

Hazelwood School District



Schooling The Hiring Process

The mission of the Hazelwood School District (HSD) is to launch learners on a quest for high standards, fairness and distinguished achievement. To meet this challenge, the human resources department needed a system in place that could effectively help locate qualified talent to help achieve their mission. They needed an online hiring solution to **provide administrators with easy access to potential applicants**, better record keeping and the ability to **reduce the amount of up front work**.

What Should We Do With All That Paperwork?

The Challenges

Before implementing SchoolRecruiter, HSD was faced with common problems that often confront districts not using an online Applicant Tracking and Hiring Management System. Stacks of applications, numerous file cabinets full of resumes, certifications and recommendations meant the district had no way to effectively locate and hire certified staff employees.

Bottom line, something had to be done with their hiring process. Not only did HSD rely solely on word-of-mouth to help fill their faculty positions, they found themselves **struggling to locate the applications** of those qualified for the job.

“Before SchoolRecruiter, we would post positions in the schools and depend on word-of-mouth to fill the vacancies,” says HSD Director of Human Resources Tiffany Slater. “We would sometimes post on our website or on the local cable channel, but regardless we took in a lot of paper applications, without the results we wanted.”

HSD also needed **a better record keeping system**. It was not uncommon for HSD principals and faculty to struggle reviewing the multiple page applications. What was more, there really wasn't an effective way to manage the new openings and notify applicants that their information had been received.

Issues needing to be addressed:

- Applications were all paper, meaning multiple pages to review and track
- No central location to post open positions within the district
- No easy way to prescreen applications without juggling numerous paperwork
- Spending hours trying to touch base with candidates

Customized Efficiency With the Click of a Mouse

The Solution

HSD needed an online solution that allowed the district to track the applicant, while making the hiring process easier for every faculty member involved. All these reasons led HSD to implement SchoolRecruiter on January 11, 2008.

“It's as easy as a click of a button,” says Slater. “Using SchoolRecruiter has drastically reduced the many phone calls we received and made in the past. Applicants are now notified through email and know exactly where they are within the hiring process.”

“For every application, I was making copies of everything, then prescreening each applicant, setting up face-to-face interviews once the administrators had made their selections. It took a lot of extra time.”

Tiffany Slater
HSD Director of Human Resources

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