



Board Agenda Item #	II B: Recommended Action Item
Date:	December 9, 2021
To:	Magnolia Public School – Development & Stakeholder Committee
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Derya Hajmeirza, Director of Human Resources
RE:	MPS Recruitment and Retention Plan

Proposed Motion:

I move for the MPS Development and Stakeholder Board Committee to recommend the approval of the Magnolia Public Schools’ (“MPS”) Recruitment and Retention Plan to the MPS Board of Directors.

Introduction:

The MPS’ recruitment and retention plan will serve as the blueprint for recruiting, hiring, and retaining highly qualified staff members that contribute to the MPS’ mission and vision.

Background:

The outlined steps in the plan will help the MPS Human Resources (“HR”) Department find the qualified team members and utilize resources for retaining staff to give the best services to all MPS stakeholders. The recruitment plan will be implemented on an ongoing basis as the HR Department develops processes to meet all steps mentioned in the plan. The plan was presented to the C-team and the MPS principals for feedback.

Budget Implications:

The MPS HR Department’s related expenditures are budgeted under the Operations/Human Resources section of the Home Office budget.

Attachments:

MPS Recruitment and Retention Plan



MAGNOLIA

PUBLIC SCHOOLS

**EMPLOYEE RECRUITMENT &
RETENTION PLAN**

2021-2022

PURPOSE

Magnolia Public Schools' ("MPS") Recruitment and Retention Plan serves as the blueprint for recruiting, hiring, and retaining highly qualified staff members that contribute to the MPS' mission and vision.

This plan elaborates on the details of the recruitment and retention strategies including methods, planning and timeline.

RECRUITMENT

Recruitment Strategies

1. Recruitment Methods

- ▶ **Talent Pool:** Talent Pooling within MPS is the concept of keeping a group of candidates in the hiring platform. The Human Resources Information System (HRIS) system archives submitted resumes, which allows Hiring Managers to revisit the talent pool when needed.
- ▶ **Passive Candidate Strategy:** Refers to sending mass emails to individuals who may or may not be currently looking for a job. This helps MPS be visible and introduce itself to potential future candidates by sharing the mission and vision in non-recruiting settings. This is done through newsletters to various stakeholders, LinkedIn posts, and other social media platforms posts.
- ▶ **Job/Career Fairs:** The HR department continuously seeks career fair opportunities to participate in that are focused on educational recruitment. This is mostly done through university partnerships where the HR department is notified of upcoming university events.
- ▶ **Open House:** Regional open houses hosted by the HR department to present and introduce MPS to prospective candidates.
- ▶ **MPS Website:** The website is linked to the HRIS, all postings are reflected on the MPS website. MPS has a notification system on the career page where any stakeholder can sign up to get notified of open positions.
- ▶ **Recruitment Platforms:** MPS utilizes various recruitment platforms to link MPS career opportunities such as; Indeed, LinkedIn, Edjoin, etc.

2. Advertisement of MPS Benefits: MPS advertises benefits within job postings and at recruitment events.

- ▶ Health, dental, vision, life insurance;
- ▶ Tuition Reimbursement including new teacher induction financial support;
- ▶ Performance pay;
- ▶ One-time and annual add-on pay;
- ▶ Signing Bonus: MPS provides a one-time sign in bonus for hard-to-fill positions;
- ▶ Retirement;
- ▶ Generous paid time off (sick hours, floating, etc.).

3. Networking: Connecting with other HR professionals to learn more about different recruitment strategies and best practices.

4. Partnership:

- ▶ **Colleges/Universities:** Arranging student teacher partnerships and internship opportunities; they can become part of the MPS talent pool.
- ▶ **Marshall Street Teacher Residency Program:** Sponsoring candidates with BA degrees to earn teaching credentials in one year.

5. Staffing Vendor Collaboration: MPS works with different vendors who provide temporary staffing needs. Through their partnership, MPS has the ability to onboard them into permanent MPS staff.

6. International Staff Recruitment: MPS is looking for international candidates in the critical shortage subject areas who have valid teaching credentials in their home country with teaching experience in their field. International teacher candidates must meet all necessary employment, credential, and experience requirements to be considered for employment. All interested candidates may submit their applications via the MPS career page and/or by using the social media and recruitment platforms (LinkedIn, Facebook, Edjoin, Indeed, etc.).

Planning

- 1. Evaluate prior year recruitment practices and job postings:** It is important for the MPS HR Department to review, modify and improve current practices. The following will help the planning process.
 - ▶ Check for pros and cons
 - ▶ Check for trends, identify hard to find subject areas
 - ▶ Get principals' feedback
 - ▶ Define goals pertaining to areas of improvement
 - ▶ Evaluation of current student teachers and interns with principals
 - ▶ Prepare recruitment budget

Timeline

- 1. November - December**
 - ▶ Review job requisitions: descriptions, qualifications, etc.
 - ▶ Search for career fair opportunities
 - ▶ Plan and prepare for open house
 - ▶ Contact universities and employment agencies for partnership
- 2. January - March**
 - ▶ Attend job fairs
 - ▶ Announce open positions in social media
 - ▶ Conduct in-person/online open houses
 - ▶ Send emails to passive candidates
 - ▶ Identify hiring needs for new school year
 - ▶ Share career page link in various job posting platforms

3. April - June

- ▶ Interview MPS interns, student teachers, and substitute teachers

Marketing

- ▶ Develop and annually review the information package for recruitment and new hires. (i.e. About MPS, benefits, salary scale, growth opportunities)
- ▶ Develop testimonial videos for social media and MPS website
- ▶ Select/Design marketing materials
- ▶ Create onboarding video

RETENTION

Retention Strategies

- 1. Employee surveys:** The HR Department conducts surveys to collect feedback.
 - ▶ New hire 60 days / 6 month check-in (in person or online survey) to learn about new hire engagement and satisfaction.
 - ▶ Create annual staff feedback survey
 - ▶ Review the results with the principals and discuss growth opportunities.
- 2. Leadership pathway programs** for staff members who show interest in professional growth within the organization.
- 3. Academic support for newly hired teachers** to assist them in capturing the org-wide curriculum and inform them of MPS resources.
- 4. Individualized development plans** to be used for professional development and to support growth and leadership pathways.
- 5. Employee intent to return form**
 - ▶ Review of intent to return forms annually.
 - ▶ Collaborate with the school administration to review employee relocation requests.
- 6. Employee exit interview form**
 - ▶ Generate a data tracking system for exit interview forms.
 - ▶ Review of exit interview forms with C-level team members.

7. Employee recognition program

- ▶ 5-10-15-20 year... veteran employee recognition (sponsor partnership).

8. Employee Referral Program: Current staff will receive a monetary incentive when they recommend a candidate that goes through the entire hiring process and becomes a staff member of MPS.

Planning

1. Evaluate prior year retention plan

- ▶ Check for pros and cons;
- ▶ Define goals pertaining to areas of improvement.