

Child Welfare Caseworker Rating Sheet

Applicant: _____ **Rater:** _____ **District:** _____ **Date:** _____

Instructions for use: Please use this sheet for rating applicants. Be sure to rate the three pieces of the screening process separately. The 45-minute Standard Interview is more heavily weighted than the Fact-finding interview and the Written Exercise. At the bottom of the Standard Interview rating column, there is space to multiply the column total by 2 before adding it to the composite score. Please be sure to put a number in each empty box.

Competencies to be rated	Scale: (Low) 1 2 3 4 5 (High)			
	Standard Interview	Fact-finding Interview	Written Exercise	
Interpersonal Relations: how candidate relates to interview team; expression of ideas and feelings; acknowledgement of others' feelings; evidence of respect and empathy for others.				
Self-Awareness/Confidence: reference to own strengths, limitations, personal style, familial background, and how these may impact upon others; sense of self-efficacy.				
Analytic Thinking: information gathering skills; use of range of sources; hypothesis formation; conceptual frameworks; looking beyond superficial explanations; ability to make sound decisions.				
Adaptability: ability to adapt styles and shift gears; coping skills; openness to new information; resilience in face of constraints.				
Observational Skills: ability to observe and identify key elements; recognition of inconsistencies; factual descriptions; accurate observations.				
Sense of Mission: child welfare knowledge/experience; genuine interest in job; clear values/beliefs about protecting children and preserving families; desire to make things better for others				
Communication Skills: open, clear communication; attentive listening; clarity of written summary and recommendations.				
Motivation: achievement drive; high standards of performance; optimism and persistence; high level of commitment to goals.				
Planning & Organizing: ability to reassess/reprioritize; use of time management tools; arranging activities logically and efficiently.				
Teamwork: contributes to organizational goals; fosters collaboration among teams, with clients and other key individuals.				

Subtotal: _____
(x2)
TOTAL: _____ + TOTAL: _____ + TOTAL: _____
COMPOSITE SCORE: _____.