

# ASCEND

((●)) LIVE



Justin Baeder, PhD  
The Principal Center



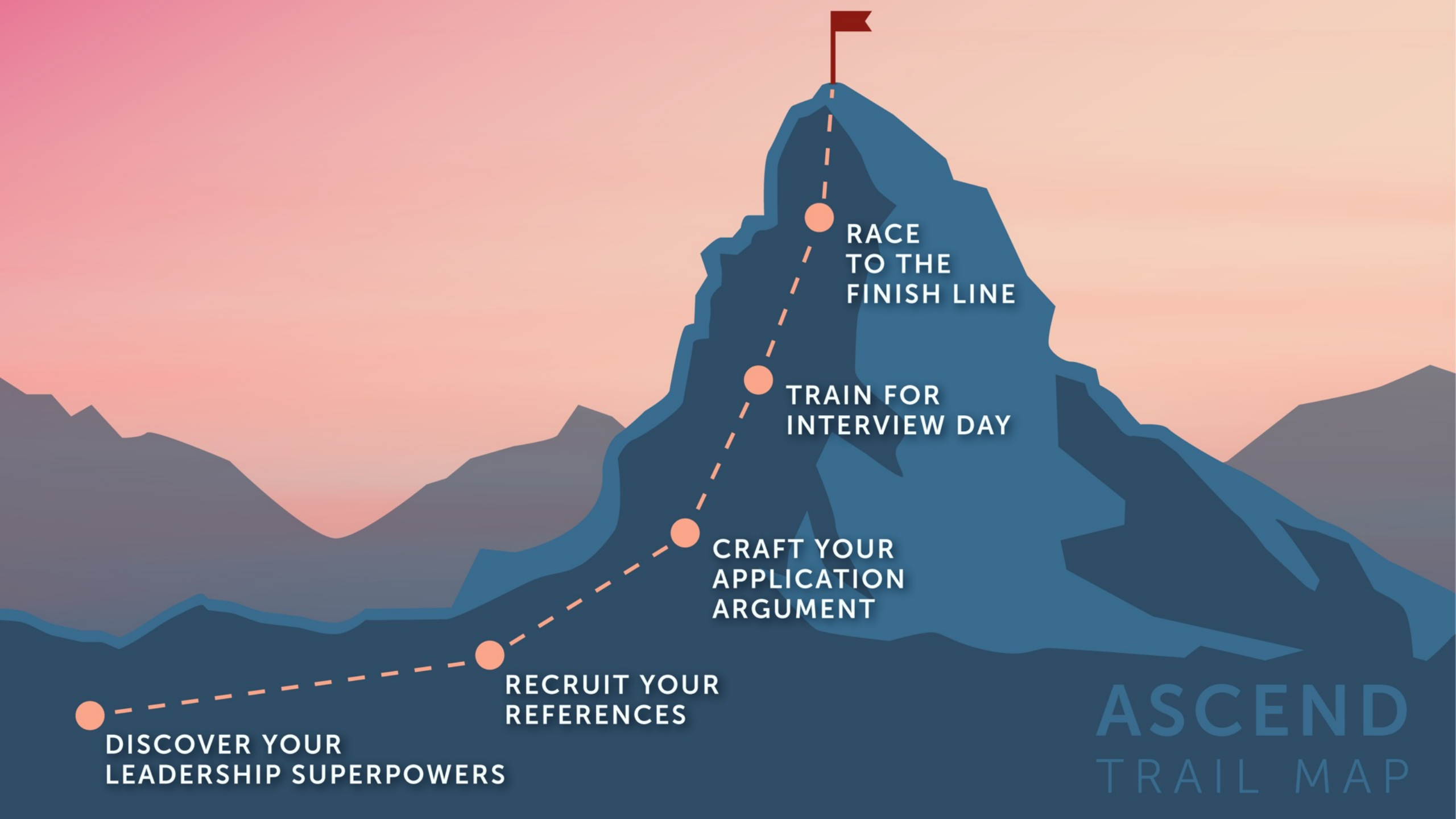
## The Numbers



# Our Essential Question



What numbers should I expect in the  
admin job search?



DISCOVER YOUR  
LEADERSHIP SUPERPOWERS



RECRUIT YOUR  
REFERENCES



CRAFT YOUR  
APPLICATION  
ARGUMENT



TRAIN FOR  
INTERVIEW DAY



RACE  
TO THE  
FINISH LINE



ASCEND  
TRAIL MAP



# Why Knowing Your Numbers Matters



- Unrealistic expectations lead to discouragement
- Discouragement impairs action
- No results come without action













# The 20% Rule

At each stage of the hiring process, about 80% of candidates must be eliminated:

- Paper screening
- First-round interviews
- 2<sup>nd</sup>-round interviews

*Succeeding 20% of the time is good.*





# The 20% Rule

At each stage of the hiring process, about 80% of candidates must be eliminated:

- Paper screening (50 applications)
- First-round interviews (10 interviews)
- 2<sup>nd</sup>-round interviews (2 interviews)



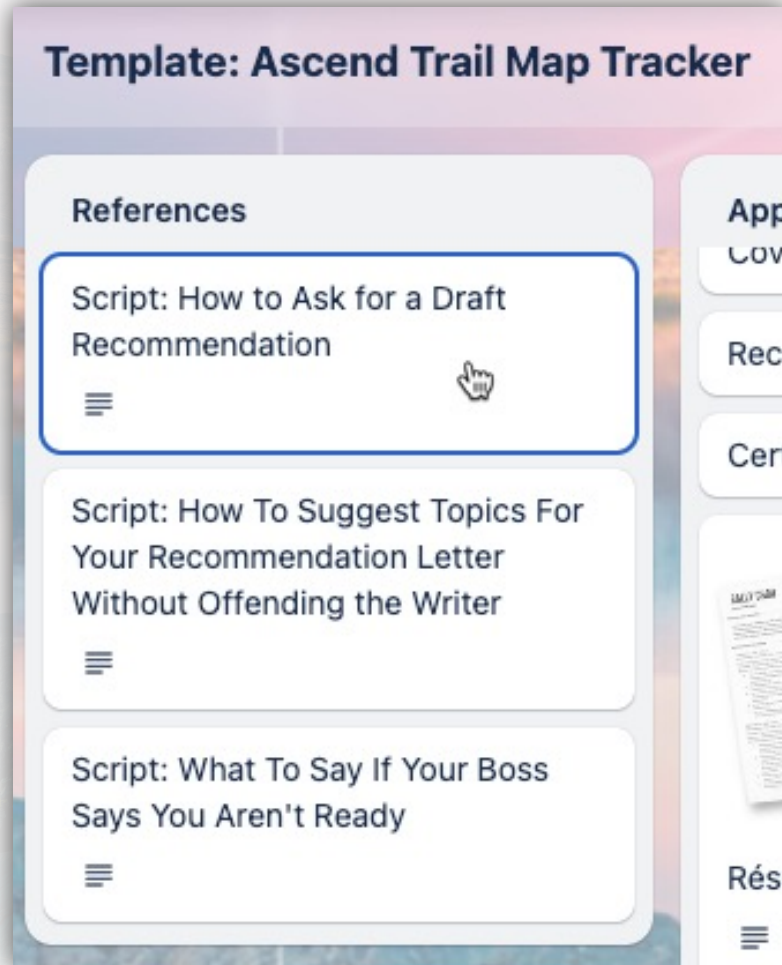


# Recommendation Letters

- Shoot for 10
- Ask direct supervisor + other admin
- Ask district contacts
- Ask colleagues in other organizations
- Ask for a *draft*



# Trail Map Tracker



## Scripts:

- How To Ask for a Draft Recommendation
- How To Suggest Topics Without Offending
- What To Say If Your Boss Says You Aren't Ready



# Asking For A Draft Recommendation



As you probably know, I've been planning to look for a ***position, and I'll probably start applying when jobs are posted in*** (month). I want you to know that I'm 100% committed to this school, and that this job has my full attention for as long as I'm in it. If there's a ***job for me here, I'd take it in a heartbeat.*** ***But I also know there may not be an opening for me here, and becoming a*** is a really important next step for me. I don't want to put all my eggs in one basket, so—and I know this is awkward to ask—I want to make sure I have your support as I take these next steps, even if it means going somewhere else, if that's where the opportunity is.

Between now and then, I want to make sure I'm demonstrating everything that you'd need to see in order to give me your highest endorsement without any hesitation. I know I'm probably not doing everything I could be, so I'd like to ask for your feedback now. What should I be doing to really make myself an outstanding candidate for \_\_\_\_?

And because I know it's always short notice when people ask for recommendation letters, what I'd like to ask for now is a draft—not something that's finished and ready to send, but just a rough outline of what you think of me and what I need to work on. Then, if you see me growing in those areas, you can revise the letter, and when I actually need to send one in, it should be a lot faster for you, because most of it is already written. Would that be OK? Could you write me a draft recommendation letter?



# Asking For A Draft Recommendation



Thanks again for agreeing to write me a draft recommendation letter. If you have things in mind, by all means say whatever you think is appropriate. If it would be helpful to have some specific projects I've worked on or accomplishments to mention, here are a few things that I'm also using in my résumé and cover letter:

- 
- 

It would be great to have them corroborated in a recommendation letter if you think they're worth including.

I have been advised to focus on specific accomplishments rather than duties, so the first thing that comes to mind is when we worked on...

Another project I was proud to be a part of was...



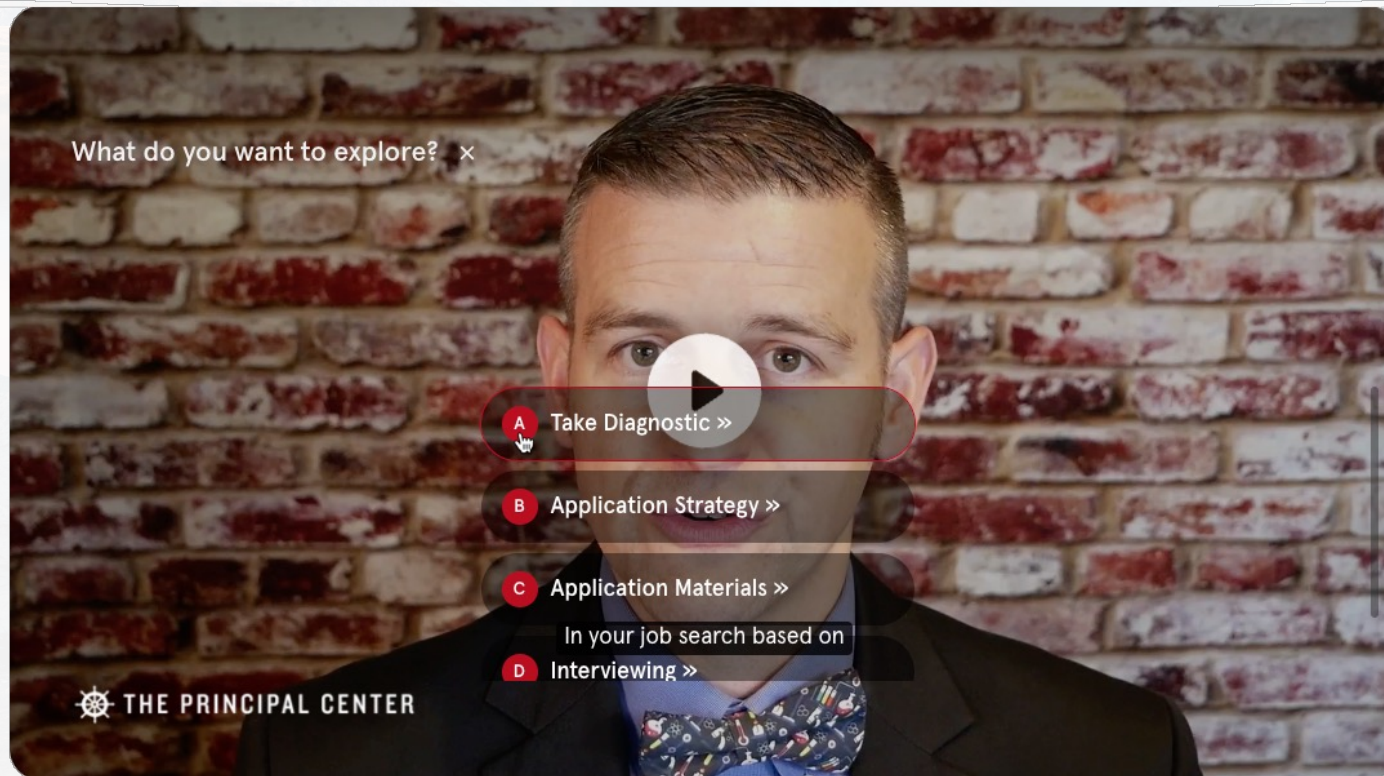
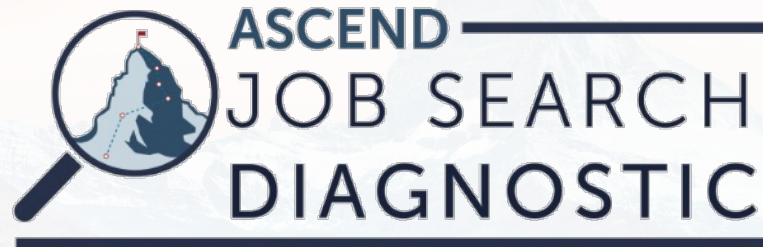
# Playing Hardball With Your Boss



I can definitely appreciate that I still have a lot to learn, and I appreciate the opportunities that I get to gain new experience in this role. One of the reasons I'm asking for a draft recommendation letter is to get your feedback on what kinds of skills and experience I need to gain at this school. Even so, I want to keep my options open, because there might be similar positions at other schools that would give me new challenges and new learning experiences. If moving up into a higher-level position isn't something I'm ready for now, it may be that a lateral move is the best way to pursue my goals. I'd prefer to stay here until I'm ready to move to the next level, but that really depends on the opportunities involved.

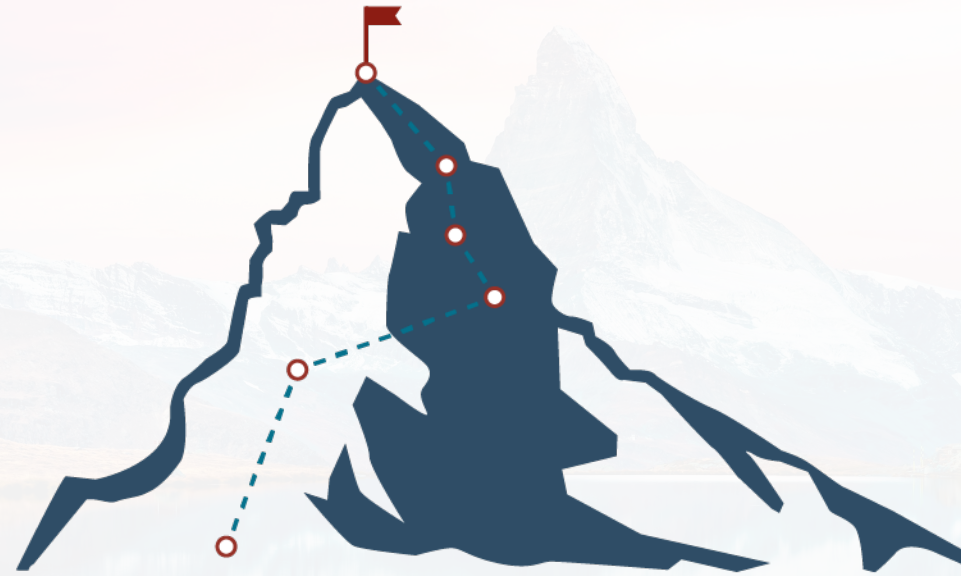


# dashboard.PrincipalCenter.com/job





Starter Pack



# ASCEND

---

JOB SEARCH STARTER PACK

[dashboard.PrincipalCenter.com/ascend-starter-pack/](https://dashboard.PrincipalCenter.com/ascend-starter-pack/)