

## Outline

### Description

Successful employment practices are a critical component of administering high-quality early care and education programs. This module provides a framework for effective recruitment, selection, and orientation practices. You will experience a shift in paradigm from thinking of recruitment as a dreaded event to a continuous process of community outreach. You'll learn about "right fit" criteria and how to use these criteria for finding the right person for the job and for your organization. You'll learn win-win strategies to empower staff and support shared decision making at your center at the same time you increase the likelihood of finding and, even more important, keeping the right person for the job opportunities you have to offer.

### Objectives

After completing Recruiting, Selecting, and Orienting Staff, you will be able to:

- Explain the early care and education context making recruitment so difficult
- Implement a model of continuous recruitment
- Empower staff by involving them in the hiring process
- Identify fit criteria to use in selecting the best applicant
- Screen, interview, and select the right candidate in accordance with the law
- Conduct a successful and phased orientation of new employees

### Content

#### I. Introduction

- A. Importance of the topic
- B. Module goals and objectives
- C. Overview of content

#### II. The Challenge of Attracting and Recruiting Staff

- A. The context of early care and education
- B. Choosing a new paradigm
- C. Recruitment as a continuous process

#### III. Screening, Interviewing, and Selecting Staff

- A. Maximizing the "fit"
- B. Screening and interviewing candidates
- C. Selecting the right candidate

#### IV. Orienting New Staff Right from the Start

- A. Designing an orientation plan
- B. Adopting a phased approach to orientation
- C. Completing the orientation phase of employment

#### IV. A Final Word