

Personnel Practices for Youth-Serving Agencies: Sample Strategies

Hiring

- ✓ Develop job descriptions that meet the needs of your program and youth population (solicit feedback from young people)
- ✓ Clearly describe job requirements, responsibilities, and expectations
- ✓ Enhance interview process (example: ask candidates to do a group activity with young people)
- ✓ Involve young people in interview process (examples: young people can be part of hiring committee; they can provide feedback about candidates' workshop performance)

Orienting New Staff

- ✓ Set up orientation about the agency policies and work practices
- ✓ Ask new staff to complete an individual asset assessment
- ✓ Allow for job shadowing if possible
- ✓ Assign new staff a mentor (experienced staff)
- ✓ Enroll staff in Positive Youth Development (PYD) 101 online courses
http://www.actforyouth.net/youth_development/professionals/online_courses.cfm

Professional Development

- ✓ Assess educator's knowledge and skills. See Competencies in Youth Work:
http://www.actforyouth.net/youth_development/professionals/competencies.cfm
- ✓ Identify training needs and match needs with appropriate training opportunities through a professional development plan:
<http://www.actforyouth.net/resources/supervisors/professional-development-plan.docx>
- ✓ Offer staff opportunities to advance their professional development based on their strengths
- ✓ Use team meetings to practice skills and promote new concepts and ideas

Supervision and Performance Review

- ✓ Utilize a strengths-based approach in supervision. This worksheet may help:
<http://www.actforyouth.net/resources/supervisors/personnel-practices.docx>
- ✓ Use:
 - Active listening skills:
<http://www.actforyouth.net/resources/yd/sel-active-listen.pdf>
 - Open-ended questions:
<http://www.actforyouth.net/resources/yd/sel-open-questions.pdf>

- ✓ Use team meetings and individual staff supervision to discuss dilemmas and challenges. The Reflection Guide worksheet may help:
<http://www.actforyouth.net/resources/supervisors/reflection-guide.pdf>
- ✓ Observe staff every year and provide feedback. Design a professional development plan if needed (see link above)
- ✓ Formally and informally acknowledge achievements and good practices (notes, entries in personnel file, agency wide announcement, personal thank you)
- ✓ Create promotional opportunities for staff to become mentors or program leaders

For more resources visit the **Supervisor's PYD Toolkit: Positive Relationships**

http://www.actforyouth.net/youth_development/professionals/supervisors/relationships.cfm