



## **HIRING PROCEDURE**

### **Purpose**

The aim of this Hiring Procedure is to find qualified individuals, attract them to Keisho Center, employ them strategically in the organization, and keep them for the long haul.

The hiring process involves multiple steps including resume review, interviews, demonstration classes (for teacher candidates), reference and background checks, employment offers, and employment contracts.

### **Hiring Process and Procedures**

Requests to hire new personnel may be made by any current Keisho Board or Core member to the General Manager. The General Manager, in consultation with Core Group, will consider the hiring request and if appropriate, present a personnel requisition to the Board.

The personnel requisition shall include the following:

- Position title
- Position hours
- Position rationale
- Job description including duties and responsibilities
- Any special recruitment advertising considerations

The Board will consider the personnel requisition and vote to adopt or deny it.

### **Recruitment Advertising**

If the Board approves a personnel requisition for an education team position, a job announcement will be written by the General Manager in consultation with the Curriculum Coordinator and the Core Group.

If the Board approves a personnel requisition for an administrative position, a job announcement will be written by the General Manager in consultation with the President and the Core Group.



The job announcement will be posted on Keisho's website on the "Welcome" page, or in the case of a teacher opening, on the Japanese "Welcome" page, as well as LinkedIn, Facebook, and Kaigailink. The job announcement will remain on these sites until the position is filled.

### **Keisho Community Candidates**

Keisho recognizes that Keisho community members are often excellent candidates for open positions. A Keisho community member that applies for a position must follow the same hiring procedures as any other candidate. All applicants for a posted vacancy will be considered on the basis of their qualifications and ability to perform the job successfully.

### **Interview Process**

#### **Candidates for Non-Education Team/Administrative Positions**

The General Manager and President will screen resumes prior to scheduling interviews. Initial interviews of potential candidates, if necessary, will be conducted by the General Manager and/or the President by phone or in person.

When the General Manager and/or President have identified a suitable candidate, the General Manager will inform the Board and forward the applicant's resume to the Board for review. The General Manager and/or President will schedule an interview by the interview team.

The interview team will be led by the General Manager and/or President and include any interested member of the Board.

For some non-teacher positions, the General Manager will forward an applicant's resume to the Board with a recommendation to hire the candidate. Any Board member may ask for more information about a candidate. The Board will vote on whether to hire the candidate within a reasonable amount of time, usually two weeks.

#### **Candidates for Education Team Positions**



The General Manager and Curriculum Coordinator will screen resumes prior to scheduling interviews and/or demo lessons. Initial interviews of potential candidates, if necessary, will be conducted by the General Manager and/or the Curriculum Coordinator by phone or in person.

### Teacher Candidates

When the General Manager and/or Curriculum Coordinator have identified a suitable teacher candidate, the General Manager will inform the Board and forward the applicant's resume to the Board for review. The Curriculum Coordinator will schedule a demo lesson for the teacher candidate to be followed by an interview by the interview team.

The interview team will be led by the Curriculum Coordinator and include any interested member of the Board, any interested Education Team member, and the General Manager. Interview questions will be written in advance by the Curriculum Coordinator in consultation with the rest of the interview team.

After the interview team observes the demo lesson and completes the candidate interview, the interview team will meet to discuss the candidate's performance and qualifications. The Curriculum Coordinator or General Manager will also solicit each team member's recommendation in writing within three days of the demonstration class.

The Curriculum Coordinator or General Manager will compile the recommendations of the interview team. The Curriculum Coordinator and General Manager will send a recommendation to the Board to hire or not hire the teacher candidate along with the documentation from the interview team. The Board will vote on whether to hire the candidate within a reasonable amount of time, usually two weeks.

### Reference Checks and Criminal Background Checks

After a decision has been made by the Board to hire a candidate, an offer will be made to that individual contingent on satisfactory completion of reference checks and criminal background checks. If the Board decides not to hire a candidate, the General Manager will inform the applicant in writing within one week of the Board's decision.



The President and/or General Manager will check references for all non-education team/administrative candidates and the Curriculum Coordinator and/or General Manager will check references for all education team candidates. The General Manager will conduct background checks.

### **Job Offers**

Upon satisfactory results from the reference checks and criminal background checks, the General Manager will notify the candidate to confirm the job offer. The General Manager, in consultation with the President and Curriculum Coordinator, will draft and ask the new hire sign a contract for the current school year.

### **Follow-Through**

If a candidate chooses to accept a job offer from Keisho Center, he or she shall begin as soon as possible, usually on the next day that Keisho holds classes. As soon as possible, the GM will meet with the new hire to go through the onboarding steps (described in the General Manager job description).

If a candidate chooses not to accept a job offer from Keisho Center, the General Manager will follow up with the candidate to inquire as to the reasons why he or she chose not to accept the offer. The General Manager will share that information with the Board.