



Hiring Workers for the Vineyard

A Hiring Guide for Catholic School Leaders

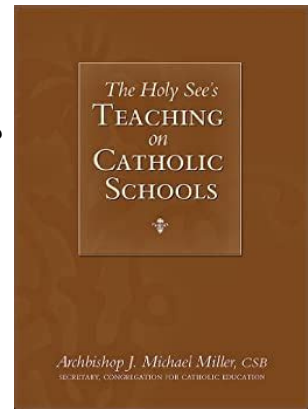
A collection of ideas and questions from members to help inspire those who hire, using *The Holy See's Teaching on Catholic Schools* as an interview guide*:

INSPIRED BY A SUPERNATURAL VISION

- What in particular inspires you about Catholic education?
- How would you inspire this vision in children?

FOUNDED ON A CHRISTIAN ANTHROPOLOGY

- Ask candidates to explain the origin and end of human existence, i.e., the purpose of our lives?
- What fosters human flourishing?
- Ask questions on school-related scenarios:
 - pedagogy
 - discipline
 - parent conversations
- Explore hot button topics: marriage, abortion, gender ideology, critical race theory.



ANIMATED BY COMMUNION AND COMMUNITY

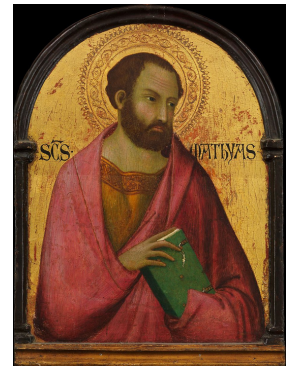
- Ask candidates about their participation in parish life.
- Present an Oath of Fidelity during the interview process. "If hired, would you be able to take the Oath of Fidelity provided?"
- Invite the candidate to talk about a classroom virtue, e.g., obedience.
- Ask the candidate to describe the teacher's role as the authority figure.

IMBUED WITH CATHOLIC WORLDVIEW

- A candidate should be "well-educated."
 - Define this term for the hiring committee: knows the mind of the Church, has sound philosophy, can read, write, and speak well, can respond well to challenges from secular culture.
- Ask candidates about what they are reading. Who is their favorite author? What is their favorite book? What books have been particularly formative for them?

SUSTAINED BY GOSPEL WITNESS

- Seek teachers who will be mentors in the faith.
- Consider: Does the candidate present an ethos consistent with your school's mission? Is the candidate well-dressed and articulate?
- Invite candidates to share a favorite devotion, saint, or mode of prayer.
- Ask candidates how they would teach their students about prayer.



Simone Martini, *Saint Matthias*

* Note: See page two regarding the legal disclaimer.



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Have a Hiring Process:

- Gather a hiring committee that represents different community members and personalities, while maintaining the unique charism of your school.
- Consider the personality needs at your school, e.g., coach, drama type, youth minister type, creative, scientific, handyman, etc.
- Ask candidates to read a short passage aloud to you.
- Require a writing sample, such as: How would you define Catholic education? Have them write a short piece while they are in the building.
- Ask for references, and speak with them personally.
- Conduct a social media search on top candidates.
- Have top candidates teach a lesson as part of the interviewing process.
- Avoid desperation hires. Consider hiring a long-term substitute if you do not have a good mission fit candidate.
- Keep prayer in the process. Pray in committee meetings and interviews. Personally pray about candidates for open positions.

Resources for ICLE Member Schools:

ICLE Membership helps you hire well!

- Your school is displayed on our Map of Member Schools.
- The school leader has access to our résumé portal.
- The school leader can place job postings on our Employment Opportunities page.
- ICLE is making recruiting visits to Cardinal Newman Society schools.

Legal Resources:

The cause of religious liberty has made great progress in the courts in the past few years. However, states and local policies differ and prudence is required. This document only provides suggestions that some school leaders employ. Build your internal policies carefully and stick to them. Several organizations have resources to help with proper language for your policies, handbooks, etc. See, for example, Cardinal Newman Society, Alliance Defending Freedom, Napa Legal Institute.

WHAT IS ESSENTIAL

In a wide-ranging, genial conversation, try to glean the elements below to discern the kind of person you are interviewing.

WITNESSES FAITH AND LEARNING

- A witness of love for Jesus Christ and His Church, who lives the Catholic faith
- A witness of love for learning

PROMOTES A CATHOLIC WORLDVIEW

- Joyful and confident in the Catholic faith
- Eager to share the faith with others

FOSTERS A SPIRIT OF WONDER

- Interested in learning, studying new things
- Has a broad range of interests
- Enjoys thinking, discussing, and listening to others



Duccio, *The Calling of the Apostles Peter and Andrew*