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**Hiring Plan – Rough Draft**

* Ask another principal to give input on their hiring process
* Offer a mentor principal to join in the interview process for my school
* Ask some teachers at my building for their input on specific qualifications they are wishing in a new hire
* Put together a hiring committee with teachers at my building
* Review resumes closely from HR and look for highly effective qualifications
* Schedule interview with best fit candidates
* Narrow down the best candidates with collaboration from the hiring committee
* Invite top candidates back for a second interview
* Schedule a group interview with top candidates and hiring committee – use this time to see how they would fit into a team
* Invite candidates to submit a lesson plan and possibly ask them to present a lesson to the hiring committee
* Call top candidates references to get a better understanding of who they are as a person and teacher
* Collaborate with hiring committee to get their thoughts and suggestions on top candidate
* Invite top candidate to shadow a teacher and get a tour of the building
* I will ultimately have the final decision and submit my recommendation of hire to HR