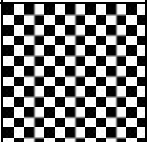


HRG Name: _____
Applicant Name: _____ ID: _____ Interview Date: _____

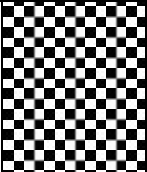
FAMILY CASE MANAGER PRE SCREENING INTERVIEW GUIDE

	Round 1 Questions	Anchors/Notes	Score
1.	Tell me why you are interested in this position with the Department of Child Services? Why do you feel you would be successful in this role? How did you hear about DCS?	<ul style="list-style-type: none"> This question is not scored. This is simply an “icebreaker” question to develop a rapport and comfort level with the applicant. Still record applicants answer to this question. 	

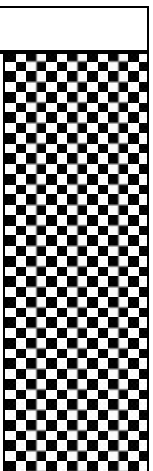
Notes:

2.	Have you read the job description? Can you perform the duties and responsibilities as they appear on the job description with or without a reasonable accommodation?	<ul style="list-style-type: none"> Yes/No question. May result in discussion of possible accommodation needs. Score 2 for “Yes”. Score 0 for “No.” 	
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Notes:

3.	Have you watched the video: <i>“Not Just a Choice: Making the Commitment to Child Welfare?”</i> After viewing the video and seeing the reality of child welfare work, what do you see as qualities of a good case manager? Of those qualities, what will be your biggest challenge(s)? Of those qualities, what are your strengths?	<ul style="list-style-type: none"> This question is not scored. Please record the applicant’s response to the question. 	
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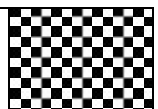
Notes:

4.	<p>FCMs are regionally based positions. Each region consists of specific counties. In order to continue our efforts to improve the administration of child welfare for Indiana’s children; there could be instances where FCMs are reassigned to a specific county either temporarily or permanently within the region.</p> <p>The position you have applied for is based in DCS Region _____. This region includes the following counties: (<i>Give applicant all of the counties included in the Region.</i>)</p> <p>Keeping in mind the one hour response time requirement when you are on call, what are your top 3 county preferences?</p>	<ul style="list-style-type: none"> • This question is not scored. Please record the counties the applicant indicates they are willing or able to be based from. <p>Preferences:</p> <p>#1</p> <p>#2</p> <p>#3</p>	
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5.	<p>If hired, you will be required to:</p> <ul style="list-style-type: none"> ○ Attend the Child Welfare Training Institute, located in Indianapolis or another location, for approx. nine weeks; (<i>explain lodging M-F, home on weekends, TOL days, etc.</i>) ○ Use your personal vehicle for work-related travel and transportation of children; ○ Work over the “normal” schedule, including being “on call” at certain times requiring an availability of 24 hours/day. (<i>explain “normal” day, i.e. 7.5 hours, explain thoroughly the On Call possibilities and what that entails. Be sure to discuss the “one hour response time” requirement, explain that this is not a typical “8-4:30” job etc. Be candid so the applicant can make an informed decision.</i>) ○ Working in more than one location during a given work week and/or traveling within a specified region, or flying to other states, with possible overnight stays. (<i>This may or may not apply depending on the unit the FCM may be hired into</i>) ○ Do you have any questions about these requirements? ○ To what extent are you willing and/or able to travel for this job? ○ Do you have a valid *Indiana driver’s license, auto insurance coverage and independent reliable transportation? *Proof of valid driver’s license upon hire if outside Indiana. <p>○ To what extent are you available to be “on call” to respond to an emergency situation?</p>	<ul style="list-style-type: none"> • Candidate fully understands and accepts the required degree of schedule flexibility and personal vehicle use. Score 3 • Candidate appears hesitant about ability to accommodate required schedule flexibility and do necessary travel, but thinks may be able to accommodate. Score 2 • Candidate is resistant or negative about the travel and schedule requirements. Score 1 • Candidate does not have independent transportation or a valid driver’s license. Score 0 	
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6.	<p>Tell me about your education, qualifications, previous employment and/or volunteer experience that prepares you to be successful in this position.</p> <p><i>Panel/interviewer should follow along with the application, recognizing and probing into key areas:</i></p> <ul style="list-style-type: none"> ○ Job changes/transitions into new jobs or different career. Ask about reasons for changes and explore any inconsistencies between the application and the interview. ○ Gaps in employment history. When/why? ○ How this job fits into career path? Why are you applying for this job? ○ What would your current/previous employer tell us about your work and your attendance record? <p>Language/technical skills acquired</p>	<ul style="list-style-type: none"> • Candidate has stable work history (or is recent graduate) and can make reasonable explanation for any significant gaps in work history. Candidate appears to be pursuing this position in a deliberate, planned fashion. Reference would be positive on both work and attendance. Score 3 • Candidate has stable work history (or is recent graduate) and can make reasonable explanation for any significant gaps in work history. Candidate appears to be pursuing this position in a haphazard manner or is fleeing undesirable work situation. Reference would be positive on both work and attendance. Score 2 • Candidate has unstable work history (frequent, short jobs), or appears to be pursuing a haphazard, random job search. Reference may generally be positive on work, questionable on attendance. Score 1 • Candidate demonstrates pattern of leaving jobs due to workplace conflict. Reference may not be positive. Score 0

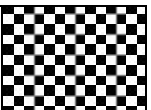
Notes:

7.	<p>Knowing that a large portion of your time will be spent on paperwork, how will you balance that with working directly with families?</p>	<ul style="list-style-type: none"> • This question is not scored. Please record the applicant's response to the question. 	
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Notes:

8.	<p>This position will require you to be fingerprinted as part of your background check; but a conviction history will not automatically bar you from employment. Can you identify anything your fingerprints may reveal about you that is not already acknowledged on your application?</p> <p>This agency is frequently in the eye of the public because of the work we do. Is there anything about your employment or personal background that you would not want to read about in the newspaper?</p>	<ul style="list-style-type: none"> • No criminal history, clean background. Score 3 • Discloses old personal history or criminal history with minimal nexus to job and explains behavioral changes made. Score 2 • Discloses criminal history with high potential for nexus to job or discloses personal information that is inappropriate for position. Score 0 	
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Notes:

9.	<p>What questions do you have regarding the Department of Child Services and/or the role of a Family Case Manager?</p>	<ul style="list-style-type: none"> • This question is not scored. Please record the questions the applicant had as well as your response to those questions. 	
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Notes:

	<p>Score Education:</p> <ul style="list-style-type: none"> • BSW or MSW • Bachelor's degree in Social Sciences or related field (Psychology, Sociology, Criminology or Criminal Justice, Education, Child Development) • Other Bachelor's with at least 15 hours of Social Sciences coursework (<i>must verify with transcript that required minimum course hours in social sciences is attained</i>) 	<ul style="list-style-type: none"> • BSW or MSW - <i>Score 4</i> • Bachelor's in social or behavioral sciences - <i>Score 3</i> • Other bachelor's degree with required hours - <i>Score 2</i> • Transcript does not demonstrate required hours - <i>Score 0</i> 	
			ROUND ONE SCORE TOTAL /15
			Recommend Further Interview?

ADDITIONAL NOTES: