

# TALENT ACQUISITION/ RECRUITMENT



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The Personnel Commission's Career Center  
**Talent Acquisition & Selection Branch**



**Talented People. Innovative Minds.**  
Bringing Excellence to the Business of Education.

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 **Prospective Employee**  
Interested in learning more about LAUSD?  
Interested in joining our team? Check out our prospective employee site.

 **Current Employee**  
LAUSD employees—you are the team that is “leading the way”. Our existing employee resource center provides information and tools to support you in attaining your career goals, and for managers, provides assistance in hiring and guiding your staff.

 **New Employee**  
Welcome Onboard. As you get started on your new journey, we invite you to visit our New Employee corner where you will find valuable information and resources.

## ENGAGING TALENT

## TALENT ACQUISITION/ RECRUITMENT



Research shows that presenting applicants with a *realistic job preview (RJP)* during the recruitment process has a positive effect on retention of those new hires.



## TALENT ACQUISITION/ RECRUITMENT

*Providing a realistic job preview as part of the recruitment campaign*

**RJP – Willingness Questionnaire as Part of the Application Process**

**Special Education Assistant:** A Special Education Assistant assists teachers by caring for the physical needs of students with disabilities and helping in their training and education through the presentation of educational materials or exercises.



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## TALENT ACQUISITION/ RECRUITMENT

*Providing a realistic job preview as part of the recruitment campaign*

### RJP – Willingness Questionnaire as Part of the Application Process

#### Examples of Questions

Are you willing to ride the bus to and from school with a disabled student?

Are you willing to feed a disabled student?

Are you willing to lift and carry, with proper instruction, a disabled student or employee?



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## TALENT ACQUISITION/ RECRUITMENT

RJP – Link to Video Clip Showing Incumbent  
Performing Job



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## TALENT ACQUISITION/ RECRUITMENT

### *Including internal candidates in your recruitment plans*

- Recruit internally enhances employees' motivation and engagement by providing career growth opportunities.
- At LAUSD, we are not only committed to recruiting from our internal talent, but we are committed to recruiting our laid-off employees in an effort to bring them back to the District.



# ENGAGING TALENT



## TALENT ACQUISITION/ RECRUITMENT

### ***Building and maintaining a talent pipeline to fill current and future vacancies***

- Need to move away from “reactive” recruiting strategies and move towards more “proactive” strategies.
- Need to be able to find the perfect person for the job using few resources.
- Having a pool of highly qualified candidates is a valuable recruitment tool.

*However, recruiters must keep candidates engaged by keeping them interested and excited about career opportunities within the organization.*



# ENGAGING TALENT



## EMPLOYEE SELECTION/ ASSESSMENT



A Harvard University study reports that 80% of turnover can be blamed on mistakes made during the employee selection and hiring process. *This highlights the fact that the assessment process is critical in identifying the right candidate who is likely to be engaged and committed to the organization.*



# ENGAGING TALENT

## EMPLOYEE SELECTION/ ASSESSMENT

The selection processes works for both the organization and the candidate, as they both use the process to ***assess mutual fit***. All steps in the selection process will be used by the candidate as cues about the organization, and his or her experience will have a significant impact on whether or not he or she will ultimately accept a job offer.



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## EMPLOYEE SELECTION/ ASSESSMENT



To enhance candidate engagement through your selection of employees, identify those candidates who are best-suited to the job *and* your organization's culture. *This can be accomplished by:*

- Using assessment methods that are considered by candidates to be relevant to the job.
- Consider assessing candidate “fit” or the compatibility of the candidate with the organization as a whole as well as with the target job.
- Use a candidate-friendly mode of administration.



# ENGAGING TALENT

## EMPLOYEE SELECTION/ ASSESSMENT



***Use assessment methods that are considered by candidates to be relevant to the job. This would include:***

- A test that provided an opportunity for the candidate to perform and demonstrate job-relevant capabilities.
- Assessment procedures that are perceived by the candidate to be administered consistently and fairly.
- A process by which a candidate has the opportunity to receive feedback on his or her performance.



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## EMPLOYEE SELECTION/ ASSESSMENT



***Consider assessing candidate “fit” or the compatibility of the candidate with the organization as a whole as well as the target job.***

- The values, beliefs, attitudes, etc. of a candidate can be assessed during the interview or by using a pre-interview questionnaire. This information can help you determine if the candidate is a good fit.
- May consider including a way to measure “fit” directly in the application process.



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# EMPLOYEE SELECTION/ ASSESSMENT

PROUDLY PROTECTING  
the L.A.U.S.D. community



[INFO][EVENTS][CAREER][EDUCATE][LOGIN]

**PRE-SCREENING QUESTIONS** Los Angeles School Police Department

Have you...

1. used marijuana within the last year?
2. used illicit narcotics within the past five years?
3. been convicted of a felony?
4. been issued a poor credit rating or are you past due on any accounts?
5. been arrested for an act of domestic violence?
6. had 3 or more hazardous traffic violations within three years?
7. been convicted of speed contest, exhibition of speed, reckless driving, drunk driving or a reduced disposition of it?
8. been at-fault in a traffic accident?
9. been terminated from a job or asked to resign in lieu of termination?

If you have answered "yes" to any one of the above questions you may be disqualified. Further information can be obtained from a police recruiter at [213] 742-8312.

If you answered "NO" to all of the above, [click here to continue with the application process.](#)

**EMAIL SCAMS - BEWARE** Learn how to protect your computer and your identity

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## EMPLOYEE SELECTION/ ASSESSMENT

### Qualifications:

- Engineers with excellent communication skills, a balanced level of assertiveness to influence decisions, the competitive edge to win, a sense of urgency, and the ability to build strong, influential relationships inside and outside of TI
- Individuals who can effectively balance their strong technical skills with solid relationship-building abilities
- Open to relocating to a variety of TI Field Sales Offices in or near major cities within your region
- Bachelor Engineering Degree

### Outcome:

At the end of the program, you'll become a team member in one of our Field Sales Offices where

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## EMPLOYEE SELECTION/ ASSESSMENT

### *Use a candidate-friendly mode of administration*

- Consider virtual interviews.
- Consider assessment tools that do not require too much time on the part of the candidate.
- Conduct assessments at convenient times for the candidate.
- Consider on-line reviews.
- Consider providing test-taking tips and strategies for candidates.



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# EMPLOYEE SELECTION/ ASSESSMENT



The Hiring Process	Career Paths	Career Events	Media Center
Step One - Explore Our Job Opportunities			
Step Two - Complete Profile and Apply for Job of Interest			
Step Three - Check Status of Application/Update Candidate Profile			
Step Four - Pre-Employment Assessment Process			
 <p>The ability to hire highly qualified and successful employees is critical. Therefore, it is critical that we use comprehensive and highly professional assessment tools. By using these tools, LAUSD can select employees with a high likelihood of being successful on the job.</p> <p><b>What Types of Assessment Methods Does LAUSD Use?</b></p> <p>LAUSD uses a variety of methods depending on the job, but most commonly:</p> <ul style="list-style-type: none"> <li>• <a href="#">Scored Skills Questionnaire</a></li> <li>• <a href="#">Resume/Application Screening (Evaluation of Training and Experience)</a></li> <li>• <a href="#">On-line Skills Assessment (Multiple Choice Test)</a></li> <li>• <a href="#">Interview</a></li> <li>• <a href="#">Performance Test</a></li> <li>• <a href="#">Reference Check</a></li> </ul> <p><a href="#">View Testing Schedule</a></p>			
Step Five - Interview with Hiring Department			

Close or Esc Key

## On-line Skills Assessment

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**What is an on-line skills assessment?**

On-line skills assessments are designed to test a candidate's knowledge of specific areas that are considered important to a particular type of job (e.g., knowledge of the industry, knowledge of commonly used equipment, knowledge of safety rules and regulations, etc.) or a specific aptitude (e.g., reading comprehension, math skills, logic, etc.).

These tests consist of a number of multiple-choice questions. A multiple-choice question is a question with several possible answer choices. Your task is to pick out the answer choice that gives the best answer to the question. Although the number of questions vary, these tests typically consists of about 50 – 150 different questions.

**How can I prepare for an on-line skills assessment?**

The first thing you should do is to read the job bulletin and study it carefully. The job bulletin states the minimum requirements for the position, describes characteristics of the ideal candidate, provides an idea of what the job entails, and what knowledge and skills are needed to successfully perform the job. Test-takers are highly encouraged to study subject areas listed in the job bulletin by visiting relevant websites, reading text books, manuals, professional publications, and applicable regulations, since it is highly likely that the skills assessment test content will include questions relating to this information. Test-takers are also encouraged to study common practices of the industry, types of equipment used, rules and regulations, latest trends of the field, etc.

**Test Taking Strategies**

Although there is no "best" way of taking a test, there are several strategies that may lead to improved performance.

1. Note the time limit and number of questions included on the test. This should give you an idea of how much time you should allot to answering each individual question. Work as quickly and accurately as possible. Most of the tests administered in employment situations are timed. Since the number correct influences how

# ENGAGING TALENT

## ON-BOARDING

After effective recruitment and selection processes, one of the most important ways that organizations can improve the success of their talent management strategy is through the implementation of a valuable New Employee On-boarding program.



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## ON-BOARDING

New Employee On-boarding is an approach through which new hires are welcomed and integrated into their new work environment. This includes introducing new employees to both the performance and the social/political aspects of the job.



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## ON-BOARDING

The formality and comprehensiveness of on-boarding programs across organizations varies greatly, but research shows that the more formal and more complete programs tend to lead to more engaged employees who are less likely to leave the organization.



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# Expanding LAUSD's On-Boarding Process

*Currently our on-boarding process includes:*

- Individual new hire appointments to complete all processing paperwork (compliance).
- Invitation to a one-day New Hire Orientation within the first months on the job (attendance is not mandatory).



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