5 Tips for Hiring Great Teachers

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1. JOB DESCRIPTION

• Be specific and make it exciting

• The more descriptive you are, the better you will find the right fit

• Use your imagination, and spend time writing what you want

• Don’t cut and paste other job descriptions
2. TELEPHONE SCREENING

• Introduce yourself

• Tell them the job they applied for

• This is not "job offer," just a telephone screening

• Evaluate their reaction, tone — excited, conversational

• Are they authorized to work for an U.S. employer? If not, STOP here
2. Telephone Screening - cont’d

• Review the hours you need them. If not, STOP here

• What are their pay expectations

• Ask them what else they do

• If you’re in doubt, don’t schedule interview, keep looking or Facetime

• Before interview, ask for one minute of playing or teaching or YouTube link
3. THE INTERVIEW

- Give them a tour of the school
- Block off ONE hour of your time
- Interview when there are no clients around, daytime
- Review hours of availability
- Are there any hours or days there are conflicts, previous commitments gigs, vacations
- Ask them their philosophy and value in teaching
3. The Interview - continued

- Make it conversational and build trust.
- Other things you find out, what they like to do, hobbies, gigs, lifestyle
- CULTURAL FIT
- Talk about curriculum
- Have them play for you
- Do they have emotional intelligence and the ability to relate to others
4. POST-INTERVIEW FOLLOW UP

• WAIT!

• Then call and ask them about the position

• Discourage them for the position, for example ...
5. FORMAL DOCUMENTS

- Schedule a separate day
- Employment Agreement written by Employment Attorney
- Employment Manual Guide and Expectations — find an orientation day
- Other paperwork, Direct Deposit, I-9, etc.
Thank you!

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