



## CCEI962: Successful Staffing Handout

### Welcome to CCEI962

Many factors will influence your hiring decisions, including experience, education, and the specific needs of children who attend the center. At the end of the day, the quality and performance of your staff are critical to your center's success. That is why the hiring process should be designed to identify and retain the right people for your center. This course will address strategies for successful staffing.

### Course Objectives:

By taking notes on the handout and successfully answering assessment questions, participants will meet the following objectives as a result of taking this course:

- Define the purpose for developing an educational philosophy
- Recognize the characteristics of a detailed job description
- Identify effective methods for advertising a job opening
- Identify questions you *should* and *should not* ask in an interview
- Recognize the key elements of an effective new employee orientation
- Identify the reasons that professional development is important
- Identify common causes of staff turnover and ways to improve retention of employees

### References:

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## **Philosophy of the Program**

What is the purpose of having a ***program philosophy?***

**What are four questions you can answer when developing a center philosophy?**

1.

2.

3.

4.

## **Recruiting Teachers**

What is a ***job description?***

What components should you include in the job description?

List Colker's twelve characteristics of effective early childhood teachers:

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

List some helpful notes related to advertising the position, such as where to post an ad and what to say in the ad:

### **The Interview Process**

What is the purpose of the ***first interview?***

### **Interviewing 101**

What are you NOT allowed to ask in an interview?

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What should you do to prepare for an interview?

What are ***open-ended questions***?

Why is it a good idea to ask ***open-ended questions*** in an interview?

What are ***hypothetical questions***? Why should you ask these types of questions in an interview?

### **Hiring and New Employee Orientation**

What information should you cover in the ***new employee orientation***?

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## What should be included in the *employee handbook*?

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## Staff Training

Why is **professional development** important?

How can you go about identifying and targeting your staff's training needs?

Describe and identify and advantages and/or disadvantages for each of the following types of training:

## **Staff meetings:**

**Online training:**

**Workshops:**

**Seminars and Conferences:**

**On-the-job training:**

### **Retaining Staff**

What are some of the most common reasons employees leave their jobs in child care and education centers?