

## TEACHER RECRUITMENT PROCESS: SETH M. R. JAIPURIA SCHOOLS

The following process is to be followed for teacher recruitment in schools.

- Vacancy Announcement
- Screening of resume by school and Corporate Office Academic team
- TEA to be conducted
- 1<sup>st</sup> round of eligibility interview if shortlisted after TEA
- Demo -In-person/ online
- Final Interview – In person or online
- If selected offer letter to be given
- Feedback to be sent to CO

### Process Of teacher selection

SI No	Proposed Activity	Person responsible
1	Vacancy announcement	Respective School
2	Screening of resumes	Member from respective school or CO recruitment team
1	Teacher Eligibility Test	Member from respective school or CO recruitment team
2	Checking of Test results	CO Recruitment team
3	SME round if required	CO Recruitment team and Subject expert
4	Demo class for shortlisted candidates	School headship
5.	F2F interview	Member from respective school or CO recruitment team or Both
6.	If selected – offer letter to be given	Member from respective school
7.	Feedback to CO	Member from respective school

## Key Steps in the Teacher Selection Process

1. **Identifying Teacher Needs:**
  - Determine the subject areas, grade levels, and number of teachers required.
  - Analyze the school's current staffing levels and skill sets.
  - Identify specific qualifications, certifications, or experience needed for the position.
2. **Developing a Job Description:**
  - Clearly outline the responsibilities, qualifications, and expectations of the position.
  - Specify the required certifications, degrees, and teaching experience.
    - Detail the school's mission, vision, and values to attract like-minded candidates.
3. **Advertising the Position:**
  - Choose appropriate channels to reach potential candidates – Through CO data base, online job portals, social media, newspapers.
  - Highlighting the school's unique offerings, salary expectations and benefits.
4. **Screening Applications:**
  - Review resumes and cover letters to identify qualified candidates.
  - Match job specifications with CV's to evaluate candidates based on essential qualifications.
5. **Initial Interviews:**
  - Conduct phone or video interviews to assess candidates' basic qualifications and fit with the school.
  - Ask targeted questions to evaluate communication skills, teaching philosophy, and classroom management strategies.
  - TEA to be conducted
6. **Demonstrations or Sample Lessons:**
  - Require candidates to teach a sample lesson or conduct a classroom activity to assess teaching skills and classroom management.
7. **Final Interviews:**
  - Conduct in-person interviews with a panel of school administrators and teachers.
  - Use a structured interview format with predetermined questions to ensure fairness and consistency.
  - Evaluate candidates based on the established rubric and criteria.
8. **Background Checks:**
  - Conduct thorough background checks to verify qualifications, criminal history, and other relevant information.
9. **Hiring Decision:**
  - Select the most qualified candidate based on the evaluation process and make a job offer.
  - Negotiate salary and benefits.

## **Additional Considerations**

- **Diversity and Inclusion:** Promote diversity in the candidate pool and ensure fair treatment of all applicants.
- **Cultural Fit:** Evaluate candidates' alignment with the school's values and mission.
- **Specific Subject Area:** Include questions and evaluation criteria related to that subject.
- **Experience Level:** Adjust the criteria and questions based on the candidate's experience level (entry-level, experienced, or leadership).
- **Behavioral Indicators:** Provide specific examples of behaviours to determine fitment in the school setup
- **Follow-up Questions:** Prepare follow-up questions to probe deeper into candidates' responses.