



This list of tasks for the selection process will help selection team members and support personnel prepare to host, interview and score candidates for each child welfare worker position.

<b>Choose rooms for:</b>	<b>Completed</b>
a. Showing the Realistic Job Preview DVD	
b. Case Study Review	
c. Standard and Fact-finding Interviews	
d. Written Exercise, by hand or using a computer	
<b>Designate the Selection Team roles (<i>refer to the Selection Toolkit</i>):</b>	<b>Completed</b>
a. Coordinator	
b. Timekeeper	
c. Fact-finding Interview Resource Person	
<b>Choose someone to provide support for the selection process</b>	<b>Completed</b>
a. Support	
<b>Team members should prepare for the selection process by:</b>	<b>Completed</b>
a. Reading the Selection Toolkit	
b. Reviewing the Scoring Guides	
c. Reading the Case Study	
d. Reviewing information on rating candidates	
<b>Case review process:</b>	<b>Completed</b>
a. Prepare case study folders for each candidate that include the following:	
1. Instructions to the Candidates and Schedule Summary	
2. Case Materials in the order they are listed	
3. Outline of Case Analysis	
b. Inform each candidate that they can write on the case materials and refer to the materials and their notes through the end of the Written Exercise.	
c. Collect all materials and notes from the candidate at the end of the Written Exercise.	

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<b>For the Standard Interview, prepare copies of the following materials:</b>	<b>Completed</b>
a. One copy of the interview questions for the candidate to follow during the interview . <b>Do not let that copy leave the interview room.</b>	
b. One copy of the Standard Interview Scoring Guide and the Scoring Guide for Communication Skills per candidate for each team member.	
c. One copy of the Child Welfare Worker Selection Rating Sheet per candidate for each team member.	
d. One copy of the Child Welfare Worker Summary Selection Rating Sheet per candidate for the Coordinator.	
<b>For the Fact-finding Interview, prepare copies of the following materials:</b>	<b>Completed</b>
a. One copy of the Case Materials for each team member.	
b. One copy of the Background Information for the Resource Person.	
c. One copy of the Scoring Guide for Fact-finding Interview per candidate for each team member.	
<b>Score the Written Exercise:</b>	<b>Completed</b>
a. Prepare one copy of the Scoring Guide for Writing Sample per candidate for each team member.	
b. Provide one copy of each candidate's Written Exercise for each team member.	
c. Provide the candidate's case materials and notes for team members to review.	
<b>Complete the Child Welfare Worker Selection Rating Sheet for each candidate:</b>	<b>Completed</b>
a. Each selection team member should refer to a copy of Behaviors to Look for when Rating Competencies.	