

Part 1 Interview (In Person or Virtual) | Guidance

Applicant:

Position:

Interviewers:

Date:

- On-site (or virtual face-to-face) interview: Consists of an in-person or virtual presentation by the applicant and in-depth explorations of the applicant's experience and knowledge in delivering person-centered, strength-based, and trauma informed care; behavioral healthcare service delivery; Team Leadership and membership; EBP screenings, assessment, and treatment.
- During this first in-person interview you will obtain more information on the unique skills and expertise the candidate would bring to this role, and rate responses related to the content of answers to questions per the form.
- The Lead Interviewer opens the interview, but questions are asked by everyone on the interview team as noted in the Staff Selection Process.
- It is helpful to look at the Interview Rating Sheet (Appendix 2b.) that asks you to rate and summarize the ten areas (competencies, roles, and responsibilities) following the interview and turn them into the lead interviewer. Please note that these become part of the permanent file so professional language and rationales are important, as always.

Part 1 Interview (In Person or Virtual) | Questions

Please select at least three questions from this section

1. *[After the brief introduction (Agency Overview/Explaining ACCS model and services.)*
Do you have any questions about the Agency or what the position entails?
2. Can you briefly tell us about the unique skills and experience you would bring in serving the ACCS population?
3. Can you briefly describe any experience you have in delivering addiction services or working with persons using substances
4. *Agency staff work with and serve a wide variety of people from different ethnic groups, racial backgrounds, and cultures.*
Describe your experiences in delivering services to persons from diverse communities or persons who are not from your racial, ethnic, or cultural group.

Part 1.a: Interview Questions Focused on Diversity, Equity, and Inclusion.

Please select at least one question from this section

1. “How have you committed yourself to understanding and aiding in the pursuit of equity and inclusion in your professional and or personal life?”

Guidelines of a “quality” answer:

- Actionable: articulates specific actions or steps taken (Proactive and/or Reactions)
- Clearly articulates or explain their “why” or “motivation”
- Demonstrated knowledge and understanding of the terms (equity and inclusion)
- Able to articulate and explain connection between equity/inclusion and their personal and/or professional opportunities
- Acknowledges the challenges and difficulties of this work
- Demonstrates specific classes, tools, resources, trainings used to gain more understanding

2. “What steps have you taken to mitigate your biases in the workplace?”

Guidelines of a “quality” answer:

- Clearly demonstrates knowledge of bias in general and several types of bias
- Able to articulate and explain self-awareness of their own biases
- Clearly defines their measure of success or failure
- Acknowledges challenges around recognizing and minimizing biases in the workplace
- Speaks to knowledge of personal impact of biases as well the impact on others
- Identifies specific steps taken and additional growth and resources desired

<https://hr.uw.edu/diversity/hiring/tools-for-evaluating-applicants/>

Notes:

Part 1.b: Situational Opinions/Questions

Please select one or two questions from this section

1. Briefly describe a recent experience you have had with implementation and use of evidence-based screening & assessment instruments or other clinical improvement initiatives in human service delivery. Please highlight what you learned from this work.
2. Please provide any examples of morale boosting/recognizing teamwork that you have done. What worked well and what did not?
3. Describe strategies you have used for reviewing and addressing performance issues or an example of when you had to do this w/someone
4. Briefly describe your experience in serving on an integrated treatment team or leading, coaching, mentoring, and supporting clinical teams in delivering behavioral health services? Highlight what you have learned from your work.

5. Please describe the way in which you would lead the Treatment Planning Process and follow-up documentation. What is most challenging about this work? What have you learned?

- Lead Interviewer reminds the applicant that the first part of the In-person interview has ended. For candidates with potential, the interview team will move into the second part in the interview process. Explain that this next step is more interactive and conversational.

ONLY MOVE ON TO PART 2 OF THE IN-PERSON INTERVIEW IF THE INTERVIEW TEAM BELIEVES THIS IS A STRONG CANDIDATE FOR THE POSITION

Part 1 Interview Scoring Form

Candidate: _____

Date: _____

Interviewer: _____

Category	1 (Weak)	2	3	4	5 (Strong)	Comments
Focus on Person-Centered Care and Empowerment						
Supervisory Feedback. <i>Addressing Performance Issues</i>						
Experience Treating Co-Occurring Conditions						
Diversity & Inclusion						
Crisis Intervention <i>Screening- Assessment- Safety Planning</i>						
Belief that Recovery is possible						
Care Coordination						
Ability to construct a clinical formulation						
Experience in/understanding of engaging persons family/support						
Open to Growth/Ongoing Learning						