



Staffing Your Mid-year Teacher Vacancies

November 5, 2025

Office of Teacher Recruitment and Quality



Agenda

- Introductions
- State of Candidate Pool
- Internship Certificate
- Hiring Supports and Connecting with Candidates
- Q&A

Current Candidate Pools

- **New Teacher Application** closed at the end of September
 - You can still search the NTF, but you will not see any **new candidates**
 - Many remaining candidates hold out for very specific opportunities – low response rate
 - The application will **reopen in January**
- **Midyear Pool**
 - From October to January, we maintain lists of candidates who have expressed interest in immediate opportunities.
 - Candidates do not have a full application on file
 - Visible within the NTF
- **Internship Certification Candidates**
 - Recruitment team works with IHEs to build the pool of candidates with this certification
 - This is an opportunity for teachers who will have completed 50% or more of their master's degree coursework.

Midyear Candidates Search

HOME PORTAL

POST POSITION & VIEW MATCHES

SEARCH FOR CANDIDATES

SHORT LISTS

EXPRESSED INTEREST

ACTIVE CANDIDATES FOR IMMEDIATE NEEDS

Congratulations, you have successfully logged in to the New Teacher Finder!

- For more information on using the NTF, you can find resources
- For a refresher on using the NTF, you can view TRQ's [video tutorial](#)

FIND AND TRACK

Use the NTF to find and track quality candidates and post positions.

- ▶ [Search for candidates](#)
- ▶ [Post positions and view matches](#)
- ▶ [See who's interested](#)
- ▶ [Create and manage short lists](#)

H.I.R.E.

[H.I.R.E.](#) engage
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tutorial

TEACHER HIRING BEST PRACTICES

Midyear Candidates Search

Search Criteria

Principals who are searching for possible candidates for immediate positions can use this section in the New Teacher Finder:

1. School Based Hiring Managers can select a subject area to see a list of available candidates.
2. On the list of results, Hiring Managers can then view additional details and download candidate resumes.

Category:

SEARCH

Midyear Candidates Search

Express Interest Search Results

First Name	Last Name	Certification	State	Subject	Grade Level	Borough	Category	NY State Certified	
Christopher	[REDACTED]	New York State Certified	New York	Physical Education	K - 12	No Preference	Physical Education	Yes	View

[SEARCH AGAIN](#)

Internship Certification

- Available for graduate students who have completed at least 50% of their teacher preparation program
- Leads directly to an Initial Certificate once they graduate
- Great opportunity to hire for midyear vacancies!

You can still post vacancies!

- Candidates whose applications are already in the New Teacher Finder can still log in to view vacancies in the NTF.
- NTF postings are not tied to budget and can be added or modified at any time.
- Hyperlink the name of the school or your school's DBN to the school's NYCPS website. Include social media! Candidates love to see photos.
- Be as specific as possible. Details will help to attract the "right fit" candidate for the position and your school.
- Add a secondary point of contact!





Advertising Your Vacancies

- Use Social Media and Job Boards
 - Indeed
 - Idealist
 - LinkedIn
 - School's social media page(s)
- Share with your school community and network

Current Supports

- H.I.R.E. Connections resources
- Candidate lists by request through H.I.R.E.
- Proactive outreach emails to schools with escalations
- Candidate outreach focused on escalations
- Talent Acquisition Associates offer 1:1 support

***Our office supports full-time teacher vacancies only**



Talent Acquisition Associates

- Providing candidate lists through H.I.R.E. and email
- Outreach to candidates on behalf of principals
- Scheduling interviews for schools
- Knowledge of responsive/active candidates
- Available until Thanksgiving



Your Talent Acquisition Associate (TAA)

Name	Portfolio
Mechelle	ACCESS
Lianna	District 75
Hassa and Hannalina	The Bronx
Alicia	Brooklyn North
Yarniece	Brooklyn South
Brandon	Manhattan
Samiha	Queens North
Duane	Queens South
Shady	Staten Island

They can all be reached through H.I.R.E. or by email at Support@nycdoetrq.zendesk.com.

Welcome to H.I.R.E. Connections:

Hiring New Teachers, Initiatives, Resources, & Engagement

Q Keyword search

Inclusive Teacher Recruitment & Hiring Initiative (ITRHI)


Resources to support hiring and

Connecting with New Teacher Candidates

Hiring Resources and Best Practices

Planning, recruitment, and selection of

Contact Us

 This Staffing Success Hiring Manager Contact Form is for Principals, Assistant Principals, Human Resource Directors and others involved in hiring for NYC DOE schools to request assistance with filling their external teacher vacancies.

Your email address *

First Name *

Last Name *

I am a representative of... *

Subject line *

Message *

Submit a Ticket for Hiring Support

- Candidate lists
- NTF Troubleshooting
- Other staffing issues

If we can't help, we will refer you to the right team or office!

Q&A

