Professional Development Workshop: Climbing the Career Ladder at HLPUSD
Climbing the Career Ladder

- **Objective**: Develop the skills needed to demonstrate why HLPUSD should promote *you*!
- Become a salesperson for yourself...
  - On paper
  - In person
- Keep in mind...
  - What are your most valuable qualities?
Agenda

- Step 1 – Qualifying for the position
  - Application Form
- Step 2 – The testing process
  - Written Tests
  - Performance Tests
  - Structured Interview
- Step 3 – Making the right impression
  - The Hiring Interview
Step 1: Qualifying For the Position

- The Application Form
  - Purpose
  - Tips
  - Applying Online
  - Activity
The Application Form: Purpose

- To screen job applicants for minimum qualifications
- Supplemental questions
The Application Form: Tips

- Carefully compare your own experience with the minimum qualifications
- Tailor the description of your duties to the necessary knowledge, skills, and abilities
- Be specific, thorough, and accurate when describing work history
- Include relevant coursework, training, technical skills (i.e. computer skills)
- Use spell check
The Online Application Form

- **Possible Benefits**
  - Ability to create a profile
  - Job history is saved in database
  - Receive email notifications...
    - When jobs become available
    - Regarding your candidate status

- **Online Demonstration**
  - www.hlpusdjobs.org
The Application Form: Activity

- Complete work history section
  - Need a job bulletin
  - Get into groups of four with the same job bulletin
    - Complete sample application – page 6
    - List most recent jobs first
Step 2: The Testing Process

- Overview
- Written Tests
- Performance Tests
- Structured Interview
Written Test: Overview

- The selection process is designed to narrow down the number of candidates until only the most highly qualified remain.
Written Test: What is it?

- Multiple Choice Test
  - Each question is designed to have only ONE right answer
  - Questions are not designed to be tricky
  - Time limit and number of questions will vary

- Content
  - Job-related

- Feedback
  - Written test comment sheet
Example:

Question:
Which one of the following words is spelled incorrectly?

a). cat  
b). dog  
c). elphant  
d). rat

Answer:

a  b  c  d
Written Test: How to Prepare

- **Before the test:**
  - Use job description to study
    - Pay attention to the knowledge and abilities needed
  - Get enough sleep the night before
  - Eat before you arrive
  - Arrive 15 minutes early
    - Bring your invitation letter and picture ID
Written Test: How to Perform

- During the test:
  - Be sure you understand all instructions
  - It’s okay to ask clarifying questions
  - Plan your time well
  - Use the process of elimination
  - Don’t leave any question blank
  - If you finish early, review your answers
Performance Test: What is it?

- Test of job-related skills
- Work Sample (Perform a duty you would actually do on the job)
  - Typing
  - Computer skills (Microsoft Office, Excel, Word)
  - Data entry
  - Proofreading
  - Physical skills (such as cleaning, repairing, etc.)
Structured Interview

- Purpose
- Process
  - Before the interview
  - During the interview
- Role Play
- Mock Interviews
Structured Interview: Purpose

- To *objectively* learn more about the candidate’s knowledge, skills, and abilities as related to the position
- To verify the information given on an application
Structured Interview: The Process - Before

- Research
  - Job information
  - Department information
- Create and review a work-related accomplishments notebook
- Decide on appropriate attire
It was a mistake for Eric to wear a t-shirt to his job interview, and it was a bigger mistake to wear that particular t-shirt.
Interview Attire

- Dress appropriately for the position
- Pay attention to:
  - Style
  - Color
  - Coordination
  - Fit
  - Accessories
  - Hair/Makeup
  - Strong smelling perfume/cologne
Structured Interview: The Process - During

- What to expect...
  - Instructions to Candidates
  - Structured vs. Unstructured Interviews
  - S.T.A.R. Response
    - Situation
    - Task
    - Action
    - Result
  - Rating Scales
Structured Interview: The Process - During

- Punctuality: Be early
- Be courteous
- Self-Confidence: Don’t be afraid to let them know how great you are
  - You can’t assume that the raters know your work history
- Non-verbal Communication
- Oral Communication
Structured Interview: Role Play

- Good and Not-So-Good responses
- Group Discussion
Structured Interview:
Activity: Mock Interviews

- Practice! Practice! Practice!
  - Create groups of four
  - Assign roles (three raters and one interviewee)
  - Two sets of questions
    - Ask three to four questions and then switch roles. Make sure that each participant gets a chance to be the interviewee.
  - Provide constructive feedback
- Group Discussion
After the Testing Process

- Eligibility list
  - Candidates are ranked based on combined test scores
  - Top three ranks available to be hired
  - List expires after one year (unless otherwise stated)

- Substitute positions
  - Available to anyone on the list
Step 3: The Hiring Interview

- Purpose: To get an idea of the applicant’s personality and fit with the department
- Show interest in the job/department: Ask questions
- It's also your chance to find out whether you want to work for them!
The Process: After the Interview

- Send a “Thank You” note
- Follow-up

If you don’t get the response you’d hoped for, stay positive and try again!
Thank You!!!

- Questions/Comments
- Training Evaluation