

## REMOTE RECRUITING & HIRING TOOLKIT:

# Retention Conversations with Educators

Content Level: **DEVELOP** & **ENHANCE**

Correctly anticipating your recruitment needs requires early knowledge of your current educators' plans to stay or leave. It's always a good practice to hold conversations with effective educators mid-year to communicate your appreciation for their work and determine their plans for next school year. Read brief guidance on how LEAs can effectively conduct such conversations remotely.

Prioritize highly effective teachers for earlier conversations. Next, consider enlisting leadership team members (particularly if they supervise teachers) in holding conversations with effective and developing teachers.


Keep conversations focused on students and your school community. Connect how teacher actions have contributed to student outcomes and the culture at your school, providing specific examples that illustrate your key messages. Avoid communication that seems personal and pivot conversations back to the students and school.

### Resources from TNTP for Planning Retention Conversations:



Stay Conv. Strong Teachers (.PPT) 



Stay Conv. Developing Teachers (.PPT) 


### Resources from TNTP for Hosting Effective Virtual Meetings:




Tips for Planning & Facilitating Virtual Meetings (.DOC) 



How to Join Zoom Meetings (.DOC) 



**During Covid-19:** *The current interruptions to the regular school year heighten the importance of retention conversations; connecting with effective educators can make them feel more valued and supported.*



**During Covid-19:** *Be sure to thank teachers for their flexibility and grit in adapting to an unprecedented and uncertain situation. Encourage teachers to share about their current work and family circumstances if they'd like to do so. Acknowledge that more uncertainty likely lies ahead and affirm their contributions to your school community. You may give teachers space to voice their questions and concerns, but ensure the conversation is focused on their performance and plans for next year.*

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

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Pennsylvania's System for LEA/School Improvement

Lancaster-Lebanon IU13

The Urban Schools Human Capital Academy

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