

Sub Recruitment Self-Assessment

Looking to increase your recruitment activities to attract more substitute teachers? First, use this self-assessment to make sure that your basic systems are solid.

Give yourself a score from 1-4 on each element:

- 1 = area of serious weakness, likely to impair your ability to recruit
- 4 = area of strength, something to highlight in your recruitment materials

Use your scores to decide where you should focus before/as you recruit. Pay attention to areas of serious weakness, and areas where you could easily move from adequacy to strength.

Pay. Baseline, you need to know if your pay is competitive. If not, find other ways to distinguish yourself (e.g. extra PD, career development, better support, etc.)	
Our pay rate is competitive (within 10%) with surrounding districts.	
Our pay rate is competitive with jobs with similar education requirements. <i>(Tip: Research starting hourly rates for 3 local competitors: retail, food service, etc.)</i>	
The out-of-pocket costs to become a sub (permit, transcripts, TB test, background check, required training, etc.) are comparable to surrounding districts.	
Ease of Application. Next, make sure your application process is clear and easy to understand. It should convey the professionalism you hope to see in the classroom.	
It's easy to find sub information on our website and the directions to apply are clear. <i>(Tip: It can be hard to see what's missing or unclear; ask a friend to be a "secret shopper" and give you an honest assessment).</i>	
The process of completing our application is easy and streamlined.	
The questions on our application are relevant to substitute teaching.	
Onboarding Experience. Finally, make sure you have a tight onboarding process so that you don't waste effort recruiting people only to have them drop out during onboarding.	
We are able onboard new substitute teachers within 2 weeks.	
Our onboarding process is easy to navigate. <i>(Tips: ask 2-3 recent hires for feedback; make a flowchart of the process and who is responsible for each step)</i>	
We offer new subs training in the following categories (score each): <ol style="list-style-type: none"> 1. Admin Processes - <i>How the assignment system works, payroll, etc.</i> 2. Safety / Compliance Training 3. Doing the Job - <i>Classroom management, instruction, subs role in the school, duties as a short-term, long-term and special ed sub, etc.</i> 	
We actively support new substitute teachers in their first few assignments to improve early retention.. <i>(Examples: match subs to first assignments, check-ins,</i>	

<i>mentors, recognition for early milestones e.g. completing 10 days of service).</i>	
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