



# JOURNEY

AUTISM & BEHAVIORAL CARE CENTERS

## Interview Guide for ABA Providers



This document was created to help guide BCBA's and RBTs/BTs in assessing job opportunities. These questions are meant as examples to help candidates determine whether an opportunity may be a good fit for their career goals and values. Candidates should modify questions as appropriate.

## Do Your Research Before Applying or Interviewing for a Position

1. Investigate Google, Glassdoor and Indeed reviews for the company by current and former employees.
  - Pay special attention to common wording or phrases used across reviews
  - Note common positives and negatives across reviews
  - Look at the position titles that are posting reviews- current owners and leadership may post overwhelmingly positive reviews or may ask current employees to post only positive reviews
  - Be mindful of red flags in the reviews- paychecks being withheld, lack of transparency, poor communication, ethical issues, etc.
  - Look for specific detail regarding what the reviewer liked and did not like at the organization. Reviews without specific information provide less value than those that include details.
2. Research average pay rates for your position in your area. Be wary of pay rates that are far above or below the area average.
3. Is the organization accredited by the BHCOE, CASP, CARF, etc.? This is not necessarily a deal-breaker, but it suggests validation by an independent source.
4. Research current members of their team that may be listed on their website. Look into current and past experience including teaching, research, professional affiliations, grants, etc.
5. Look for mission statement and company values to see if they align with yours.

## Interview Questions to Consider Asking

1. How long has the company been in business?
2. Does the company have investors?
  - Are BCBA's part of the ownership team? Are there BCBA's in key leadership positions?
3. How would you describe your company culture?
  - This is a good place to determine if your values align.
4. What are the company's mission and core values? How are they demonstrated through company policies and decision-making?
5. What are the qualifications of the leadership team?
  - Be wary of leaders with little or no clinical experience, or leaders that are practicing outside their scope (e.g., a clinical director with only business management experience, a clinical director with minimal practical experience, etc.)
6. How involved is the leadership team in day-to-day operations of this clinic, area, center?
  - This tells you how "clued in" the leaders may be to the issues faced by providers
7. Are you being hired as an independent contractor or an employee? Be sure to consider this when comparing offers including both compensation and benefits.
8. What are the expectations around supervision?
  - Is there a minimum percentage required each month?
  - How often is a supervisor present?
9. Is there a defined policy and procedures manual?
10. Are there yearly competencies/trainings on regulations?
11. What opportunities are there to interact with other providers?
12. What is the orientation/training process like?
13. What does ongoing support and professional development look like?
  - For new providers, you want to make sure you will receive adequate support in your role
14. What is the career path?
  - Do the opportunities for growth align with your career goals?
15. Who is responsible for purchasing materials, reinforcers, and safety equipment?
  - If the company provides or reimburses, what is the limit per client/staff?
16. How does the company promote continuing education for providers?
  - Ask if CEUs are reimbursable for outside events and if conference attendance is common in the organization for providers.
17. How often are performance evaluations conducted?
18. How are clients assigned?
19. What is the process for determining whether providers have the experience to serve a client?
20. How are schedules created and modified throughout the week?
21. What notice is provided for changes in weekly schedules?
22. What is the average caseload for full-time and part-time staff?
23. Is there a cancellation policy in the event a client/patient/student cancels session?
  - What are the terms to qualify?
24. What benefits are offered?
25. What is offered in terms of paid time off (PTO)?
26. What is the process for taking PTO?
27. Is use of PTO encouraged by supervisors?
28. Can unused PTO be carried over from year to year?





## Considerations for those Seeking Supervision

1. Are opportunities to accrue unrestricted hours provided? Is this included in your role, or are there any qualifications or costs?
2. How are restricted and unrestricted hours compensated?
3. Who is able to supervise practicum students? What is their experience in mentoring students? What is their bandwidth to meet with you?
4. What colleges/universities is the organization affiliated with (if any)?
5. How many students have completed the practicum program?
6. Are varied opportunities available (e.g., working with different populations, in different settings, etc.)?
7. How are school schedules managed/balanced with fieldwork responsibilities?
8. What additional learning opportunities are provided for students outside of case-related tasks?
9. How are supervisors compensated for providing oversight to graduate students?

## Other Questions to Consider

Below are some additional questions you may want to ask, depending on the type of position you're applying for, what your career goals are, and what you want in a company:

1. Is research supported?
  - If yes, ask what supports are available?
  - Have any peer-reviewed publications been published by anyone in the organization?
  - Is there a consistency in publications?
  - What is the process for conducting research?
2. How often do providers attend/present at conferences?
  - Which conferences?
  - How much funding is available, and who qualifies?
3. If bonuses are a part of compensation, what are the requirements to receive them?
  - You want to ensure the requirements are clear and achievable
  - What parts of the bonus structure are under your control versus outside your control?
  - Are these programs well documented, such as in your offer letter?
4. Is remote work/telehealth possible?

## Things to Verify Before Accepting an Offer

1. Ask for an offer to be put in writing before acceptance. Ensure details like pay rate, benefits, travel expectations around clients, etc.
2. What parts of the offer are guaranteed?
  - Are things like hours, training and supervision guaranteed at a certain rate, or only offered?
  - Time off and benefits should be clearly defined, including when you become eligible for them
3. Who is responsible for costs related to obtaining and maintaining your ability to practice (such as exams, certifications, licenses, insurance and ongoing education)?
4. Is there a non-compete or non-solicitation clause in the offer letter?
  - Non-competes may prevent you from working for another company
  - Non-solicitation agreements generally prevent you from recruiting staff or clients if you resign, but some also prevent you from using certain vendors/partners.
  - Ensure you clearly understand the terms of any non-compete or non-solicitation clauses, including term, covered geographical area (e.g., distance from center, etc.),
5. Large discrepancies between what was discussed in the interview and the offer letter might be a sign that the company is disorganized or not fully committed to honoring certain benefits that were used during recruitment,

## Final Reminders

- Your interviewer is assessing your skills and relevant experience, but is also assessing how well you may fit into the company's culture.
- You should do the same; ask questions to see if the company/role sounds like a good fit for you now as well as in the future.
- Assess how directly and thoroughly the interviewer answers your questions; be wary of deflections or incomplete responses.
- It is perfectly ok to have other interviews scheduled or offers to consider.
- Do not feel pressured to accept a position on the spot. Experienced interviewers understand that you need time to weigh your options.
- To compare offers, weigh all of the information, including pay, benefits, company culture, etc.
- Discuss your offers with a trusted peer or mentor.
- Make sure key details are documented. If not, they may be difficult or impossible to obtain later.
- Finally, if it sounds too good to be true, it probably is.

