

# Handout 17

## Implementation Staff Selection Checklist

When we look at staffing, one thing is certain—change is a constant. Staff will be promoted, move to new locations, or retire. Every transition creates a burden for the organization, while at the same time creates opportunity. Staff transition is an opportunity to improve the Selection Driver and build implementation capacity within the organization. Here is a quick list of factors to consider during staff selection from an Implementation lens.

### When selecting new staff, have you thought about how to:

- Create a mutual selection process so that potential new staff chooses you as carefully as you choose them?
- Assess for the values, attitudes, and skills that you will not have the time, ability, or resources to develop on the job?
- Assess for the willingness and ability to fully participate in a “learning organization”?

### Have you considered the following Implementation specific factors?

- Have we revised the job description to reflect the work we are doing now and in the foreseeable future?
- Have we embedded implementation skills, abilities, and responsibilities into the position description?
- Do we create time during the interview for candidates to ask us questions? And are we clear about the non-negotiables in our culture and expectations?
- Have we created interview protocols that help us select for the “unteachables”? Unteachables are the values and attitudes that are not easily taught or incorporated into professional development.
- Have we created an interview protocol that provides candidates with the opportunity to demonstrate their willingness and ability to learn during the interview process? To improve the quality of implementation efforts, we need to identify job candidates who can demonstrate their willingness to seek feedback, accept feedback, and use data and feedback about their own performance to improve.