

APPENDIX 8: - Screening Hiring and Licensing

SIDEBAR¹

Questions for Screening and Selecting Employees and Volunteers

The following questions may be used in a written application or personal interview. A single answer should not determine whether an applicant is selected or rejected. Along with other forms of information, answers to these questions can help build a more complete picture of an applicant. Additional questions may be found in various publications and policies in the “Resource List and Sample Policies” section. (See below and Appendices 6 and 7.)

- ***What type of supervisory situation do you prefer?***
If applicants are very independent, they may not fit in an organization whose policies and procedures require close supervision. Ask how they see the organization providing feedback for their work. If there is no healthy response, this could be problematic.
- ***What age/gender of youth do you want to work with? How would you feel about working with a different age/gender?***
If an applicant seems fixated on one age/sex, be wary. However, it may be that the applicant has experience, or is gifted with working with certain age groups. Asking follow-up questions about why an applicant has a strong preference can help determine if there is cause for concern.
- ***Is there anyone who might suggest, or has there ever been a situation in the past, where there was concern expressed that you should not work with children or youth? Why or why not? If yes, please explain the circumstances and how it was handled.***
- ***Why do you want the job?***
- ***What would you do in the following situation?***
Set up scenarios that involve potential concerns, boundary issues, or youth protection policies and interactions to gauge the applicant’s response. Be concerned if applicants disregard or disagree with the organization’s policies and procedures or handle a situation poorly. In these cases, delve deeper into the situation to gauge whether or not they understand the organization’s culture, and/or if they exhibit difficulty in understanding the importance of establishing good boundaries with those in their care.
- ***Tell us about a time you disagreed with the rules at work. What did you do? What was the outcome?***

¹ Adapted from Saul J, Audage NC. Preventing Child Sexual Abuse Within Youth-serving Organizations: Getting Started on Policies and Procedures. Atlanta (GA): Centers for Disease Control and Prevention, National Center for Injury Prevention and Control

- ***What makes you a good candidate for working with youth? What would your friends or colleagues say about how you interact with youth?***
Be concerned about responses describing the importance of developing strong, personal, exclusive connections with youth, or about relationships with youth (rather than with adults) being the most important in their lives.
- ***What other hobbies or activities do you enjoy? How much time do you spend with children vs. adults outside of work?***
Determine if applicants have mature, adult relationships—not just relationships with children and youth.