



## **How to Recruit, Hire, Train, and Retain the Right Person for the Job**

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When you hire the right person for the job and provide the needed training, the chances of the person staying with the center is higher. The goal is to provide a safe and nurturing environment for the children by hiring, training, and retaining the right person for the job. A well-trained staff will ultimately provide an appropriate environment for all children and reduce mistakes that are made within the center.

### **Recruiting/Hiring Techniques**

- **Advertising** - Television, flyers, radio, newspaper
- **Social media** – LinkedIn, Twitter, Facebook, etc.
- **Internet Job Sites** - CareerBuilder, Monster, and Indeed to name a few
- **Colleges & Universities** - Develop internships and college credit programs with local community colleges and universities
- **Community Groups** – Social organizations, etc.
- **Early Childhood Websites** - NAEYC, local AEYC
- **Volunteers** - High school students, charity groups, etc.
- **Recruiting firms** – Find firms with ECE knowledge
- **Promotions** – Promote positions from within as well

When you place a job posting for a potential employee, list the specific qualifications required for the position. Promote the center as a great place to work and explain why. Provide reasons why working for your center would be more beneficial for their career than any other center. It is also your responsibility to make sure that the applicant knows center's philosophy before they are hired.

### **Interview Process**

- Why are they applying for the position?
- What makes them the best candidate for the position?
- What do they need to know coming into the position?
- What are you willing to train them on?

You have completed the interview process. Now you want to make an offer of employment to the person that you feel will best fit your center and meet the needs of the families and children. Regardless of whichever form of recruiting methods you decide to utilize to find the most qualified individual for the position, you will still need to have a hiring process.

### **Training**

Train all staff on the expectations and the requirements of the position and the center.

- Requirements
  - Job Duties

- Curriculum
- Expectations
  - Center Philosophy
- Policy and Procedures
  - Licensing rules
  - Emergency Protocol
- Accountability
  - Disciplinary Procedure
- Confidentiality
  - Child Information
  - Caregiver/Parent Protocol
- Chain of Command
  - Supervision
  - Communication
    - Social Media
    - Parent Communication

### Training Process







- Require a pre and post assessment to assure that staff has a clear understanding of the rules and the center expectations.
- Identify the individual or individuals responsible for training the staff and make sure they have the answers to these questions:
  - How often will staff be trained? Upon hire, and with what form of frequently thereafter?
  - How many hours of training will be required?
  - Will the training hours be compensated?

### Retaining

- Raises
- Non-Monetary Incentives
- Commission
- Leadership Responsibility
- Employee of the Month
- Recognition for Going Above and Beyond What is Expected



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