RECRUITMENT GUIDE

For Schools

Presented by the Personnel Commission

RECRUITMENT GUIDE

This guide has been compiled as a resource for school administrators and their teams, who would like ideas and assistance with recruiting to fill their Classified school-based job vacancies. Use the links below within the index to access information for each of the indicated categories.

Free Job Boards

Social Media

Community Resources

Other Resources

Advertising

Free Job Boards

Consider advertising your job using one of these free resources:

1

Caljobs

Post jobs and find qualified candidates on this State of CA website

Visit Site

2

Talent.com

This is a general job search engine with options to post a free job ad

Visit Site

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Free Job Boards

3

PostJobFree.com

This site distributes job openings to popular job search sites

Visit Site

4

Jora.com

This is a general job search engine with numerous job opportunities listed with an option to post a free job ad

Visit Site

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Free Job Boards

5

Council of Great City Schools

This is a Job Board for the coalition of the largest urban public school systems in the US.

Visit Site

6

Indeed

Very popular job site for a wide variety of job opportunities

Visit Site

View Video

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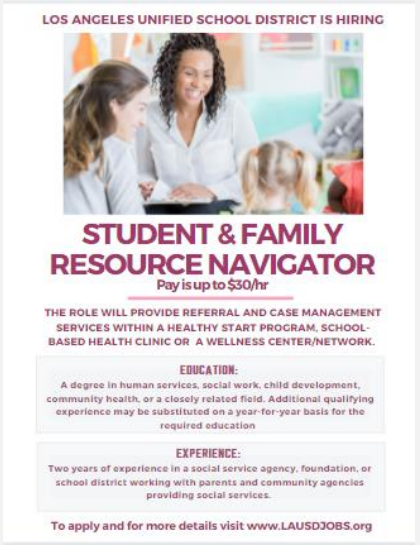
Social Media

A great way to advertise jobs is by pushing Flyers, Hiring Event Flyers, Job Postings, etc.to Social Media.

Consider posting on: Facebook, Facebook Marketplace, Instagram, Twitter, Tik Tok, and YouTube

EXAMPLES:



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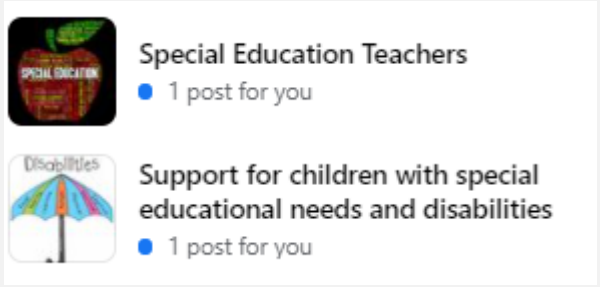
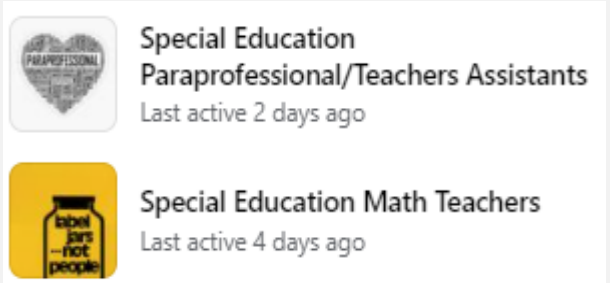
Social Media

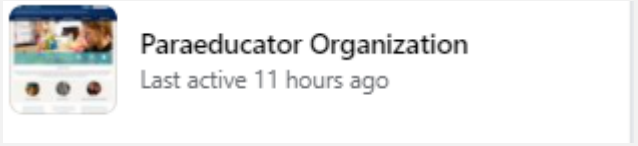
How to post a free ad on LinkedIn View Video

Also consider posting to industry group pages on LinkedIn and Facebook

EXAMPLES: Jobs in Special Education







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Community Resources

There are many resources you can use within your school's community:

1

Advertise at School Campus

- Post open positions on school marquee, banners and school signs
- Post flyers on front office counters
- Ask Community of School Offices to "Get the Word Out"

2

Advertise at Workforce Centers

See List of Centers

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Community Resources

3

Advertise at Local Colleges

Post job ads at local community colleges

List of Community Colleges

4

Advertise at Local Community Establishments

- Consider advertising at local churches, temples, mosque, etc.
- Consider advertising at local stores, gyms, etc.

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Other Resources

1

Ask for Referrals

Industry research shows that recruiters look **to employee referrals for much more than just applicants** and hires: 82% of employers rated employee referrals as generating the best ROI, above all other sources. Referred candidates are 55% faster to hire, compared with employees sourced through career sites.

2

Paid Job Boards - General

- Linked In (paid job slot)
- Indeed (paid job posting)
- CareerBuilder
- Monster.com
- Craigs List

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Other Resources

3

Paid Job Boards - Educational

- EdWeek
- TopSchoolJobs.org
- National Association of Special Education Teachers (NASET)
- SchoolSpring

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Advertising

Create a Flyer

- You can create a flyer or other advertising material using CANVA or another graphic design program.
- Remember that the GOAL of the advertisement is to attract candidates to the job opportunity.
- Use inspiring language about the job
- Be sure you include the title and a brief description of the job.
- Include the salary.
- Include the requirements for the job.
- MOST IMPORTANTLY include instructions on how to apply.

SAMPLE FLYER

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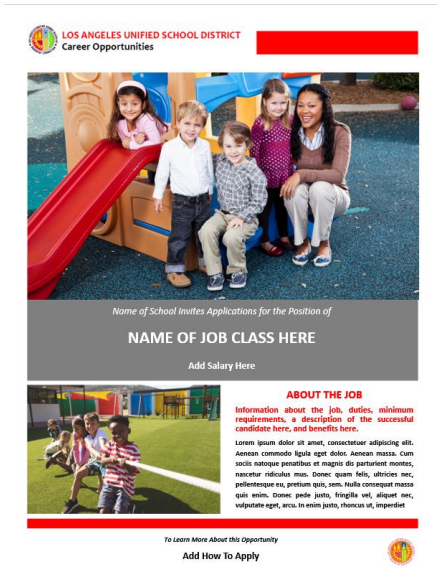
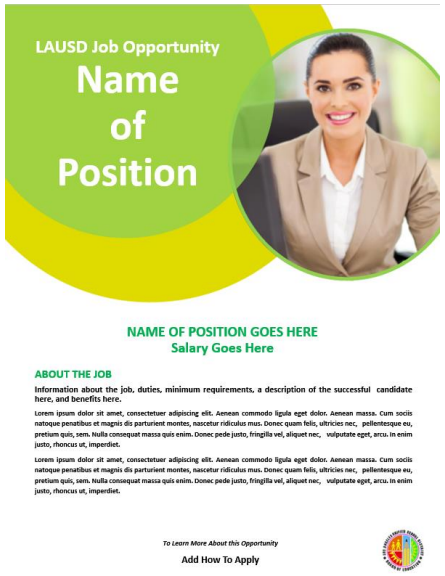
Advertising

Advertising: Template Flyers

Want to customize one of these flyers to use for your own advertising? Just click on the picture of the flyer you like, customize the flyer, choose "Save As" and save it to your own file with your new file name.





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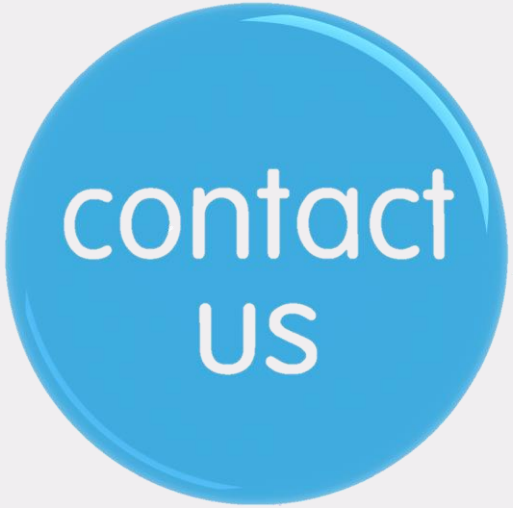
QUESTIONS?

We May Be Able To Assist



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