

**Today’s Date:**

**HIRING IN-HOME HELPERS CHECKLIST**

**Applicant’s Name:**

**Address/Apartment Number**

**City/State/Zip:**

**Cell Phone:**

**Referring Agency:**

**Agency Contact Information:**

Ask the applicant:

* What makes you interested in this kind of work?
* Tell me about your past work experience.
* Why did you leave your last position?
* Are you in this country legally? (Ask for proof.)
* What is your COVID-19 vaccination and booster status?
* Will you follow COVID-19 safety protocols? What are they?
* Will you wear a mask for the entire time you are working?
* Have you received any special training?
* Do you have any problems that might hinder you in this job?
* How do you feel about alcohol, drugs, and smoking?
* Are there any tasks you would not be willing to do? (Laundry? Cooking?)
* What is your time commitment to this position?
* Do you have a current driver’s license?

Ask the agency:

* Are you licensed and accredited? By whom?
* Is your agency bonded? Is your worker bonded?
* Who pays insurance and taxes and handles employer responsibilities?
* How long have you been in business?
* Do you accept Medicare?
* Do you offer sliding-scale fees?
* What are the fees for services provided by your worker?
* What costs are not covered?
* Who pays the worker - you or me?
* What are the minimum and maximum hours of service?
* Are there limits to services provided?
* What is your screening process when hiring workers?
* How do you supervise your workers?
* Is the worker specially trained to work with older adults?
* Do you find a replacement if your worker is ill or on vacation?
* Do I continue to pay your worker while my elder is in the hospital?
* Can your agency provide me with references for you and your worker?
* What is the process when a worker does not show up for work?
* How soon can a worker begin?

Ask the reference:

* How long have you known this applicant?
* What was the applicant’s position and job description?
* Why did the applicant leave your employment?
* How well did the applicant get along with others?
* What were the applicant’s strengths? Weaknesses?
* Did you find the applicant trustworthy?
* Were you aware of any substance abuse? Smoking?
* Would you rehire the applicant?
* (Describe the job you have in mind.) Is the applicant well suited for the job?

Ask yourself:

* Do I *really* believe this person is right for the job?
* Will this person take charge and respond quickly in an emergency?
* Is this person organized? Neat? Flexible? Energetic? Pleasant?
* Does this person have the proper training and experience for this job?
* Will this person get along with my elder? Family? Others?
* Will this person know when to consult the family?
* Will this person be sensitive to family traditions?
* Does this person do okay with pets if one is in the household?
* Do family members like and trust this person?
* Do family members believe this person can handle this job?