



## Home care Interviewing and Selection Process

Taking the following steps when preparing for caregiver and staff candidate interviews will help ensure a smooth and accurate interviewing and hiring process.

### Applicant Interviewing and Selection Process:

- 1. PRE-INTERVIEW – MANAGER**
  - a. Identify experience, critical skills, knowledge, and abilities candidates need to be successful in a role
  - b. Identify gaps in your current caregiver skillsets.
  - c. Choose key interviewer
  - d. Create interview questions to use consistently for all interviews
  - e. Define interview style, phone, in-person, and/or video chat.
- 2. SCREENING INTERVIEWS**
  - a. Set timing and candidate expectations.
  - b. Telephone or video chat interview scheduled.
  - c. Online application completed.
  - d. Interview candidate.
  - e. If appropriate, schedule full interview.
- 3. PRE-INTERVIEW – Provide candidate**
  - a. Appropriate caregiver documents
    - i. Client Bill of Rights
    - ii. I Will Prevent Elder Abuse Pledge
    - iii. Caregiver Credential Pre-Interview
    - iv. Checklist
    - v. Zero Tolerance
  - b. Gather Credentials
  - c. Conduct pre-employment assessments.
- 4. INTERVIEW – MANAGER AND APPLICANT**
  - a. Conduct interview, take notes, ask questions, and listen attentively to candidate.
- 5. POST-INTERVIEW FINAL SELECTION – MANAGER**
  - a. Conduct background check/oral screen/drug-test
  - b. Reference Checks.
  - c. Background verification.
  - d. Verify completion of assignments.
- 6. OFFER POSITION**
  - a. Make verbal job offer.
  - b. Identify start date.
  - c. Follow-up with written offer.
  - d. Welcome letter
  - e. Staff photo
  - f. Pre-Orientation Reading assignments