The Staying Power! 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.

**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)**
The 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.

**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 shortly 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.
Sample Schedule with Realistic Job Preview (RJP)