

OC Hiring Steps, Process, and Tips (2025-26)

FT Teacher Contracts

Who you hire is the most important job you do as a leader. Hiring trumps all priorities. Move fast and move smart. Thank you for your commitment to hiring only the best.

- Get approval from conference and financial board for hiring any additional teacher positions.
- Advertise on adventisteducation.org.
 - Write one paragraph for Job Description and one paragraph for Required Qualifications and Experience. (Ask for samples from your superintendent.)
 - Go to www.adventisteducation.org, click on Careers, sign in, click on Dashboard, then click on Add New Job Opening, fill in appropriate fields, copy and paste in what you wrote for the two boxes and submit.
- When you receive a resume, **forward to your superintendent** to see if we have any already known information on the name.
 - If they are known and it is a “NO,” reply to their email: *Thank you for submitting your resume, we are currently in the interview process and will contact you if we need any further information.*
 - If they are known and it is a “Yes,” talk with your superintendent about what steps are needed depending on how much of the Teacher Perceiver has already been done.
- Things to look for in a resume:
 - Degrees & experience
 - Stability and consistent timeline
 - Quality of wording, writing and grammar
 - Themes that match your school community
- If they are unknown and we like what is included on the resume, call them.
 - Have an introductory conversation and do 12-24 Perceiver questions, IF YOU ARE TRAINED to use the perceiver. If you feel they have potential, schedule another phone call/zoom. If you are not trained to use the Perceiver, contact a fellow principal or Kim Cornette so they can do this on your behalf. (It is suggested that you join in the call/Zoom/meeting, if possible, so that you can get to the know the candidate through the Perceiver process.)
 - The better a candidate does on the Perceiver, the more questions you will need to complete with them. If a candidate is chosen for a live interview, it is best to have already completed all 60 questions with them (or 36 minimum to proceed).
 - If, after the first 12-24 questions, the candidate is not doing well (less than 50% of the “look fors”), there is no need to continue with the interview. Politely say that you have enjoyed getting to know them and have gathered enough information at this time.
 - Take detailed notes and/or record the interview in case you would like another trained principal or superintendent to review your scoring.

- Contact as many references as possible to verify your interview (minimum of 3).
 - If you know someone connected to the applicant or a place where the applicant worked, pursuing your own references can be very helpful and is highly recommended.
 - Use the Reference Questionnaire
 - Not all questions apply to every reference; go with the flow.
 - #15 and #18 are required asks of any supervisory position reference
 - Take enough notes on what they say to enable a solid paragraph to be written quoting their reference.
 - Reference a variety of positions (supervisory, colleague, pastor, parent, etc.). It is necessary to have at least one previous supervisor/employer. Including a pastor reference can be insightful as well.
- Research the online presence of candidate to ensure all photos, postings, or published materials (including social media) align with Oregon Conference Seventh-day Adventist and your community's values.
- Schedule interview with personnel committee
 - Find workable dates for superintendent and candidate prior to scheduling with the personnel committee. (A superintendent is required to be present.)
 - Superintendent will provide some standardized questions from the Perceiver, though additional interview questions may also be used.
 - The personnel committee also has the opportunity to ask questions to determine best fit for their community after the standardized questions. No family, age, or health questions are allowed.
 - OC pays for all hiring costs.
 - Karen can book and pay for plane tickets, rental cars, or book hotels OR the candidate may do this and be reimbursed. All receipts go to Cristina Fonseca.
 - It is encouraged to provide a time for staff Q&A with the candidate that may include a bit of socializing. Ask your superintendent for questions that are suitable for a staff Q&A. Staff can be asked to "rate" the candidate, and this can be helpful if there is more than one candidate for a position.
- The superintendent works with the principal to lead the interview process with the personnel committee. Work together to ensure that all the necessary documents are printed. *NOTE: Avoid emailing resumes to the Personnel Committee to avoid privacy issues. Also, PC members can be tempted to do their own "research" of a candidate, and this is typically inappropriate and can breach confidentiality expectations.*
 - You host the candidate.
 - Share philosophy, give school tour, bond.
 - Take them to lunch with other staff if possible.
- If personnel committee votes yes, they make a recommendation to:
 - OC EC-12 Board of Education via the superintendent **IF the School Board has empowered the personnel committee** to make those decisions.

- School Board, who votes and makes recommendation to OC EC-12 Board of Education via Superintendent IF personnel committee is not empowered. (You may be able email your School Board the personnel committee decision and request a vote, depending on your Constitution's guidelines. Otherwise, call an interim meeting via Zoom or in person.)
- Extend an invitation to the candidate.
 - If the candidate says yes, **inform Karen and Cristina**, and they begin the conference paperwork.
- If personnel committee votes no, we restart the process or we may in some cases have multiple candidates to decide on.

Things to Consider:

- This process can take 3 days – 3 months
- When you find a good candidate, timing is essential!
- Avoid emailing resumes personnel committee/board members. Protecting the privacy of individuals is important during the process.
- We do not bring to the personnel committee names or resumes of any candidates who we are not 100% willing to hire.
- When pursuing a candidate, “court” them with cards and gifts, and communicate often.