

Written Exercise (30 minutes)

The support person will:

- Instruct the candidate to use a computer or write by hand information about the case that is requested on the Outline of Case Analysis that was included in the case folder materials.
- Remind the candidate that you will return in 30 minutes to collect all materials.
- Return in 30 minutes and collect all case study materials, candidate's notes, and the completed Case Analysis.
- Thank the candidate for applying for the position and inform the candidate when s/he might be hearing from the agency.
- Escort the candidate to the exit.
- Make a copy of the Case Analysis for each selection team member.
- Provide the team with the Case Analysis copies and all the materials and notes from each candidate.

Selection Team Ratings (20 minutes each)

- Team members take 20 minutes to score, individually, each candidate's performance on the Standard Interview and the Fact-finding Interview at the end of each full interview.
- At scheduled intervals, team members will score, individually, each candidate's written exercise and, together, complete a summary rating of each candidate. This process takes 20 minutes.



Sample Selection Schedules

Recruitment and Retention Project



The **StayingPower!** Selection Process may be more comprehensive and lengthy than other methods that child welfare agencies have used to interview candidates for child welfare worker positions. As a result, Selection Teams are encouraged to develop a schedule for the selection process that makes the most efficient use of their time, as well as the activities of support personnel and candidates. Sample interview schedules, illustrated on the following pages, show how three candidates can be interviewed and scored in one day, if the Realistic Job Preview (RJP) is part of the selection process. If the RJP is to be shown before or after the selection process, four candidates can be interviewed and scored in one day.

The **Schedule Overview** below describes the selection process schedule in more detail.

Schedule Overview

Welcome (10 minutes)

When the candidate arrives for the selection process, a designated support person should do the following:

- Welcome the candidate to the agency.
- Point out water fountains, restrooms and other useful locations.
- Escort candidate to a room for viewing the RJP (optional) or reading the case study.
- Give the candidate a copy of Instructions to the Candidates and Schedule Summary.

Realistic Job Preview (35 minutes)

The support person will:

- Give the candidate a copy of the information brochure about the RJP that is in the DVD case.
- Inform the candidate that you will return to the room close to the end of the DVD.
- Start the DVD and be sure it is functioning before leaving the room.
- Return to the room thirty minutes later to turn off the DVD at the end of the RJP.
- Collect the RJP brochure from the candidate.

Transition (5 minutes)

Short transition periods allow time for the support person to help the candidate transition from one part of the selection process to another, including movement from one room to another, short breaks, etc.

Case Review (30 minutes)

The support person will:

- Remind the candidate of instructions on the handout about reviewing the case study.
- Give the candidate the folder containing the case study materials and the Outline of Case Analysis handout.
- Provide a pencil or paper if necessary.
- Return to the room in 30 minutes and ask the candidate to accompany you to the interview room. The candidate should keep the case materials until the end of the Written Exercise.

Interview (1 hour)

- The support person will introduce the candidate to the selection team and leave the room.
- The team will conduct the Standard Interview process for about 35 minutes
- The candidate will have about 10 minutes to ask questions about the job, the agency, etc.
- At the end of 45 minutes, the Team Coordinator will introduce the Fact-finding Interview process and the role of the Resource Person.
- The candidate will have 15 minutes to ask questions about the case study.
- At the end of the full interview hour, the support person will return to the interview room and escort the candidate to the room selected for the Written Exercise.

