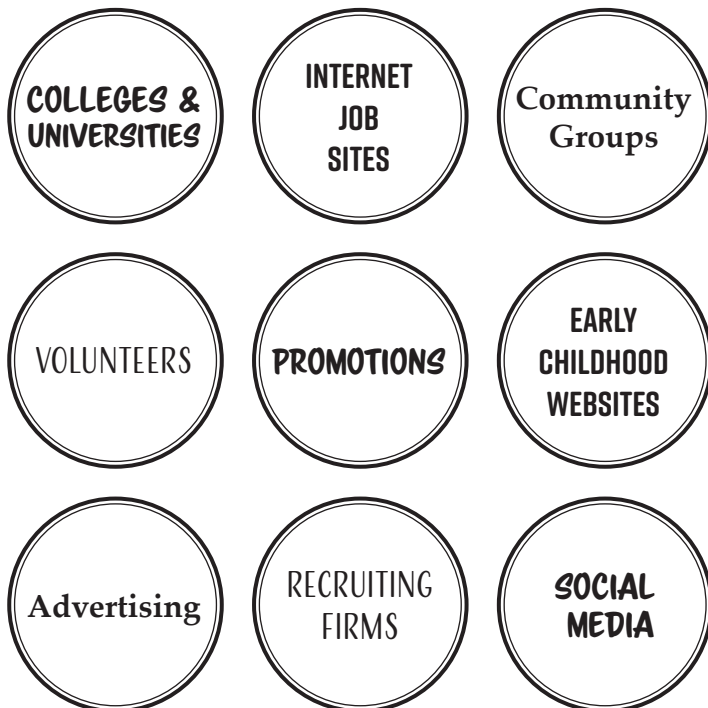


Ways to
RECRUIT, HIRE, TRAIN, and RETAIN
The Right Person for the Job

Thomasa Bond, Ed.D
Early Childhood Specialist

RECRUITMENT



Techniques

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

HIRING

Make sure you have the required checks:

- | | |
|------------------------------------|-----------------------------|
| • REFERENCES | • CRIMINAL HISTORY |
| • CHILD ABUSE & NEGLECT | • STATE REQUIREMENTS |

Ask these questions to yourself before you hire:

- 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?

Interview Process Complete

Now you want to make an offer of employment to the person that you feel will be 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



Requirements



Expectations



Policy & Procedures



Accountability



Confidentiality



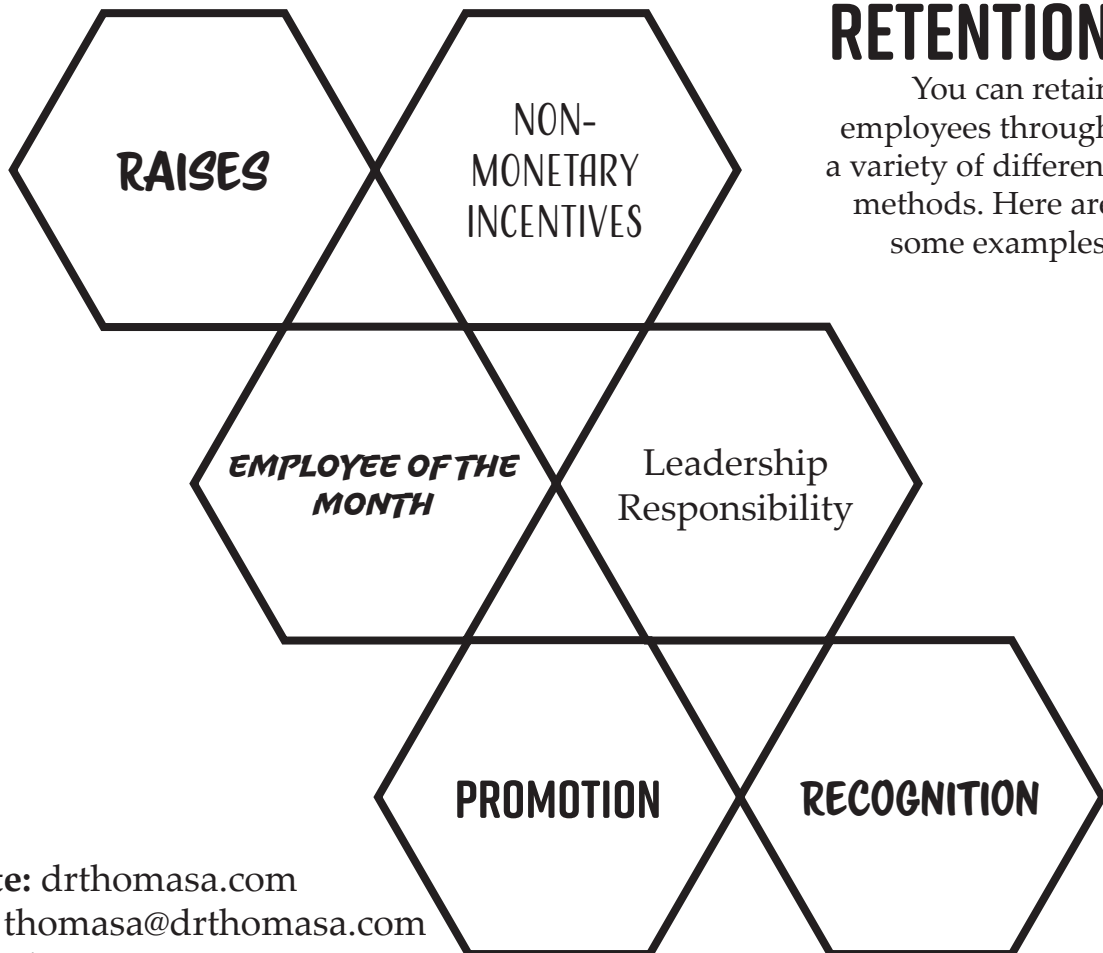
Chain of Command

How often will staff be trained? Upon hire, and with what form of frequency thereafter? How many hours of training will be required? Will the training hours be compensated?

Identify the individual or individuals responsible for training the staff and make sure they have the answers to these questions.

RETENTION

You can retain employees through a variety of different methods. Here are some examples:



Website: drthomasa.com

Email: thomasa@drthomasa.com

Facebook: [@drthomasabond](https://www.facebook.com/drthomasabond)

Twitter: [@thomasaabond](https://twitter.com/thomasaabond)

LinkedIn: [linkedin.com/in/drthomasa](https://www.linkedin.com/in/drthomasa)

Instagram: [@drthomasabond](https://www.instagram.com/drthomasabond)