

SAFETY AND INTERVIEWING TIPS

- Screen the candidate over the phone before agreeing to meet in person.
- Always meet the candidate in a public location.
- Always tell someone where you are going or bring a friend with you. Bonus, they can share candidate feedback with you!
- Take notes so you can refer back to them later.
- Don't feel rushed to decide on the spot.
- Don't be shy about sharing your needs and preferences.
- Role play the interview with a friend or family member.

INTERVIEW FORMAT

1. Introductions and Interview Information

- a. Welcome the candidate and explain the role.
- b. Briefly describe your home care setting, needs, and expectations.
- c. Outline the flow of the interview. What can the candidate expect?

2. Background and Experience Questions

- a. Tell me a little about yourself and why you're interested in being a Direct Care Professional.
- b. What previous experience do you have in caregiving, either formal or informal?
- c. Have you ever worked in someone's home providing care? If so, what was that like?
- d. Do you have CPR/First Aid or PCA certification? If not, are you willing to get them?

3. Skills and Situational Questions

- a. How would you safely assist someone who needs help getting from a chair to a bed?
- b. Have you ever assisted someone with managing their hygiene? I might need help with bathing; do you have experience with that?
- c. If you noticed a sudden change in condition (like confusion, trouble walking, or shortness of breath), what would you do?
- d. How do you balance being respectful of their independence while still helping them with daily tasks?
- e. Can you walk me through how you'd prepare a simple, nutritious meal for me?

4. Personality and Compassion Questions

- a. What do you enjoy most about caring for others?
- b. Tell me about a time you helped someone feel comfortable or cared for.
- c. How do you handle stressful situations or difficult behaviors from someone you cared for?
- d. How do you make sure someone you care for feels respected and heard in their own home?

INTERVIEW FORMAT *(CONTINUED)*

5. Logistics and Availability Questions

- a. What hours or shifts are you available for?
- b. Are you comfortable working evenings, weekends, or holidays if needed?
- c. Do you have reliable transportation?
- d. Are you comfortable with pets in the home (if applicable)?

6. Closing the Interview

- a. Give the candidate a chance to ask questions.
- b. Explain next steps in the hiring process.
- c. Thank them for their time and interest.