

## Central Office Recruitment and Selection

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### **Key Highlights**

1. In collaboration with the teacher and principal recruitment and selection teams, we have launched a new recruitment website and Central Office video designed to increase DCPS brand awareness and attract top talent.
2. We are establishing new university and nonprofit partnerships to source highly qualified candidates.
3. We have developed new processes and metrics to monitor and assess the efficacy of our recruitment, selection and hiring methods.
4. We anticipate launching our new talent applicant system – Talent, Selection, Hiring and Onboarding (TSHO) – for Central Office in March 2013.

### **Recruitment Strategies**

**Improved processes:** Central Office developed a Hiring Manager Guide to help hiring managers navigate Central Office systems and effectively select top talent for their positions. Central Office has recently launched two new surveys – a New Hire survey and a Hiring Manager survey – to solicit internal feedback on our recruitment, selection and hiring processes. The Central Office launch of TSHO – an improved applicant tracking system – is planned for March 2013. TSHO provides Central Office with a more user-friendly applicant interface as well an improved ability to track applicant data that will inform and improve Central Office recruitment and selection processes.

**Campus and nonprofit partnerships:** Central Office Recruitment and Selection has established recruiting partnerships with universities and nonprofits such as Harvard Graduate School of Education, Teach for America, Leadership for Educational Equity and the POSSE foundation. These partnerships will help develop prospects and source candidates that are highly qualified for Central Office positions and the Urban Education Leaders Internship Program (UELIP).

**Career fairs and networking:** Central Office Recruitment and Selection is strategically targeting career fairs and education-focused networking events likely to be attended by prospects with the core competencies and backgrounds desired for Central Office positions.

**Marketing:** Central Office is expanding DCPS's marketing presence using a variety of methods and platforms. New marketing avenues include: a new recruitment website, a Central Office recruitment video, social networking via Facebook, Twitter and LinkedIn, and online advertising.

**Urban Education Leaders Internship Program (UELIP):** DCPS's UELIP program has proven to be an important pipeline for Central Office talent, with former UELIPs working in every office of DCPS. The recruitment strategies listed above also help recruit high-caliber Associates who can be converted to full-time hires.

### **Selection Strategy**

Central Office positions vary significantly given the many different offices comprising Central Office. However, the following list describes key skills that are often sought for Central Office positions:



Visionary leadership, data expertise, program design, project management, operations expertise, curriculum design, strategic problem-solving and communication skills.

### **Selection Process**

**Step 1:** All candidates apply through an **Online Application**.

**Step 2:** Candidates who advance beyond the online application are scheduled to conduct a short **Phone Interview**. The phone interview helps hiring managers decide whether to move a candidate to an in-person interview by giving them insight into the candidate’s personality, commitment to education and communication skills.

**Step 3:** Most candidates will complete a **Performance Task**. The performance task is designed to both assess a candidate’s job-relevant skills and provide the candidate with a sense of the responsibilities associated with the position.

**Step 4:** Candidates who advance beyond the phone interview and performance task are invited to DCPS for an **In-Person Interview**. In-person interviews allow hiring managers to delve deeper into a candidate’s skills through a series of behavioral interview questions. The in-person interview is also an opportunity to assess how well a candidate will fit with the prospective team and how well the candidate aligns with DCPS’s mission and values.

Central Office Hiring Statistics	#
Average Number of Open Positions per Month	70
Average Number of Applicants	20,000
Approximate Number of New Hires	200