Recruitment and Retention Practices
Phoenix, Arizona
February 12th, 2018

Presented by Katherine Ton-Tho
Assistant Director of Human Resources
Kidango, Inc.
What is your Favorite Part of your HR Role?
Job Postings Sites

- Indeed
- Craigslist
- Zip Recruiter
- Glassdoor
- Idealist
- Monster
- JobVite

Pros?

Cons?
Difficulties with Head Start Recruitment

- Low wages
- Rigid education requirements Infant and Toddler units
  - Child Development Permits
- High turnover
- Lack of interested candidates
- Lack of qualified candidates
How Can We Recruit More Efficiently?
Effective Recruiting Tools

— Applicant Tracking System
  • HRIS Integration
  • Social Media Integration

— Mobile Recruiting Tools
  • Quick Response (QR) Codes
  • Text Alerts
  • Mobile optimized websites

http://www.hrmagazine.co.uk/article-details/seven-recruitment-tools-you-need
Kidango Employment Application

Please note this is a three-part employment application. You must complete the form below as well as the Applicant's Statement and the Voluntary Equal Opportunity Employee form also located on the Kidango website.

Applications are not complete without all three parts.

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**Personal Information**

- **Name**: Jane Smith
- **Email**: janemsmith@gmail.com
- **Phone Number**: 123-456-7890
- **Address**: 4400 Old Warm Springs Blvd., Fremont, CA 94538

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**Position Information**

- **Position applying for**: Teacher Aide
- **Current Experience**: 

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**Salary Requirement**

- $14.00

**Work Availability**

- Full-time (7am-6pm flexibility required for teaching positions)
- Part-Time/On-Call
- Temporary

**Location Desired**

- Dublin, Fremont, Hayward
- Newark, San Jose, Union City
- Concord, San Lorenzo, San Leandro
- Redwood City, Oakland, San Mateo

**Additional Locations Desired**

- Dublin, Fremont, Hayward
- Newark, San Jose, Union City
- Concord, San Lorenzo, San Leandro
- Redwood City, Oakland, San Mateo

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**When can you start?**

- MM DD YYYY

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**For Teaching Positions**

Please complete this section if you are applying for a teaching position.

- **What is your preferred age group?**
  - Infants/Toddlers
  - Preschool
  - School-Age
  - Any

- **Number of semester units in Early Childhood Education**: 

- **Please attach transcripts**
  - Choose File

- **Current Child Development Permit**
  - select one

- **Child Development Permit Expiration Date**
  - MM DD YYYY

- **Attach a Copy of Your Resume**
  - Choose File

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**Education: High School**

- **Name & Location**: 

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**Completed High School degree?**

- select one
Kidango Employment Application

Name * Katherine Ton-Tho
Email * kton-tho@kidango.org
Phone Number * (510) 897-6933
Address * 44000 Old Warm Springs Blvd
Fremont, CA 94555
United States

Position applying for: * Testing New Careers Page
Current Openings:
Salary Requirement *
Work Availability * Full-time
Location Desired * Fremont, CA

- Add a Comment -

- Your Name -

Katherine Ton-Tho

Kidango
Educating Children, Inspiring Our Future

REGION NINE HEAD START ASSOCIATION
Effective Recruiting Tools

– Gamifications
  • Application of game mechanics to non-game environments
  • Effective marketing during recruitment]

– Collaborative Tools
  • Use of Social Media integration

http://www.hrmagazine.co.uk/article-details/seven-recruitment-tools-you-need
Effective Recruiting Tools

– Location Technology
  • Salary
  • Job Title
  • Location

– Video Interviewing
  • 90% of communication is non-verbal

– Internet Sourcing

http://www.hrmagazine.co.uk/article-details/seven-recruitment-tools-you-need
Which of These Tools Are Most Useful for Head Start Recruitment?
You Have Applicants! Now What?

WHAT NEXT?
Applicant Screening Processes

- Staff Qualifications and Development (Sec. 648 A.)
  - 50% of Head Start teachers in Center-based programs need a BA or advanced degree in Early Childhood Education
- Transcript Evaluations
- Salary Cap Inquiries
- Full-time Availability Inquiries
What is Your Applicant Screening Process?
You’ve Made an Offer!
What’s Next?
Background Checks

• A program must conduct a complete background check for each employee, consultant, or contractor at least once every five years (1302.90(b)(5))
  — Biometrics4All
  — IIX – A Verisk Company
• Compliance Deadline – September 30, 2022
What Does Your Background Check Process Look Like?
Pre-employment physicals must be inclusive of the following:

- Pre-employment physical
- Tuberculosis test
- Tetanus, Diphtheria, and Pertussis vaccinations
- Measles, Mumps, and Rubella vaccinations
- Influenza vaccinations/waivers
What Does Your Pre-Employment Structure Look Like?

Physical
Congratulations! The Job Opening is Closed!

⭐⭐⭐⭐ How Do We Keep This Employee at our Organization?
Employee Retention

- **Training and Professional Development (Section 1302.92)** — Programs must provide to all new staff, consultants, and volunteers an orientation that focuses on, at minimum, the goals and underlying philosophies of the program and on the ways they are implemented
  - Guidelines for All Persons Working, Volunteering, or Visiting
  - Classroom Training Tool
  - Evaluations with Self-Evaluations at 60 Day, 90 Day, and Annual Evaluations
Employee Retention

• Education Advancement Program
  – Supporting staff through the completion of the required Early Childhood Education coursework
• Providing resources to employees to grow their network
• Company-wide Wellness Days
• Step Challenges among employees with prizes
• Wellness Apps for interactions among employees
Employee Retention

• Professional Development trainings
  — One unit courses at Community Colleges
• Partnerships with the County’s Office of Education
  • Certificates of Clearance
  • Temporary County Certificates
• Tracking of Permit expiration dates
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10 Employee Retention Strategies

1. Employees seek to use their talent and skills in the workplace
2. Perception of fairness and equitable treatment
3. Access to tools, time and training
4. Opportunity to seek frequent opportunities to learn and grow in their careers, knowledge and skill
5. Human Resources have positive relationships with staff

https://www.thebalance.com/top-ways-to-retain-your-great-employees-1919038
10 Employee Retention Strategies

6. Employee income is never threatened
7. Staff members must feel rewarded, recognized and appreciated
8. Clear Expectations
9. Quality Supervision
10. Employee's freedom to speak his/her mind

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How Else Can We Keep our Head Start Employees Satisfied?
Employment Law Changes for 2018
By Rachel Roberts

- Ban-the-Box
- Salary History
- Anti-Harassment, Gender Identity, Gender Express, and Sexual Orientation
- Parental Leave
- Immigration Enforcement
- Cellphone & Driver
- Anti-discrimination Military Personnel
- Workplace Safety Cleaning Product Data
- Equal Pay Act
- DLSE Actions
Thank You!

Visit Us On The Web!

www.region9hsa.org
www.Kidango.org