REMOTE RECRUITING & HIRING TOOLKIT:

Online Job Search Platforms

Content Level: **LAUNCH** & **DEVELOP**

As educators turn to virtual approaches to job searching, many will want to save time by focusing on common online job posting platforms, rather than visiting the websites of individual LEAs. View a non-exhaustive list with examples of some often-used online platforms for LEAs to post educator jobs, and for educators to find job openings. The list includes guidance on how to connect with **graduating candidates from most of Pennsylvania's largest educator preparation programs,** in lieu of on-campus recruitment activities.

PA-Educator

URL	**www.PAEducator.net**
Features for job-seekers	• Job opportunities searchable by location, certification and keyword • Can apply to positions through the website • Particularly popular among employers in Allegheny and South Central regions—but not in Philadelphia region
Features for employers	• Can view digital copies of candidates' credentials • Applicants searchable by role, certification/s, and preferred location • Employers can contact candidates directly through the website • Works in conjunction with LEAs' existing online application systems
Cost?	• Cost for employers
Smartphone accessibility	• Regular version of the site available on phones' web browsers

Pennsylvania REAP

URL	**www.pareap.net**
Features for job-seekers	• Job opportunities searchable by location, certification and keyword • Applicants can contact employers and/or apply directly through the site • Partnered with 240+ Pennsylvania LEAs

Pennsylvania REAP *(cont'd.)*

Features for employers	• Applicants searchable by criteria including position preferred, teaching certificate held, years of experience, GPA, student teaching grade, activities willing to sponsor, and preferred geographic location • Provides an online system for employers to track applicants: a spreadsheet of selected candidates, with categories for applicant information as well as ratings and comments that members of the hiring team can make about individual candidates • Employers can contact applicants directly through the site
Cost?	• Cost for employers
Smartphone accessibility	• Smartphone-compatible version of the site

Handshake

(Particularly for recruiting and hiring educator candidates graduating from colleges and universities)

URL	**www.JoinHandshake.com**
Features for job-seekers	• Job openings searchable by location, job type, and other criteria • Candidates can apply through the website • Site notifies candidates of "matches" with open positions that are likely fits for their preferences and qualifications
Features for employers	• Employers can verify the academic information of candidates from universities with Handshake accounts • Options to participate in or host virtual recruitment events, such as webinars or information sessions • Employers can search for and directly contact candidates who meet preferred criteria • Among the largest traditional educator preparation programs in Pennsylvania, almost all partner with Handshake • Online applicant tracking system for employers with paid accounts
Cost?	• Free for employers, but some features require a paid employer account
Smartphone accessibility	• Smartphone-compatible version of the site
Other Notes	• The site provides detailed guidance on how employers can get the most out of its features • Employers who proactively contact candidates and/or host virtual recruitment events receive more interest and applications from candidates

LinkedIn

URL	**www.LinkedIn.com**
Features for job-seekers	• Site notifies candidates of "matches" with open positions that are likely fits for their preferences and qualifications • Job openings searchable by location, field, keyword and other criteria • Candidates can contact employers and/or apply directly through the site
Features for employers	• Applicants searchable by employers' preferred characteristics • Site notifies employers of "matches" with candidates who are job-searching and are likely fits for open positions • Customizable job applications through the site • Employers can contact applicants directly through the site
Cost?	• Cost for employers, only activated when a candidate clicks on the job post • Applicants can job search for free, or can pay a subscription fee for a premium account with additional features
Smartphone accessibility	• Smartphone-compatible version of the site, or free app
Other Notes	• Because LinkedIn is not exclusive to the education field, employers may want to use the feature that automatically rejects applicants, to filter out those without qualifications to teach or to hold other educator positions • Because applicants from a variety of fields use LinkedIn, it can also be a useful way to recruit for non-certified positions and find qualified candidates who may not otherwise have considered those positions

SchoolSpring

URL	**www.SchoolSpring.com**
Features for job-seekers	• Job openings searchable by location, grade level, job type and keyword (but not certification area) • Candidates can apply for jobs through the site
Features for employers	• Job seekers can easily forward job posts to friends/colleagues who may be interested (through email, social media, etc.) • Employers can search for candidates (only with the more expensive "unlimited" subscription)
Cost?	• Cost for employers
Smartphone accessibility	• Smartphone-compatible version of the site

Toolkit Introduction

LEA Employment Web Pages

Online Job Search Platforms

Educator Job Descriptions for Online Posts

Social Media for Educator Recruitment

Retention Conversations with Educators

Staff Involvement in Virtual Recruiting

Virtual Information Sessions

Virtual Hiring Activities that Assess Desired Teacher Competencies

Best Practices for Remote Interviews

Remote Processes for Hiring Eligibility Forms

Virtual Options for Demonstration Lessons and Other Performance Tasks

Consistent Virtual Communication with Applicants

Online Job Application Tracking

DEVELOPED IN PARTNERSHIP WITH

Pennsylvania's System for LEA/School Improvement
Lancaster-Lebanon IU13
The Urban Schools Human Capital Academy
TNTP