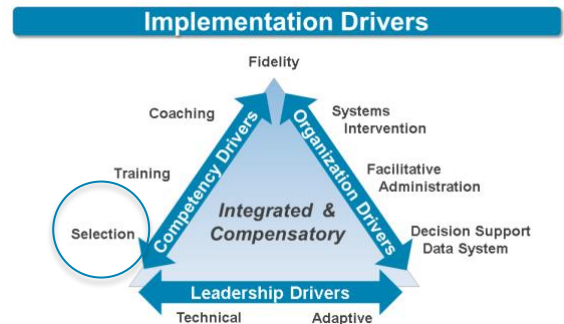


Handout 27

Selection

The Active Implementation Frameworks are the ingredients necessary to ensure programs are implemented as intended and achieve socially significant outcomes. Implementation Drivers are one of the frameworks. Selection is one of the nine Drivers that are the key components of capacity and infrastructure that influence a program's success.

There are three types of Implementation Drivers: Competency Drivers, Organization Drivers, and Leadership Drivers. Competency Drivers are the activities to develop, improve, and sustain a practitioner's ability to put a program into practice — so that families and children can benefit. Competency Drivers include: Selection, Training, Coaching and Fidelity.



Implementation of programs begins with *selection* of staff.

Selection refers to the purposeful process of recruiting, interviewing, and hiring 'with the end in mind'. Recruitment, interviewing, and selection processes can support high quality implementation that leads to better fidelity and improved outcomes for children and families.

Best Practices for Selection

1. Ensure there is someone accountable for the recruitment and selection.

Ensure there is someone accountable for the recruitment and selection of staff that will carry out the program or practice. This person must be able to execute his or her responsibilities with adequate resources, like sufficient time.

2. Develop specific job descriptions for staff positions that will carry out the program or practice.

Job descriptions must have clear requirements and criteria for practitioners. Job descriptions must also be explicitly aligned with the practices and competencies required for the program to be used competently.

3. Determine a process for recruiting, screening, interviewing, and selecting staff.

Once the job description and requirements have been identified, organizations must identify methods for recruiting candidates who possess these skills and abilities, as well protocols for interviewing and criteria for selecting staff. Interviewers must understand the skills and abilities needed for the staff position. Use structured job interview protocols that are specific to the hiring program (see tips below).

4. Regularly review the interview processes.

Interview processes must be annually reviewed and revised as needed to improve the selection process. Reviews should examine data including interview results, turnover data and exit interview results.

Some helpful tips for interview protocols include:

- Screening for "tough to teach" characteristics, skills and abilities;
- Assessing for core skills needed for the position;
- Setting expectations for the job and program; and
- Using scenarios and role plays to assess candidates' capacity to perform key skills, including their ability to receive and use feedback professionally to improve their practice.