

NW District Early Childhood Webinar



**BEST PRACTICES IN
HIRING, STAFFING,
AND RELATED EMPLOYMENT ISSUES**

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Your questions/issues?

Search Process



- Job descriptions – be clear with qualifications and outcomes
- Sources
- Application Packet – a single .pdf
 - Employment Application
 - Resume
 - Transcripts
 - Statement of Faith; Educational Philosophy
- Ask for at least 3 different references
- Collect up to 5 letters in applicant's possession

Interviewing



- Questioning
- Roles and Responsibilities
- Establish position fit and institutional fit
- Start with the highlight reel
- Integration of faith and learning
- Publically integrate and support the mission statement
- Ask the candidate to ask questions

Interviewing



- Test the level of their research and preparedness
- Ask questions from different perspectives
- Ask ?s which allow the candidate to tell stories
- Start with easier questions, but also ask tougher questions to gauge their ability to handle adversity
- Religion, sexual orientation, living together – not married

What to collect?



- Employment Application
- Resume
- References
- Letters of Reference
- Official transcripts
- Faith statement (if appropriate to your institutional culture)

What to collect?



- Authorization for Background Check
- W-4 Form
- I-9 Form
- Conflict of Interest Form
- Driving Authorization
- Harassment Training
- Payroll Direct Deposit Authorization

Orientation



- School Policies
- Computer Use/ Network Access
- Copy Code and/or policies
- Keys
- ID Card
- Safety and Security Procedures

Other Issues



- Performance Reviews (Scholarship, Service, Teaching, Professional Development)
- The Call process
- Payroll – Competitive Salary Awareness
- Make salary adjustments based on enrollment
- Reduction in Force
- Termination



Questions