

OTA
Operations and Administration
Section 11:
Hire

- Hiring Preview Appointment
- Hiring Review and Training Preview Meeting

***Decision – Hire or No Hire.**

Once you have considered the applicants qualifications, work experience, skill set (and recommendations depending on the position being filled), it's time to make a decision.

Hire: Send Job Offer Email to Applicant

- Email should contain details about position, compensation, assignment details (where applicable)
- If applicant accepts, make appointment for “Hiring Preview”
 - Hiring Preview Appointment should be In Person or Virtual

1. Hiring Preview Appointment

- **Objective** – this discussion is to outline the WEB Training location and steps to complete. You can “screen share” the Login Portals in order to expose the New Hire to the platform and answer any preliminary questions
- Send New Hire Email: **OTA – Instructor WEB Training – PART 1**

2. Hiring Review and Training Preview Meeting – In Person or Virtual or Call

- **Objective** – this discussion is to confirm receipt of all required submittals from WEB Training Part 1 and to highlight key points from training materials in WEB Training Part 1. This should include a Q&A format giving the New Hire an opportunity to ask any questions and address any concerns about the materials they have reviewed and the forms and exercises they have completed.
- **Submittal Confirmation:**
 - TOP Sheet
 - Staff Emergency Contact
 - W4
 - I9
 - Instructor Agreement
 - Child Abuse and Inappropriate Contact
 - General Knowledge Answer Sheet
 - Curriculum Answer Sheet
 - HIGH FIVES Moments
 - Game Plan
 - Employee Pledge
- **Highlight Hiring Materials – Key Points**

Employee Top Sheet

- *Purpose - Basic Instructor Information centralized for PD to use when adding individual to Roster*

Staff Emergency Contact Form

- *Health History - Don't need to know anything that doesn't pertain to working with kids or in athletics*

Payroll Document (w4)

- *We don't give tax advice*

Form I-9

- *Verify all required sections are filled out properly*

Instructor Agreement

- *Non-compete – give examples of other youth programs, then tell them they are free to work them*
- *Unfair Competition – “OTA Network” Analogy / Pursuing OTA Partners and undercutting price*

Child Abuse and Inappropriate Contact

- *Set tone - most serious topic we review and discuss*
- *Process – define terms, then discuss questions*
- *Emphasis – keep contact to HIGH FIVES*

Employee Handbook (COLLECT, LOCATED ONLINE FOR REFERENCE)

- *Document designed to represent our goals for PROFESSIONALISM*
- *Mission Statement is philosophical and literal (giving out HF's to kids like it's candy)*
- *Appearance, Attendance, Punctuality, Cell Phone Restriction*
- *Conduct Clauses = Common Sense Clause (be nice)*
- *DON'T EVER CALL OUT THE DAY YOU ARE SCHEDULED WORK*

General Knowledge Training Video Answer Sheet

- *Bullet points should contain key words or phrases*
- *Visual introduction to instructor experience*

Curriculum Training Video Answer Sheet

- *Bullet points should contain key words or phrases*
- *Introduction to OTA Curriculum and the online Platform*

HIGH FIVES Moments

- *Who we want on our team, who we don't*
- *Safely building relationships with program participants*

Game Plan

- *Trivia = “Pacing” strategy and holding participants attention*
- *Trivia: Age appropriate reminder, Reminder- don't just use sports*
- *Skills/Drills Segment – How to set up properly (diagram)*

Employee Pledge

- *Trust: OTA sends qualified instructors to run programs and TRUSTS that they will execute the policies and procedures of the company*
- *Once TRUST is broken, the working relationship must end*

- **Training Preview**
 - Objective – this discussion concludes the Hiring Review and Training Preview Meeting and is to outline the next WEB Training location and steps to complete. You can “screen share” the Login Portals in order to expose the New Hire to the platform and answer any preliminary questions

- **Send New Hire Email: OTA – Instructor WEB Training – PART 2**
 - **NOTE – this email will be based on whether or not the New Hire is for School Year Programming or Summer Camps**