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?
  o Are they familiar with the concept of vicarious trauma?
  o 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:
  - o Vicarious trauma
  - o Client interview/intake
  - o Outreach
  - o 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:
  - o Who is responsible for carrying malpractice insurance
  - o 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


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?