

EMPLOYMENT INTERVIEW

Date of Interview:

Name of Candidate: _____ Phone: _____

Name(s) & Position(s) of Interviewer(s):

1. _____

2. _____

3. _____

Interview Process:

1. Ask the candidate a few questions, including:
 - a. Can you tell me something about yourself?
 - b. What are your career goals?
 - c. What were 3 significant accomplishments in your last position?
 - d. Can you work well under deadlines and/or pressure?
 - e. What do you know about the Home Care Industry?
 - f. What do you know about our Agency?
2. Tell the candidate about the Agency. e.g. the:
 - a. stage of development the business is at (established or just getting started);
 - b. goals, mission statement and values;
 - c. services it provides;
 - d. geographical area it services;
 - e. days and hours of operation; and,
 - f. approximate number of clients and employees.
3. Advise candidate what qualities the Agency is looking for in an employee: e.g.:
 - a. competence;
 - b. good hygiene and grooming;
 - c. professional appearance and actions;
 - d. good attitudes and values;
 - e. team player; and,
 - f. good work ethics (e.g. honest, dependable, cooperative, considerate, conscientious, empathetic, trustworthy, respectful, courteous, cheerful, and enthusiastic).

4. Advise the candidate of the Agency's Conditions of Employment, which include but are not limited to the requirements that Employees must:
 - a. possess the required certification and/or experience;
 - b. hold a valid driver's license;
 - c. have access to reliable transportation (if required for the job duties of a specific position);
 - d. carry adequate vehicle insurance:
 - i. business usage; and,
 - ii. minimum of liability for transporting clients;
 - e. be bondable; and,
 - f. successfully undergo Pre-employment Background Checks, including a Criminal Record check.
5. Review all or parts of the candidate's resume with him/her to confirm particulars and clarify any ambiguities.
6. Determine the candidate's preferences by asking the following questions:
 - a. What type of home support work do you prefer (I.e. personal care, housekeeping, meal preparation, yard work, childcare, companionship, etc.)?
 - b. Are you looking for full-time or part-time work?
 - c. What days and hours are you available for work? (Find out if the candidate will work a split shift, weekends, and/or overnights)
 - d. What is the minimum number of hours you would be willing to work in a day?
 - e. How much lead-time do you require before going out on a suddenly needed assignment?
 - f. What are your wage expectations? (Or, tell them what you are willing to pay.)
 - g. How much per mile do you want for using a personal/private vehicle to run errands and transport clients? (Or, tell them how much you are willing to pay.)
 - h. What do you consider your strengths to be?
 - i. What do you consider your weaknesses to be?
 - j. Why did you leave your previous employment?
 - k. Do you like working with people?
 - l. Is there any group of people that you would rather not work with (e.g. the elderly, children, mentally or physically handicapped)?
 - m. How do you relate to difficult clients?
 - n. What date are you available to start work?
7. Ask other questions required for a particular position.
8. Obtain names and telephone numbers of references, if they were not included with the candidate's resume.
9. Closing comments:
 - a. Advise candidates that you will get back to them after all interviews have been completed.
 - b. Advise candidate that if he/she moves on to the next step of the selection process, he/she shall be required to:

- i. show proof of education, certifications, licenses, etc. and,
 - ii. sign an *Employment Background Check Authorization* form to permit Pre-employment Background Checks to be conducted.
 - c. Give candidate an Agency brochure and business card.
10. Ask candidate if he/she has any questions.

Signature(s) & Position(s) of Interviewers

Date

1. _____

2. _____

3. _____
