

# Sample Interview Checklist

## BEFORE THE TELEPHONE INTERVIEW

Be prepared to describe the following:

- What days and what times do you need or want the IP?
- What are the total hours you need the IP to work each week?
- What date do you need someone to start working?
- What tasks do you need done? (That you have been authorized for.)
- Describe any special care, special equipment, or special diet that you require.
- If lifting or transfers are required: Describe your weight and describe whether you are able to bear any weight.
- Remember that your medical information is confidential and ONLY YOU can disclose this information to the provider. It is recommended this is not disclosed this soon in the process if at all.

Some IP's will ask many questions. Some will ask only a few basic ones. The amount of information that IP's may give you, and want from you, will vary. You need to judge how much to say and how many questions to ask. You are the employer and you decide what is comfortable for you.

## DURING THE PHONE INTERVIEW

**Make sure to ask and obtain the answers to these basic questions:**

- What is the IP's availability?
- How much experience does the IP have providing this type of service?
- What kinds of tasks does the IP have experience performing?
- Does the IP smoke? (if this is important to you)
- If you have pets, is the IP comfortable with dogs and cats in the house? Is the IP allergic to pets?
- What special skills or training does the IP have? (For example, CPR, CNA etc).
- Why does the IP like home care work?

- Ask the IP to describe his/her good qualities (like being a fast learner, dependable, hardworking, able to follow directions, etc.)
- Ask if the provider has any physical limitations that you should be made aware of.

**If you are interested in hiring the IP after the phone interview, schedule a face-to-face interview. When you schedule the in-person interview, remind the IP to be sure to bring:**

1. Work references (names and numbers of past employers)
2. Any training certificates (if the IP has them)
3. Remember to give your name, address, and phone number to the IP. (If you are not comfortable conducting the interview in your home then suggest another location such as a restaurant or community center, etc., remember you can ask a family member or friend to assist or sit in on the interview with you.)

## **THE FACE-TO-FACE INTERVIEW**

You and the IP will probably go over some of the same questions already covered over the phone, but perhaps in more detail. It is recommended you develop a written list of questions that are important to you. Be prepared ahead of the interview, this will help you to relax and remember to ask or discuss what is important to you in making your hiring decision.

Be sure to make clear what your expectations are regarding the tasks, the schedule, being on time, whether you have an IHSS Share Of Cost, how you will provide training if the IP is expected to provide paramedical services or other services he/she is not familiar with.

**\*\*When you hire someone to provide your IHSS services make sure the IHSS Program Recipient Designation of Provider form (426A) is completed accurately and submitted as soon as possible. This form can be obtained by contacting the Registry. It should be mailed to the IHSS office located at 333 West Julian, San Jose, CA 95110\*\***