



**MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF CHILD & FAMILY SERVICES CASEWORKER
ENTRANCE QUESTIONNAIRE**

Name _____ Date _____
Office _____ District # _____

1. **How did you learn about the caseworker position? Please circle all that apply:**
 - a. Friend/co-worker
 - b. Child Welfare/Office employee
 - c. Department of Human Resources
 - d. State of Maine Web site
 - e. DHHS Web site
 - f. Newspaper advertisement
 - g. Position Announcement - Where? _____
 - h. Job fair/College Recruiting fair - Where? _____
 - i. Other _____

2. **What attracted you to apply for employment with the Office of Child and Family Services? Please circle all that apply:**
 - a. Salary
 - b. Benefits - Which? _____
 - c. Education and training opportunities
 - d. Office image/ reputation in social welfare
 - e. Personal values (wanting to assist families and children)
 - f. Job location
 - g. Future opportunities in state government
 - h. Job security in state employment
 - i. Mentoring/supervisory relationships
 - j. Work/life balance
 - k. Other _____

3. **Do you have any concerns regarding your new job? Please circle all that apply:**
 - a. Salary
 - b. Benefits - Which? _____
 - c. Office image/ reputation in social welfare
 - d. Personal values (conflicts)
 - e. Job location
 - f. Future opportunities in state government
 - g. Job security in state employment
 - h. Availability of training and development opportunities
 - i. Work/life balance
 - j. Mentoring/supervisory relationships
 - k. Other _____

4. On a scale of 1 to 5 please identify your experience regarding the overall employment/application process? Please circle one response for each question:

4a. Easy 2 3 4 5 Difficult

4b. Short 2 3 4 5 Long

4c. Helpful 2 3 4 5 Not helpful

5. Did you obtain application materials for this position via the Internet?

Yes _____ No _____

If yes:

5a. Was information on the web site easy to find? Yes _____ No _____

5b. Were you able to find all the information you needed? Yes _____ No _____

6. Did you call in and request information by phone?

Yes _____ No _____

If yes:

6a. Was your call answered promptly? Yes _____ No _____

6b. Did you leave a voice mail message? Yes _____ No _____

6c. If you left your name and address, approximately how long did it take before you received your application materials? (Please check)

Next day _____ 2 days _____ 3 days _____ 4 days _____ 5 days _____

6d. If you had questions regarding recruitment, approximately how long did it take for your call to be returned?

1-2 hours _____ 2-4 hours _____ 1 day _____ 2 days _____

6e. Were all of your questions answered? Yes _____ No _____

7. If you visited the Department of Human Resources or a District Office to obtain application materials:

7a. Were application materials available upon request? Yes _____ No _____

7b. Was an individual available to answer your questions? Yes _____ No _____

8. How satisfied were you with the overall hiring process? Please circle one response:

Satisfied 2 3 4 5 Not Satisfied

9. Do you have any suggestions regarding improvements to the hiring process?

10. Did you view the Realistic Job Preview (RJP) prior to being hired? Yes____ No____

10a. Based on your current experience, how realistic is the RJP?

Realistic **Not Realistic**
1 2 3 4 5

10b. To what degree did the RJP impact your decision to follow through with the hiring process?

High Degree **Low Degree**
1 2 3 4 5

10c. Please comment: _____

11. What district and office are you going to be working in? _____

11a. Was this office your first choice? Yes____ No____

12. What will be your specific position? Please check only one:

Child Protective____ Safety Assessment Worker____ CFA Worker ____

Children Services____ Adoption____ Other (please specify)_____

(Note: Districts have varying names for positions)

12a. Was this position your first choice? Yes____ No____

13. What are the most important personal and professional factors you have considered when determining the attractiveness of a particular office? Please rank the list (with 1 being the highest and 9 the lowest in importance to you):

Personal:

____ Availability of housing options
____ Proximity to home
____ Cultural/social activities
____ Quality of school districts
____ Other (please describe)_____

Professional:

____ Ability to pursue higher education/training
____ Teamwork in my district office
____ Sense of community in my workplace
____ Variety of my case assignments
____ Workload among case workers
____ Other (please describe)_____

14. How much do you anticipate your job will change in the next two years? Please circle one:

No change **Major Change**
0 1 2 3 4 5