies.

**Work to preserve equitable hiring practices.** There continues to be a digital divide in Chicago. Let candidates indicate if they cannot interview virtually, or let them know that you understand if there are interruptions. If you plan to have candidates complete performance tasks prior to your interview, make sure they have sufficient time to complete them. Throughout the hiring process, practice self-awareness of your own identity, biases, prejudices, power, privilege and culture. Look for and take a learner stance.

**Hire early!** We find that school closures and stay-at-home orders mean candidates have more bandwidth to search for jobs than in past years. Candidates tell us they are ready to start interviewing. Now is the time to begin your hiring processes and start interviewing candidates, as we know that the strongest candidates often get hired early.

**Set clear expectations about the process.** Let candidates know about your expectations for the virtual interview in advance. For instance, whether there is any technology they need to be utilizing, how long the interview will last, what they need to do to prepare for the interview, and the format of the interview.

**Be flexible.** We're all adjusting to virtual interviewing and there will certainly be hiccups along the way. Candidates will greatly appreciate your flexibility if they have to reschedule, use another platform, etc. Think about a back-up plan if there are technical issues (e.g, switch to a phone interview if either party has connectivity issues).

**Make it personal.** We're hearing from candidates that one of the drawbacks of virtual interviewing is that it can feel impersonal. In your interview, be intentional about trying to make a personal connection with candidates by asking questions about who they are outside of the school setting and about their interests, values, and passions. This will make the candidate more at ease during the interview and more likely to accept an offer if you choose to extend one.