

## PROFESSIONAL STAFF RECRUITMENT

Code **GCE-R** Issued **12/01**

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The director will analyze each job vacancy prior to initiating the recruitment process in order to determine which recruitment strategies will be the most effective for the specific job vacancy. The director may consider strategies that include, but are not limited to, the following.

- advertisements in local, state and regional newspapers
- advertisements in professional publications
- advertisements with college and university placement services
- interviews with students enrolled in teacher education programs
- internal and external searches
- inquiries and referrals
- professional contacts with community organizations that promote the interest of minority groups
- publications and pamphlets
- special activities and events for prospective applicants
- audiovisual packages and recruiting programs

The administration will design and publish a center brochure or web page that will be used in the effort to recruit quality individuals. The brochure or web page will contain general information about the center, the educational programs, teacher benefits and student enrollment as well as the communities and county at large.

The director and/or his/her designee will write and publish the job vacancy announcement/advertisement within the confines of the center's recruitment and/or employment policies and procedures.

The director will base the context of the job vacancy announcement/ advertisement primarily on the actual job description and/or criteria to be used in selecting the most qualified person for the position.

The announcement/advertisement may also include such information as job title, major job responsibilities, location of the center, how to apply for the position, minimum qualifications and deadline for receiving applications.

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