



**45 Commerce Drive, Suite 11
Augusta, Maine 04330**

Dear Program Administrator:

Enclosed is a revised copy of the Realistic Job Preview that was developed as a retention tool for new caseworkers. Research has shown that some job turnover in the first year can be linked to an insufficient and unrealistic understanding of the job. While no one can fully understand the job until they actually do it, the hope is that this video depicting a realistic version of casework shown to prospective candidates will provide more information and will help to reduce turnover due to unrealistic job expectations.

It is suggested that each district office show the Realistic Job Preview to prospective caseworkers prior to the panel interview. Districts may choose to use the Realistic Job Preview with individual candidates or with several depending upon number and convenience. Showing the Realistic Job Preview at that time will allow the candidate to become more informed prior to the interview, which may result in better questions from the candidates. It will also allow for candidates to self-select out of the process if the job does not meet their expectations.

Included in this packet, in addition to the Realistic Job Preview is a list of information points, Frequently Asked Questions and a packet of feedback surveys. The information points are intended to be used as a guide for the person who is setting up the video and introducing it to the candidates. It is important that the candidates are given this introduction so they have an understanding of what they are about to watch and why. The Frequently Asked Questions are designed to help answer specific questions that the candidates may have about the video after they view it. The feedback surveys are an important tool for us to evaluate the Realistic Job Preview effectiveness and the process. Each candidate who watches the film should fill out a survey, which will be returned to Child Welfare Training Institute.

Since the production and dissemination of this video, we have realized that there were some oversights in the credits. We have therefore revised our copies to provide appropriate credit. Please discard the copy that you currently have and replace it with this new DVD.

If you have any questions about the Realistic Job Preview, please do not hesitate to contact Freda Bernotavicz or myself.

Sincerely,

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