



## Tip sheet: Interviewing a respite worker

This tip sheet provides information on interviewing and hiring a support worker. Please also review the tip sheet: **Find a respite worker**.

**People will call you to find out more about the job** you are offering. **Spend** some time thinking about the questions you want to ask.

### Telephone interview

- Speak to more than one worker.
- As yourself if the person has the qualities you are looking for.
- Listen for attitudes, flexibility, sincerity and enthusiasm.
- Choose two or three applicants for a face-to-face meeting.
- Trust your feelings when choosing the final candidate.

### Personal Interview

#### First meeting: public place

Choose 2 or 3 people. Invite them to an in person meeting at a coffee shop or mall. This will give you time to find out if this person will be a good match to work with your family member.

- How do they react to your questions?
- Do you feel that the person is sincere and flexible?
- Does the person interact well with people?

#### Second meeting: in your home

Invite the person to your home and spend the time getting to know them better.

- Make a list of questions for the meeting.
- Ask them to bring a copy of their resume.
- Ask questions and to watch how the person reacts.
- Watch your child's comfort level.
- Watch your child's reaction and listen to their opinion.
- Trust your feelings.

Ask the other candidates if you can call them if you need them.



**Things to ask the applicants:**

- How did you hear about the job?
- Why are you interested in this job?
- Tell me about your previous work experience with children or people with disabilities.
- How do you think this work fits your experiences and skills?
- When are you available?
- Do you drive? Do you have a car? Do you have insurance coverage? If yes, what type of insurance coverage do you have?
- Would you be willing to have a police check?
- Can you commit to working with us for \_\_\_\_ months?
- This is the pay range. Would \_\_\_\_ dollars an hour be acceptable?
- Can you provide me with two personal or work references?

**Things to talk to the worker about:**

- Your son or daughter's life and activities
- Information about your family, routines and schedules
- Possible activities that you would like your child and the worker to do together
- Information about your community
- How to handle "what if this happens?" situations
- Training the worker on how to support your child
- Their pay and pay schedule
- Contract that describes the worker's role, start/finish times and pay
- Coverage of costs: food while working with your child, transportation
- costs when travelling with your child

**Choosing the right person**

It is good to have several people to choose from. Make your choice after you look at all the important information:

- What is the person like? Are they fun to be with, active and pleasant?
- Do they have the skills to work with your child?
- Do they learn quickly?
- Are they understanding and accepting of differences?
- Are they responsible, reliable, trust-worthy?
- Can the person work when you need them

