CPS Application Process

Career Development Office
Spring 2014
All potentially new CPS teachers will be going through a new vetting process in keeping with the recent collective bargaining agreement.

The purpose of this PowerPoint is to outline the steps in the new process.
HELPFUL DEFINITIONS

Teacher Quality Pool (TQP)
How CPS organizes those candidates who apply and are accepted into the pool of teachers valid for hiring considerations. Being accepted into this pool does not guarantee you a job within CPS.

School-specific Application
Currently each school within CPS has their own application for candidates to complete.

Taleo
This is the vendor of the Applicant Tracking System (ATS) which CPS has contracted with to manage their human resources administration – including the hiring process.
CURRENTLY: 2 PARTS TO THE APPLICATION PROCESS

Candidate (You)

Part 1
TQP Application
Taleo System
Must pass Part 1

Part 2
School Specific Application
Part 1: Overview

• Candidates need to pass the TQP screening process first, in order to be in valid consideration for the School-specific application – NO EXCEPTIONS

• In addition to the application, students will need to submit two recommendations from persons who saw them practice using the Danielson framework. (See Slide 6)

• In the near future, CPS will complete the full implementation of Taleo (HR Applicant Tracking System).

➢ Once that occurs, the school-specific application will move to Taleo. Then the entire application process (TQP & School specific) will reside in Taleo.
PART 1 – SCREENING PROCESS

• CPS will schedule a screening interview that is about 10 -15 minutes in length. The questions are essay-like and include topics such as:
  — Planning and Preparation
  — How they would get to know the students
  — Discipline Style
  — Differentiation
  — Professional Responsibility in regards to communication with colleagues and parents
  — How they motivate students, classroom management
  — Communication with constituents, examples of lesson plans.
PART 1 – SCREENING PROCESS CONTINUED

• CPS has rolled out a pilot program using a digital interviewing platform. Students will get a call and the questions will be asked and then recorded for review by HR later.

  — Should the digital interview pilot prove to be a more efficient method of scheduling and recording the screening interview, it may replace the live phone interview

  — Candidates will be able to use an iPad, iPhone, or computer
RECOMMENDATION FORM

• The Teacher Quality Pool process consists of 2 letters of recommendation from administrators who can speak to the teacher within the Danielson framework.

• An administrator can be someone who is: a professor, student teacher program manager, etc.

• Recommenders ARE contacted by HR.

• The recommendation is a form with a checkbox that the observer signs and gives back to the student who then uploads it into the ATS (Taleo).

• HR also reviews the application and recommendations.
IF HUMAN RESOURCES CONFIRMS RECOMMENDATIONS AS POSITIVE, THE CANDIDATE WILL MOVE ON TO STEP 2

Part 1
TQP Application
Taleo System

Must pass Part 1

Part 2
School Specific Application
GENERAL TIPS & POINTERS

- After applying, don’t fret if you don’t hear back before mid-June. CPS doesn’t begin their hiring process until late June.
- If the candidate prefers an in-person exchange, CPS will be holding 5 career fairs over the summer.
- CPS is not as concerned about the cover letter and other documents, but professionalism still matters! A well written cover letter may help you get noticed and stand apart from other candidates.
- Resume should be a strong, one page resume, with simple formatting.
ABOUT GETTING HIRED

• Hiring is based on school budgeting, not degree level per se. CPS principals have control over their schools' budgets, empowering them to be able to hire for quality, not price.
  
  — Salary information is as follows: Bachelor degree will earn within the 53-54K range while Master's are in the 56-59K range – not a significant difference. The average salary for a teacher in CPS is 74-75K.

• Best way to get hired is to "proactively" network with a principal and following up the application with an email to principal stating that they are TQP eligible, what they have to offer, as well as why they are interested in this particular school.
ABOUT GETTING HIRED CONTINUED…

• Once the teacher passes through the teacher quality pool process, the candidate will receive a letter stating his/her acceptance. If candidate is rejected, his/her application is in the system, but will NEVER show up in any searches done by hiring managers.

• Regarding the question in the ATS about possessing a current license – just list the licensure and endorsements anticipated.

• Should the school extend an offer to a new grad whose license is not yet processed, the central office can request that his/her licensure be expedited through the process.
INTERVIEW PREPARATION

1. Log into the NLU student portal – go to the ‘Student Services’ tab
2. Click CareerBeam
3. Move mouse over "Getting the Job” and select "Interview Preparation" from the drop down menu.
4. Click the orange "Get Started..." button to begin the Employer's Perspective module. This walks you through the information and perspectives NEEDED for a successful interview.
5. Click the blue "Continue" button to move through each topic.
6. Once students have moved through each of the interview prep sections, click the blue "Back to Interview Preparation." This brings you back to the main page.
RECORD A PRACTICE INTERVIEW

You will need a webcam to complete these steps.

1. Log into the NLU student portal – click on the ‘Student Services’ tab
2. Click CareerBeam
3. Move mouse over "Getting the Job” and select "Interview Preparation" from the drop down menu.
4. On the right side of the Interview Preparation main page, in the Record a Practice Interview box, click the blue “Get Started” button.
5. Read "Create Your Practice Interview." PLEASE NOTE: You must follow all the steps required in order to complete and process your video.
6. Once recorded, click "save" in the video box and move on to the next question.
7. When all of your questions have been answered and saved, Career Beam will prompt you to either share with a public link or share by email. Click "Share through Email."
8. Click "Private" to keep your recording private.
9. An email message will then be composed with the link to your interview embedded in the body of the message.
10. Send to your professor, friends, and others for constructive feedback.
CDO SUPPORT

• Provide structure for a productive and effective search

• eRecruiting – online job board, resume & cover letter reviews, virtual resume books

• 1:1 coaching

• 24/7 assistance via Career Beam & CDO website

• Pulse on marketplace, career experts
QUESTIONS & CONTACT INFORMATION

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Thank you!