

Site: _____ **SAMPLE** _____

Recruitment/Selection/Retention Questionnaire

(note, data collected from the Baseline Questionnaire and repeated every six months)

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
Recruitment							
1. Techniques your agency uses to recruit new employees? (yes/no)							
a. Newspaper advertisements	No		No	No			
b. School/college placement job fairs	Yes		Yes	Yes			
c. City-wide job fairs	Yes		Yes	Yes			
d. Website advertising on agency site	Yes		Yes	Yes			
e. Website advertising on other job sites (e.g., Monster.com)	No		No	No			
f. Realistic job previews	No		No	No			
g. Recruitment bonuses	No		No	No			
a. Trade journals	No		No	No			
b. Other newsletters	No		No	No			
c. Other	No		No	No			
2. Agency has a partnership with a university social work program	Yes		Yes	Yes			
3. Processes are in place for recruiting staff from social work programs (yes/no)							
a. Internships	Yes		Yes	Yes			
b. Liaisons	Yes		Yes	Yes			

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
c. Stipend programs	No		No	No			
d. Field placements	Yes		Yes	Yes			
e. Tuition Reimbursement	No		Yes	Yes			
4. Assistance agency gives to help staff obtain an advanced social work degree (yes/no)							
a. Paid work time to attend class or internships	No		No	No			
b. Paid work time to attend to coursework	No		No	No			
c. Other (please describe)	Yes Flex time to attend courses		Yes Flex time	Yes Flex time Provided unpaid leave (sabbatical)			
Selection							
5. Average number of applications received and the number of applicants interviewed for at least the last 5 position opening for each of the following positions (if data available, please average all open positions)							
a. Supervisor average # of applications received	8		20	25			
b. Supervisor average # of applicants interviewed	8		4	4			
c. Caseworker average # of applications received	58		34	29			
d. Caseworker average # of applicants interviewed	6		7	7			
e. Case Aide average # of	62		47	70			

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
applications received							
f. Case Aide average # of applicants interviewed	8		8	unknown			
g. Supervisor: Average length of time between position vacancy and filled position.	Not collected		Not collected	.75 mo			
h. Caseworker: Average length of time between position vacancy and filled position.	Not collected		Not Collected	1.1 month			
i. Case Aide: Average length of time between position vacancy and filled position.	Not Collected		Not Collected	2 months			
j. Supervisor: Internal/External # of hires	Not collected		Not collected	1 internal 0 external			
k. Caseworker: Internal/External # of hires	Not collected		Not collected	8 internal 12 external 1 re-hire			
l. Case Aide: Internal/External # of hires	Not collected		Not collected	2 external			
6. Selection techniques used (yes/no)							
a. Written knowledge test	No		No	No			
b. Written personality test	No		No	No			
c. Written skills-based test (e.g., what would you do if...)	Yes		Yes	Yes			

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
d. Self-assessment questionnaires	No		No	No			
e. Individual interviews with HR personnel	No		Yes	Yes			
f. Group interviews with social work staff	Yes		Yes	Yes			
g. Pre-selected, structured interview questions	Yes		Yes	Yes			
h. Use of role play during the interview process	No		No	Yes (do a screening role play)			
i. Other (please describe)	No		No	No			
7. Background Checks used (yes/no)							
a. Criminal background checks (yes/no)	Yes		Yes	Yes			
b. Child Abuse Registry	Yes		Yes	Yes			
c. Previous employers	Yes		Yes	Yes			
d. Personal references	Yes		Yes	Yes			
e. Checking all or selected references	Yes		Yes	Yes			
f. School reference	No		No	No			
g. Child Welfare Records	Yes		Yes	Yes			
h. Other (driver license, fingerprinting)	Yes		Yes	Yes			
8. Orientation techniques mandated for new staff (yes/no)							

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
a. Job preview videotape	No		No	No			
b. Classroom Training for new staff	Yes		Yes	Yes			
c. Job shadowing	Yes		Yes	Yes			
d. Computer-based training module	Yes		Yes	Yes			
Retention							
9. Positions/terminations –							
a. Supervisor positions currently available	15	16	18	19			
b. Supervisor positions currently filled	14	16	18	19			
c. Caseworker positions currently available	108		106	110 (2 prevacancy positions)			
d. Caseworker positions currently Filled	106	NA	101	106			
e. Case aide positions currently available	8	8	9	9			
f. Case Aide positions currently filled	8	NA	8	9			
g. Supervisors total positions	2	2	3	2			

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
terminated in past 6 month period							
h. Supervisor positions voluntarily terminated in past 6 month period	1	2	3	1			
i. Supervisor positions involuntarily terminated	1	0	0	1			
j. Caseworker total positions terminated in past six months	22	9	17	16			
k. Caseworker positions voluntarily terminated in past 6 months	16	7	15	13			
l. Caseworker positions involuntarily terminated	6	2	2	3			
m. Case Aide total positions terminated in past six months	3	1	3	2			
n. Case Aide positions voluntarily terminated in past six months	3	1	3	2			
o. Case Aide positions involuntarily	0	0	0	0			

	Baseline Summer 04	Time 1 February 05	Time 2 August 05	Time 3 February 06	Time 4 August 06	Time 5 February 07	Time 6 August 07
terminated in past six months							
10. Exit Interviews conducted (yes/no) (please provide every 6 months; Compile reasons for worker leaving and submit on Terminations Log)	No	No	No	Yes			

August 2005

Reasons for Termination

Voluntary - Other Position

Voluntary - Performance/Probation -
asked her to resign

Voluntary - moved out of state

Voluntary - had some issues about
work environment (hostile).

Voluntary - Family

Involuntary

Voluntary - Resigned in lieu of
termination

Voluntary - took another position with
former employer

Voluntary - relocated to Gunnison and
took a job with DHS

Voluntary - Take care of foster child

Voluntary – Unknown

Terminations February 06

Supervisor

1 took new job \
1 fired for cause

Caseworker

2 Promotions
4 Terminated with cause
2 voluntarily left for family reasons
1 retirement
1 Moving
2 Found new jobs

Case Aide

1 promotion
1 moved