

# **IHT System Outline (Summer Staff)**

Interviewing – Hiring – Training

## **1. Screening Phone Call**

## **2. Interview**

## **3. Hiring Preview Appointment**

- **WEB Training 1**
- **WEB Training – Part 2 (Section 1)**

## **4. “Classroom” Training Session**

- **WEB Training – Part 2 (Section 2)**

## **5. “Field” Training Session**

- **WEB Training – Part 2 (Final)**

## **6. “On-Site” Training Session**

## 1. “Screening” Phone Call

- Objective – Interview, hiring, and training is time consuming. It’s important to make sure you start the process with a prospect that is viable. To quickly establish whether this is the case or not, you should contact the potential applicant with a phone call to establish some basics to decide whether or not their employment might be a “good fit”.
- Prepared Questions to Caller (see “Screening Document” below):
  - Description of what we do
  - Experience with Kids?
  - Location?
  - “What’s on your plate” – School, Part-Time Job, etc?
  - Schedule?
  - Transportation?
  - Appointment is scheduled for an INTERVIEW.

## 2. Interview

- Objective – The OTA Interview is part presentation/company pitch, part evaluation of applicant. We need instructors. It’s important to use this opportunity to recruit and sell yourself and the OTA Program so that OTA is an attractive opportunity for the applicant. It is also very important to paint an accurate picture for the applicant about the job logistics (program locations, compensation, commitment, training, etc.). The goal of a successful interview is identifying a “good fit” and someone that will remain on your team. This in turn reduces the time, energy, and cost of more hiring later on.
- Interview Segment Breakdown:
  - Company Background and Job Description/Requirements/Key Points
  - Interview Questions for Applicant
  - Question and Answer from Applicant
- REMEMBER – tailoring the interview to the position you are looking to hire for is necessary (after school instructor vs. summer camp counselor vs. league coach)

### **3. Hiring Preview Appointment**

The hiring process is the same for school year and summer staff. Once this section of IHT has been completed for summer personnel, proceed with the following steps:

- 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**

**Once all required Submittals have been completed:**

- Send New Hire Email: **OTA – Instructor WEB Training – Part 2 (Section 1)**

### **4. OTA Summer Staff “Classroom” Training – In Person or Virtual**

- **Classroom Training Agenda**
- Objective – this discussion is to confirm receipt of all required submittals from WEB Training Part 1 and Web Training Part 2 – Section 1 and to highlight key points from training materials in these WEB Trainings. 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: WEB Training Part 1**
  - 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
- **Submittal Confirmation: WEB Training Summer Part 2 (section 1)**
  - Summer Handbook Answer Sheet
  - Professionalism Answer Sheet
  - Technique Answer Sheet
  - Teasing and Bullying Answer Sheet

- Harassment Answer Sheet
- Emphasis
- Employee Receipt
- **“Field” 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 (Section 2)**

## 5. OTA Summer Staff “Field” Training – In Person

- **Field Training Agenda**

### **IHT Paperwork – Employee File**

- Review Instructor File for any outstanding paperwork
- Objective – this discussion is to confirm receipt of all required submittals from Web Training Part 2 – Section 2 and to highlight key points from training materials in these WEB Trainings. 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: WEB Training Summer Part 2 (section 2)**
  - Summer Camp Training Presentation Answer Sheet
  - Disciplining Kids Answer Sheet
  - Health and Emergency Answer Sheet
  - Summer Training Booklet
  - Game Plan Exercise
  - Emphasis Exercise
- **“On-Site” 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 (Final)**

## **6. OTA Summer Staff “On-Site” Training – In Person**

- **On-Site Training Agenda**

### **IHT Paperwork – Employee File**

- Review Instructor File for any outstanding paperwork
- Objective – this discussion is to confirm receipt of all required submittals from Web Training Part 2 – Final and to highlight key points from training materials in these WEB Trainings. 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: WEB Training Summer Part 2 (Final)**
  - Employee Training Receipt (Summer)

### **Day 1 Details**

- Conclude with confirmation of “First Day” logistics
- Thanks, and Good Luck!