**Welcome to TX Child Care Tools, Fast Track to Hiring.**

This video will help familiarize you with resources that will support your staff, management, hiring and onboarding process.

 We’ll review employee compensation, drafting job descriptions, posting your job opening on ‘Early Childhood Jobs TX,’ interview guides, new staff announcement and finally, the staff orientation checklist. Let's get started.

Did you know that nearly three out of four employers are affected by a bad hire?

A recent study estimates an employer's cost for a poor hire can range between $4,000 and $6,000 for a teacher, wrongfully hiring a manager or director can exceed $40,000. Who can afford that?

These real costs include cost to hire a substitute or pay overtime for staff to fill in, along with costs to post jobs on job posting sites. Intangible costs, such as time to find candidates, interviewing, onboarding, and training take up valuable time from a multitude of people who could be spending that time doing other classroom or operational related work. I think it's safe to say that your budget can't afford this kind of additional expense. What if I told you there was a better way, that TX Child Care Toolscan help strengthen your approach to hiring and keeping great employees? Would you be interested?

The first part of the process is compensation. Do you have a salary scale that lays out compensation based on type of position, number of years of experience and by education level? Or do you negotiate salary on a case-by-case basis or applicant by applicant basis? If you do and you pay disparately different salaries to different employees for the same position, you are opening up your business to potential liability and lawsuits.

As an employer, TX Child Care Toolscan help you demonstrate that you fairly and equitably compensate based on criteria that can be proven and not because an applicant was better at negotiating than another individual with comparable skills and experience. A salary scale can help you with this. Let's take a look at this sample now, which you can use as a guide when you create your own scale.

See how this is organized by type of position, number of years of experience, education level attained and salary as it increases across the positions, driven by years of experience and education? It's pretty impressive, isn't it? You can create your own salary scale using the blank template available in TX Child Care Tools. Last but not least, salary is only one part of overall compensation. Many businesses also provide benefits as an additional part to overall compensation.

Be sure to take a look at the list of potential benefits and the value they provide that you can consider as you develop your own compensation package. Best practices dictate that written benefits and compensation packages should be given to all employees.

This brings us to the importance of job descriptions. Job descriptions provide a clear outline of responsibilities, physical capabilities and education and skills required for a job. Having clear job descriptions sets appropriate expectations for employees, provides for fair and equitable treatment, and supports overall business operations. When was the last time you took a good look at your job descriptions? If it's been a while, now is a good time to explore the job descriptions on TX Child Care Tools. Before we do that, I'd like to share this real-world scenario that will reinforce the critical necessity of good job descriptions.

A teacher filed a wrongful termination suit after being terminated from employment at their center-based child care business.

The teacher was hearing and visually impaired and a child had been injured while under the care of this individual who was unable to see and hear the child in distress.

The individual claimed that her job description did not require any specific physical capabilities.

The child care business position was that this would be a bona fide occupational requirement.

The court ruled, based on the actual job description, which didn't adequately define occupational requirements, that the teacher would need to see and/or hear a child in distress. The center was ordered to pay back wages and rehire the individual. Sadly, this is a true story. It certainly gets you thinking about your job descriptions, doesn't it?

Let's explore this a little bit more now.

Let's take a look at the ‘Job Descriptions’ available to you on TX Child Care Tools. We are in the ‘Becoming an HR Expert’ section. Pay particular attention to the ‘Things to Know’ section here, which provides guidance on the importance of being as detailed and specific as possible when it comes to job requirements. Next, let's explore the list of ‘Job Descriptions’ pre-written for 16 different positions, plus a template you can customize for other job needs. Wow, isn't that tremendously helpful? We're going to take a look at one job description in particular, and that's the job description for a teacher.

Here we are, it's simple and easy to use. Anything with yellow highlighting needs to be updated to reflect your program's needs, as I am going to demonstrate now. Changing the job number and then let's put in a date. Very simple. Simply click and type. Feel free to change anything necessary to reflect the requirements for the job in your program. You'll notice that there are notes sections throughout the document. Pay special attention to those. It will give you guidance as to what you might want to consider as you're completing this job description. Most importantly, think about being as detailed and specific about physical capabilities and other requirements for your job.

Finding and hiring great staff can be challenging in today's market, but TX Child Care Toolshas this covered, too. Let's learn more.

In the ‘Becoming an HR Expert’ section on TX Child Care Tools, you'll find an all-in-one job posting and hiring management platform called ‘Early Childhood Jobs TX.’ If you haven't already created and registered for an account, you can do that here or clicking ‘Manage Account’ will allow you to get started posting your job.

With preloaded job posting templates, built in automatic communication tools and the ability to track steps in the hiring process, all in an easy-to-use dashboard, you can easily create a detailed job description and post to national job boards to help you find the perfect person to fill your open position. Let's take a quick look.

The dashboard tracks all steps in the hiring process from job creation and posting to national job posting boards all for free. You can start building your job post in one click and take advantage of hundreds of preloaded, detailed job descriptions so you don't have to start from scratch.

Once job applications start coming in, you can create custom workflows that allow you to create and track the hiring process from start to finish, including built in automatic communication tools that allow you to keep any job applicant up to date on the status of their application. Once you have chosen the perfect candidate, ‘Early Childhood Jobs TX,’ allows you to continue to store the applicant information for your future record keeping needs.

Conducting an interview can be a stressful event. What kinds of questions will you ask? Will it give you the right kinds of information so that you can better identify that you're selecting the best candidate for the job? And most importantly, what are lawful and unlawful questions on topics that are protected by the U.S. Equal Opportunity Commission, also known as the EEOC?

Let's take a look at what TX Child Care Toolshas for resources to support your work on interviewing.

Looking at the ‘Interview Guide’ resources on TX Child Care Tools, you'll find a couple of interview guides for specific jobs, along with the general template that you can use to customize for any other job and two other resources, a phone screen and a reference check that you can use to conduct a great interview process.

We're going to take a look at the ‘Teacher Interview Guide’ now. What we love about this is it starts with instructions on what to do to prepare for the interview and then how to conduct the interview and most importantly, questions that you may and may not ask clearly explained. There are over five pages of resources here just on that topic. Who can possibly remember all of this? I know I certainly can't. As you scroll through these resources, you'll finally get to the job description, which is a great, helpful reminder about the types of responsibilities, skills and experiences that you're hiring for. You can make changes to that to reflect your own program's needs. Then finally, you get into these behavioral based interview questions which are aligned to actual job requirements. These types of questions will help you reveal insight into how a candidate would respond in real world scenarios. This reduces the opportunity for Yes and No questions, and it really helps you get to know someone more intimately. So, for example, “What does an ideal classroom look like for an infant, toddler or preschoolers?” Probe with certain information included. And “Can you please give me an example of a situation where you took initiative to make a child care situation better?” It could be a classroom or procedure or anything else. As you scroll down, you can also record questions the candidate asked, provide a post interview evaluation and the best part is you can use the same interview guide for other applicants, ensuring your fairness in interviewing other candidates for the same job.

Time for a little Q&A.

A strong orientation and onboarding process may increase employee retention by up to how much?

5%? 10%? 25% Or not at all?

That's right, 25%! Strong onboarding practices results in employee engagement and building a culture of respect and trust.

New employee orientation benefits your business in several ways. It helps you earn the trust of your new employee, facilitates building stronger connections and can result in decreasing turnover. Let's take a look at what TX Child Care Toolshas to support you with onboarding and orienting new staff.

As an employer, it's really important to put your best foot forward in welcoming a new staff member. The ‘Employee Orientation Toolkit’ is a powerhouse of resources that will help you do just that. With over 65 tools to organize new employee engagement, this toolkit will strengthen your onboarding process. Let's take a look at the ‘Before You Get Started’ page now.

Changing staff, especially teachers, has an impact on young children who are forming emotional bonds with their caregivers. Make sure your teacher change policy is sensitive to this when planning for a teacher change and here's a handy policy that you can use and edit to modify to make your own. Also, be sure that you let families know about the transition. And this ‘Family Announcement Letter‘ is the perfect way to ease transition worries. Finally, don't forget to send a ‘Welcome Letter’ to the new staff well before their first day so they will know what to expect and to help them be prepared with documents that will show their proof of residency and eligibility to work in the US. All of these resources are available in English and Spanish. And can be easily modified for your own program’s needs. Let's take a look at these resources now.

Here we are with the ‘Family Announcement Letter.’ And as you can see, anything highlighted in yellow needs to be modified to reflect your own needs, as I am doing right now. Changing the employee name to Janet McCarthy. Simple and easy to make these modifications and inform families about an upcoming transition. Next, let's take a look at the ‘Welcome Letter.’

The ‘Welcome Letter’ is set up in the same structure with a lot of yellow highlighting. Simply click and make those changes. Very simple to let an employee know what's expected of them and to make them feel welcome before their first day.

Setting high expectations for ethics and professionalism is important groundwork for the new employee about the need for confidentiality. We recommend introducing these topics on the employee's first day. We're looking at TX Child Care Toolsin the ‘Employee Orientation Toolkit,” in the section titled ‘Professionalism.’ You'll notice that there are multiple resources. First, starting with the ‘Checklist’ to guide your work through this process. And next, a set of resources that you can share with the staff member. It starts with a ‘Confidentiality Video,’ ‘NAEYC Code of Ethical Conduct,’ and a ‘Social Media Policy.’ Let's explore these resources in greater detail now.

This five-minute video from Better Kid Care has directors and assistant directors discussing the needs and importance of professionalism and confidentiality in child care programs. It also presents real world scenarios where teachers have to make a choice about how they would respond to certain situations. This is a great teaching tool, not only for new staff, but also for more mature existing staff who might need a reminder about the importance of professionalism and confidentiality in their programs.

Also in the ‘Professionalism’ section on ‘New Employee Onboarding’ is the NAEYC Code of Ethical Conduct. This code provides guidelines for responsible behavior. It explores the values, ideals and principles of the profession. You might ask your new employee to read the first half of the NAEYC position statement and then have a conversation with them about their thoughts, why this is important and how it can be used to inform their work.

The last section in ‘Professionalism’ that we'll explore is ‘Social Media.’ You should have a policy on social media. The reason why -- we're working with so many individuals who have never known a world without technology, and their first impulse is to share everything on social media. This can be a violation of HIPAA and confidentiality and ethics all-in-one. You'll want to make sure your social media policy is short and sweet and like the one that is available to you right in TX Child Care Tools. Now that we've finished exploring the ‘Professionalism’ section in the ‘Employee Orientation Toolkit,’ I'd like to call to your attention to a few other sets of resources available to you here. Let's explore the ‘General Care and Communication’ page.

This page begins with a checklist. Next, it continues to the resources available to strengthen that conversation on this topic, along with other tools that will strengthen your practice, your policies and your procedures.

Next, let's jump into the ‘Health’ section, also beginning with that checklist and followed by a set of great resources to extend that conversation. Finally, let's look into the ‘Supervision and Safety,’ area.

A very important set of resources begins with that checklist and is followed by a number of resources to help strengthen that conversation. The ‘Employee Orientation Toolkit,’ is a powerhouse of resources to strengthen your onboarding process.

Putting it all together, the Fast Track to Hiring collection of resources is a comprehensive set of tools to help you manage the hiring and onboarding of your staff, planning for a new staff member from the job description to the job post to the interview process and salary discussion. And finally onboarding that new staff member and making them feel like a treasured member of the team requires a thoughtfully laid out plan, one that you can easily accomplish with the right tools. The resources on TX Child Care Toolscan be your source of knowledge and guidance to help you navigate the details of the hiring and onboarding process in a skillful and thorough manner.

TX Child Care Tools, the essential source for your staff management needs.

What TX Child Care Toolsdo for you today?