

2

Hire & Place

Mentor and support teachers and school leaders.

Strong support systems provide resources and guidance to help educators prepare students to graduate college and career ready. As part of this work, TPS is creating a centralized repository of on-demand, online learning.

Year 1 Key Programs and Activities

New Applicant Tracking System

The grant funded the configuration and set-up of a new Applicant Tracking System (ATS). The system enables the HR Department to provide candidates with a more efficient and transparent application, selection, and hiring process. Our goal is to reduce HR processing time to select and hire new employees. Within a three-month period, all Talent & Acquisition HR team members were trained to use the new ATS, job applications for all positions were simplified, and job posting for external applicants were created and posted. In addition, two automated workflows were created within the ATS for pre-screening and candidate clearing, and tracking of applicants for positions is done within the ATS, which eliminated the need for manual tracking in a separate Google sheet. The system also simplifies the process to schedule candidate interviews and provides automated status updates to applicants.

Administrator Hiring Process

Two subcommittees met multiple times between October 2021 and January 2022 to examine and recommend changes to the administrator hiring process. One subcommittee focused on the hiring process for school-based administrators while the other group focused on the hiring process for central office administrators. The subcommittees reviewed best practices and K12 examples of hiring practices related to screening applications, interviewing, and performance tasks. Recommendations have been finalized and will be presented to district leadership and the union in February 2022.

Redesigned New Employee Orientation

All new TPS employees attend a half-day orientation. Orientation feedback and other data is being used to design an engaging and informative experience that prepares new employees for success. The grant team has collaborated with multiple departments to create a welcome booklet and update handouts that address frequently asked questions. In addition, an orientation and onboarding web page has been created to provide a centralized place for employees to access presentations, videos, and materials shared during orientation.

Strategy 2 Highlights



Digitized 100% of employment forms



100% of HR staff trained on the new Applicant Tracking System



3 orientation videos created to welcome new staff and introduce them to the district