

Professional Development Workshop: Climbing the Career Ladder at HLPUSD



Personnel Commission



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?

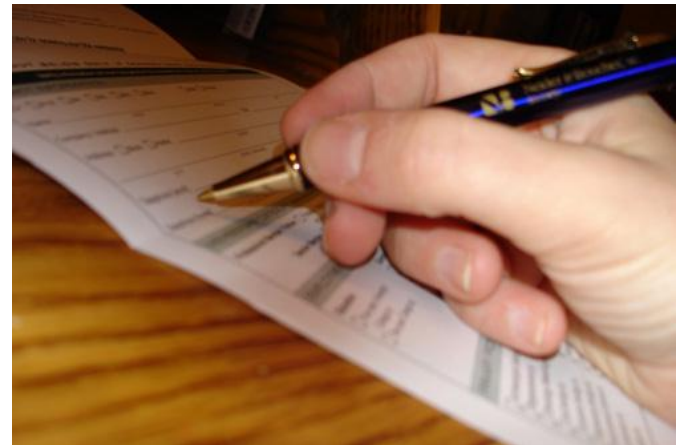


Agenda

- 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



Written Test

■ 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

Interview Attire

DOCTOR FUN

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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.

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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
 - **S**ituation
 - **T**ask
 - **A**ction
 - **R**esult
 - 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 