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Grow Your Business



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 ...



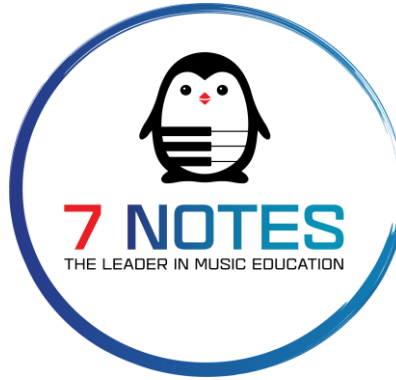
5. FORMAL DOCUMENTS

- Schedule a separate day
- Employment Agreement written by Employment Attorney
- Employment Manual Guide and Expectations — find an orientation day
- Other paperwork, Direct Deposit, i9, etc.

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Thank you!

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Eileen Tan, the Music Nerd

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