

HIRING COMMITMENT FORM PROCESS

1. **Accept** a written or verbal offer from a hiring manager. Inform her/him via email that you will be initiating the Commitment Form process and to look out from an email from TeachNYC@schools.nyc.gov
2. **Enter** the hiring manager's name and email address in the *Spotlight* page of your [New Teacher Application](#).

Spotlight

The Spotlight section in the New Teacher Finder allows you to upload letters of recommendation, sample lesson plans, and an electronic portfolio, which will be visible to principals when they are viewing your application. Use the Spotlight features to supplement your Teacher Application with information that will help distinguish you from other candidates.

NYC DOE Hiring Commitment

Status: NOT STARTED

Please complete this section upon receiving and verbally accepting an offer from a principal or other school hiring manager for a full-time teaching position for 2024-25 school year.

If submitting before June 15, first confirm that the school is on the [Eligible Schools List](#) for Early Commitment.

The hiring manager noted on your form will receive an email to confirm your selection. They must confirm your offer via their email within five business days of receiving it. Once that offer is confirmed, your form will be reviewed by the Office of Teacher Recruitment and Quality. By submitting this form, you acknowledge that you are accepting the offer, and understand that you are making a commitment to teach in that school and that school is making a commitment to hire contingent on their final budget. Once submitted and approved, your profile will be hidden from view by other hiring managers within the New Teacher Finder.

Before submitting this form, please make sure that you have completed ALL the following steps:

1. Referenced the eligible schools list for your specific alternative certification program.
2. Confirmed that the school where you are about to take a position is on the eligible schools list and that the position is within your area of certification and conforms to hiring parameters for your specific subject area. If the school is not on the eligible schools list, they must file and be granted an appeal to hire you. If you have any questions, you can reach out to the Online Support Center.
3. Communicated with the relevant contact for your assigned university regarding your intention to take this position. Your university must be aware of your job offer and must sign off before you accept the position. Please be sure to share your name and position details, as universities maintain this information to help assign field consultants to observe you once you start teaching. If you are not sure who to contact, please consult your university profile (these were sent via email when you received your university assignment).

Please note that all hiring commitments will be tracked and reviewed by the NYC DOE Office of Teacher Recruitment & Quality. If the steps above are not completed, or if candidates take a position that falls outside of the hiring parameters for the program, principals and candidates will be asked to cancel the hiring process.

Hiring Manager Full Name:

Hiring Manager Email Address:

SUBMIT

3. **Submit** the required information, and the hiring manager will receive an email to confirm hiring details. The hiring manager will have **five business days** to finalize the NYC DOE Hiring Commitment form.
4. **Check** your *Spotlight* page to confirm that the hiring manager has finalized your form. Your status will now show that it is "COMPLETE"

NYC DOE Hiring Commitment

Status: COMPLETE

You provided the following hiring manager information:

Hiring Manager Full Name:

Hiring Manager Email Address:

Your hiring manager has completed their commitment form.

5. **Follow-Up** with your hiring manager to discuss next steps (inclusive of school visits, certification timeline, and paperwork)
6. **Please note that** you will be removed from the New Teacher Finder once the Hiring Manager confirms the process