

Hiring Process and Timeline

Suggested Process and Timeline

Activity	How Long	What Day	Who?
Candidate Referred		1	HR
Referral Reviewed	10 min	2	AP
Resume Review	15 min	2	AP
Candidate contacted for phone interview		2	Admin. Assistant
Phone interview conducted	30 min	4	AP
Candidate contacted for school-site interview		4	Admin. Assistant
Student data exercise reviewed and evaluated	15 min	7	AP
School tour	20 min	7	AP
Demo lesson completed and evaluated	30 min	7	Hiring Team
Interview conducted and evaluated	60 min	7	Hiring Team
Candidate is rejected or offered position		8	Principal



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