




Hiring

Chapter 3 Assessment Tool




Advertise and Interview

Questions to Ask: Define the Position

- Does your posting include a description of the organization (its structure, goals, etc.), so candidates may assess whether it is a good fit for them?
- Is the job description consistent with what was proposed in your grant?
- Are requirements/preferences listed to ensure that candidates' qualifications are responsive to unique population needs in your service area and/or grant proposal (e.g., bilingual skills, experience with low-income, LGBTQ, or other vulnerable populations)?
- Does your description indicate the differences between DV and SA work?
- See **Sample Job Posting**. 

Questions to Ask: Solicit Applications

- Have you posted in forums likely to attract diverse applicants?
- Have you shared the job description with your partners and other local community organizations?
- Will your posting reach all demographics in the community?
- Do you want your posting to reach candidates beyond your community (state-wide/nationwide)? Will it?
- What experience level are you seeking? Have you considered working with local law schools or attending career fairs?
- Have you considered existing volunteer attorneys?
- See **Where to Post Checklist**. 

Questions to Ask: Contract Attorneys

- Have you identified which resources the organization will be responsible for and which the contract attorney will be responsible for?
- Have you outlined the basic structure of the contract agreement?
- Have you identified potential mentors for your contract attorney?





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- Have you included mentors in the selection process?

Questions to Ask: Interview

- Have you prepared questions specific to the position?
- Do you ask about experience with vulnerable populations and trauma-informed practice?
- Have you prepared to discuss vicarious trauma with candidates?
 - Are they familiar with the concept of vicarious trauma?
 - How do they manage stress or vicarious trauma in their current positions?
- Will you conduct an intake role play?
- If seeking a bilingual attorney, have you communicated with them in both languages?
- Have you reviewed a writing sample from the candidate?
- Have you contacted the candidate's references?

Onboard Your New Staff

Questions to Ask: Organizational Infrastructure

- Can your physical space accommodate private conversations, secure document and information storage, etc.?
- Does your physical space have a secure entry?
- Do you have a private outgoing phone number?
- Have you trained staff in responding to unexpected visitors, individuals with mental health conditions, or clients who pose a safety risk to themselves or others?
- Do you have a secure system for storage of digital files? Is it password protected, encrypted?
- Has your support staff been trained to work with survivors?
- Do your policies address privacy on mobile devices?
- Have you secured sufficient malpractice insurance?
- See **Office Privacy and Safety Checklist.** 



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Questions to Ask: Staff Training

- Have you trained staff in trauma-informed practices?
- Have staff been trained in conducting an intake?
- Do staff know how to collect and record data necessary for reporting under the grant?
- Have staff met formal partners on the grant? Supportive community partners?
- Have you scheduled ongoing/refresher trainings on:
 - Vicarious trauma
 - Client interview/intake
 - Outreach
 - Specific practice areas

Questions to Ask: Mentoring

- Do staff conduct cross-trainings on their various substantive areas of expertise?
- Do staff meet regularly as a group to discuss cases?
- Do staff have regularly scheduled opportunities for one-on-one check-ins with supervisors?
- Do staff have opportunities and are they encouraged to attend outside trainings (e.g., continuing legal education (CLE) classes)?
- Are there local private attorneys that might mentor staff in a substantive area on which you do not have in-house expertise?
- Could local experts offer staff trainings or brown bag lunches?


Questions to Ask: Contract Attorneys, cont.

- Do you have a contract agreement?
- Do you have a signed confidentiality agreement? See **Sample Confidentiality Agreement: Employee and Volunteers.** 
- Does your agreement outline:
 - Who is responsible for carrying malpractice insurance
 - How many cases or how many hours the contract attorney is committing to take




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- How to record and submit time
 - The rate, frequency, and method of pay
 - How conflict checks are conducted
 - How files will be maintained
 - How the relationship may be terminated
 - Who is responsible for outstanding matters in the event of termination
- See **Contract Attorney Checklist.** 

Questions to Ask: Announcing New Staff and Services

- Does the language on your website reflect your SA legal services (e.g., perpetrator vs. abuser)?
- Do the photos on your website, on promotional materials, in your office reflect the population you are aiming to serve?
- Have you notified community partners of your new staff and (expanded) services? See **Sample Newsletter.** 
- Have you sent your new staff out to meet with members of the community?
- Have you invited community partners to an open house or to your organization to introduce staff and show them around your program?