

# HART, Inc.

Home Assistance Referral Team

505 Cayuga Street, Lewiston, NY 14092  
(716) 754-8313

## HIRING CAREGIVERS GUIDE AND INTERVIEW QUESTIONS

*These are sample interview questions only.*

You should prepare a list of your expectations on what care is to be provided such as meal preparation, light housekeeping, bathing, laundry, driving, etc., **before** you talk with potential caregivers so it is clear as to what care is expected. Please prepare a draft schedule of days and times that you need care for your loved one.

1. Do you have experience working with individuals who have the same/similar conditions as my loved one (memory problems, total personal care, diabetes, etc.)?
2. Do you have any caretaker certifications (CNA, PCA, etc.) Are they current? Have you had CPR and/or First Aid Training? How long ago?
3. Here is a list of my expectations (read from your prepared list). Is there anything on my list that poses a problem or concern for you?
4. Do you have a driver's license and clean driving record? Reliable transportation? How far do you need to travel?
5. Are you comfortable with my (parent, spouse, loved one) having guests or other family members stopping in while you are working?
6. What are your responsibilities outside of this work? Do you have to account for others' schedules or the needs of others in your work day, or are you flexible?
7. Will you be able to work longer or modify your schedule if needed or do you have other commitments that will be affected?
8. Would you be available for respite care, if needed? Weekends? Overnights?
9. Do you smoke? Be specific on where they can smoke if you allow them to smoke during the time they are working.
10. Are you willing to agree to the following?
  - a. You will not have guests into our home unless I have given you permission.
  - b. You will not accept money/gifts from my (parent, spouse, loved one) without clearing it with me first.

--- O V E R ---

11. These are the days and hours I wish to employ you:
  - a. Be very specific on times unless you are flexible. For example, "Monday, Wednesday and Friday from 9:00 am until 1:00 pm."
  - b. Indicate how you can be reached in case they need to cancel.
  - c. Let them know how much advance time you need before they don't work a shift.
  - d. **Make sure to give your contact phone numbers!**
  
12. Discuss the rate and pay per hour and how you will pay them. Be specific. For example: "We will pay you \$12.00 an hour and will pay you every Friday by check or cash. I will mail you a check or I will leave you a check."
  
13. You may want to have the caregiver sign an agreement of understanding regarding #10-12, but this is not necessary. Do whatever you feel comfortable with.
  
14. If you employ multiple caregivers, a log should be provided (a notebook is fine). It should list date and time started and left, as well as a brief account of patient activity during the shift.
  
15. Agree on a start date and time.
  
- 16. Write down the caregivers name and phone number.**
  
17. Call HART at (716) 754-8313 and let us know you the name of who you have hired and the hours that they will be working per week.

***Thank you for choosing HART!***