



## Session 1 Summaries

# Human Resource Leaders

**Date:** October 16, 2024

**Hosts:** Christy Tan, Ray Chow

## Aligning with HR: Pre-Recruitment and Contract Renewal Focus

Topic is relevant with recent HR processes - Ensures alignment with school HR processes at this time, specifically focusing on pre-recruitment activities and the contract renewal process.

## Consider Icebreakers to Boost Engagement in Future Meetings

The initial group discussion was somewhat subdued, possibly due to members being new to the group this year. For future meetings, we might consider starting with an icebreaker to create a more engaging and dynamic atmosphere.

## Recruitment Ideas Discussed, Deeper Dive Planned for December

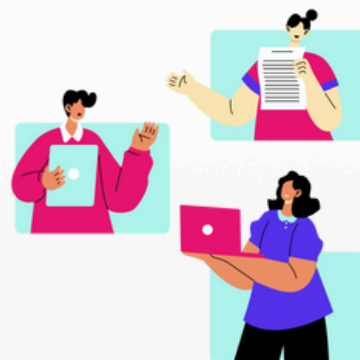
We talked about innovative ideas for recruitment but could not explore them in depth due to time constraints. We plan to revisit and expand on this topic in December, by which time most schools will have already initiated their faculty recruitment processes.



## Additional Resources

- \* [Session 1 Slide Deck](#)
- \* [Session 1 Recording](#)

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## Session 2 Summaries

# Human Resource Leaders

Date: December 4, 2024

Hosts: Christy Tan, Ray Chow

## Candidate Sourcing

Identifying and attracting top talent requires a strategic approach that leverages diverse sourcing channels and builds meaningful connections with potential candidates.

## Candidate Screening

Effective screening processes ensure the identification of qualified candidates by focusing on skills, experience, and alignment with organizational values. We also discussed how Lencioni's Ideal Team Player model—humble, hungry, and smart—can help interviewers find balance in evaluating candidates.

## Offer Due Diligence

Conducting thorough due diligence before extending an offer is critical to ensuring competitive, fair, and mutually beneficial employment agreements. We learned from each other's best practices—for example, have you considered a social media check?

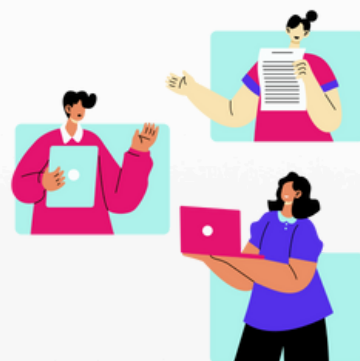


## Additional Resources

- \* [Session 2 Slide Deck](#)
- \* [Session 2 Recording](#)

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## Session 3 Summaries

# Human Resource Leaders

**Date:** February 26, 2025

**Hosts:** Christy Tan & Ray Chow

## Pre-Boarding Best Practices

The session discussed how schools can enhance their pre-boarding processes to support new hires before they even arrive. Effective strategies include early and consistent communication, providing clear guidelines on moving logistics (such as visas, accommodation, and travel), and offering a welcoming introduction to the school culture. Best practices shared included arranging a faculty host, providing helpful resources, and ensuring that new hires feel informed and supported throughout the transition process.

## Effective Onboarding and Orientation

Onboarding is a crucial step in ensuring a successful start for new faculty members. The session emphasized the importance of a structured orientation program, which includes practical tasks like setting up bank accounts and medical checks, as well as cultural activities to integrate new hires into the community. It was also highlighted that engaging HR teams for workshops on benefits, taxes, and HR processes can make new staff feel more settled and informed.

## Ongoing Support and Yearlong Integration

Beyond the initial onboarding phase, continuous support is key to retention. The session outlined the importance of regular check-ins, providing wellbeing and cultural integration support, and offering HR workshops throughout the year. It was also noted that creating a strong sense of community through social and professional activities helps new faculty feel connected to the school and better supported in their roles.

## Additional Resources

- ✱ [Session 3 Slide Deck](#)
- ✱ [Session 3 Recording](#)
- ✱ [Global HR Resources](#)



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## Session 4 Summaries

# Human Resource Leaders

**Date:** March 26, 2025

**Hosts:** Christy Tan & Ray Chow

## Key Projects in HR

In this session, participants shared their key projects for the upcoming year. These included HR-related initiatives like new faculty orientation, work permit applications, and support for departing teachers. Challenges discussed centered on staffing and recruitment during peak periods, particularly for hard-to-fill positions. Members shared strategies for recruiting and supporting staff, especially with the busy periods ahead as schools prepare for new academic years.

## Benefits Discussions

The session delved into faculty benefits, with a focus on housing, home leave, and leave entitlements. Schools shared different approaches to providing housing benefits, whether through school-provided housing or housing allowances. Challenges included balancing costs with faculty needs, particularly when faculty opted for self-arranged accommodations. Additionally, the group discussed leave entitlements, particularly maternity leave and wellness leave, and shared best practices for managing these benefits effectively.

## Health Insurance and Faculty Care

A key discussion revolved around faculty health insurance and the difficulties faced when managing premiums and provider relationships. Schools shared their experiences with different health insurance providers, such as MSH and Pacific Prime, and the importance of a reliable account manager or concierge service to streamline communication and claim processes. The focus was on ensuring faculty members had access to the best care while maintaining budget-friendly policies.



## Additional Resources

- \* [Session 4 Slide Deck](#)
- \* [Session 4 Recording](#)

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