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# TEACHER RECRUITMENT DAY

School Districts in Erie and Niagara Counties

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## INTERVIEWER AGENDA

9:30 a.m. - 10 a.m.	Employer Check In
10 a.m. - Noon	Interviews
Noon - 1:00 p.m.	Buffet Luncheon
1:00 p.m. - 5:30p.m.*	Interviews

\*All interviews end by 5:30 p.m.

## ORIENTATION GUIDE

### INTERVIEW SCHEDULES:

- Your Interview Schedule **MUST be identical to the one at the candidate check-in table**. If you have made *any* changes to your schedule, please notify TRD staff immediately before your interviews begin.

### OPEN INTERVIEWS:

- Your interview schedule may have open appointment times you would like to fill. Additionally, some appointment times may become available due to cancellations on the day of the event. **Unless you instruct us otherwise, we will fill your open interview times based on the certification information at the top of your schedule.** Please be sure to check with TRD staff at the check-in table to verify we have the correct certification areas. If a candidate notifies us of a cancellation, we will put a (pink) Cancellation Notice on your table and then attempt to fill that newly-created time slot.
- Open appointment times will be filled with candidates meeting your specified certification areas through posting on the open interview board. We will note the addition at the check-in table and then deliver their resume to your table so you can add the candidate to your schedule.

### GREETING CANDIDATES:

- Candidates will be in the waiting area sitting in the row that is posted with your district name. When you are ready to begin the interview, go to your row and greet the candidate.

### LUNCH/BREAKS:

- Refreshments are available throughout the day
- Lunch will be served buffet-style

### EMPLOYER EVALUATION:

- Please complete and return at the check in table at the end of the day. We appreciate your feedback as we use it to make improvements to TRD.

### COMMITTEE LIST:

- A list of our committee members is listed on [www.trd.org](http://www.trd.org). We welcome the opportunity to assist you with your hiring needs.

### BEFORE YOU LEAVE TODAY:

- Please take a moment to return your plastic nametag holder to the employer hosts at the check in table.

**THANK YOU!**