

Actor Recruitment Process Checklist (Sample)

Actor Name _____

1. Initial phone contact

- ☐ Find out what actor knows about ChildFirst[®]/work we do
- ☐ Fill in knowledge gaps by briefly describing forensic interviews and our training program; be clear that training is our major priority and the actors are hired to assist trainees in practicing their skills
- ☐ Discuss schedule, frequency, length of commitment
- ☐ Request resume

2. Review resume and determine interest in candidate; schedule interview if appropriate

3. Interview:

- ☐ Have applicant fill out application and background check
- ☐ Provide literature about ChildFirst[®] and answer any questions
- ☐ See interview questions
- ☐ Provide a brief tour
- ☐ Discuss schedule, frequency, length of commitment,
- ☐ Discuss logistics of training program/schedule in more detail (i.e. you wait in lobby and when trainee comes out you are in role & costume, need to be on time, etc.)
- ☐ Discuss role development process (creation, watching tapes, child development information and, run through practice interview with feedback)

4. Initial Role Development Meeting

- ☐ Staff introductions
- ☐ Review role development process (2 roles per actor)
- ☐ W-4 and I-9 forms (as needed)
- ☐ Contract (PSA)
- ☐ Confidentiality agreement
- ☐ Intake and interview process as it pertains to training (intake is information trainee has going in, participants need to get through the process, etc.)
- ☐ ChildFirst[®] Forensic Interview Process
- ☐ Child development packet (Summit, Finklehor & Browne, Age Appropriate Guidelines, A Few Facts About Children's Language Skills, child development notes from 5 day manual - Wed pp4-6)
- ☐ Establish outline of roles: Give enough blank intakes so actor can do one for each role, request actor provide us with additional written character information not included on intake
- ☐ Request actor contact ChildFirst[®] to set up times to watch tapes in characters' age range and to set up a time for a run through practice interview when ready.
- ☐ Offer to allow actor to sit in on 5-day training's view videotape of child development lecture from Week One ChildFirst[®] when available.

5. Run-through Practice Interview

- ☐ One interviewer interviews actor in each character and another watches providing feedback on developmental appropriateness

- ❑ These interviews should be taped for the actor to review. You are not required to submit these tapes to Gundersen NCPTC. However, if you choose to submit tapes, we will give feedback on the performances.