

About IEA

The Illinois Education Association-NEA's mission is to effect excellence and equity in public education and to be THE advocacy organization for all public education employees.



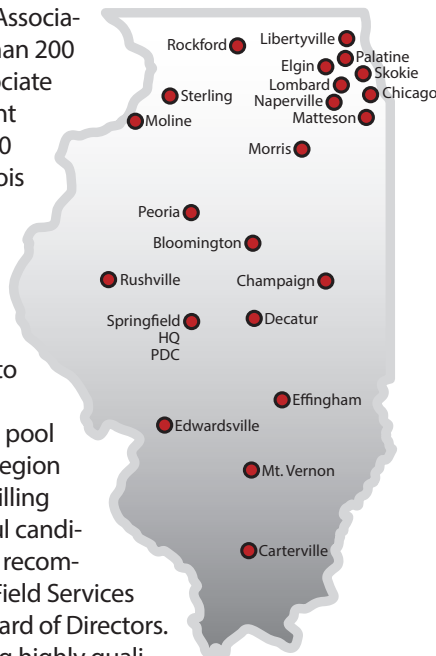
The Illinois Education Association employs more than 200 professional and associate staff members who represent and serve more than 130,000 members composed of Illinois elementary and secondary teachers, higher education faculty and staff, educational support professionals, retired educators and college students preparing to become teachers.

The IEA maintains a hiring pool of qualified candidates for Region Leaders to interview when filling UniServ positions. Successful candidates for the hiring pool are recommended by the Director of Field Services and approved by the IEA Board of Directors.

Currently the IEA is seeking highly qualified individuals for our hiring pool. Due to retirements, we expect numerous openings in the near future.

UniServ Readiness Pool Hiring Process:

- ▶ Applications are received by the Human Resources Department and reviewed by the Field Services Managers. PTHR@ieanea.org
- ▶ Qualified candidates based on resume and application are contacted to have a 30-minute telephone interview with Human Resources.
- ▶ Human Resources conducts reference checks.



- ▶ Information gathered from the telephone interview and reference checks is shared with the Field Services Managers and a decision is made regarding moving the candidate to the next step — a personal interview.
- ▶ The candidate has a two-hour interview with two Field Services managers and completes a writing sample.
- ▶ If approved by the Director of Field Services after the personal interview and any necessary follow-up, the candidate is recommended for consideration by the IEA Board of Directors.
- ▶ If approved by the IEA Board of Directors, the candidate is added to the UniServ Readiness Pool.
- ▶ As vacancies occur, the vacancy is posted on the IEA website and the all applicants in the pool are contacted about the vacancy.
- ▶ Interested candidates in the pool are shared with the appropriate hiring committee, who are provided application materials for consideration.
- ▶ After the hiring committee determines who they wish to interview, candidates are contacted and arrangements made for the interviews.
- ▶ The hiring committee makes the final decision.

On-line application:

www.ieanea.org/about/employment/



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www.ieanea.org