

Interview Tips & Questions

When you are going to meet with the potential respite worker, other caregivers have reported the following helpful tips:

- Have a friend, relative or someone you trust with you during the interview. It's an extra set of eyes and ears for you.
- Have written questions that you would like to ask the candidate.
- Take notes so that you can remember things you have talked about.
- Be clear about what your expectations are.
- When you're sure that you think the person's qualifications are right, ask the person to meet the individual needing support.
- Ask the person to think about the position and call you back to confirm that they are interested. That gives you both some breathing room to think.
- Be clear that there is a "trial" period so that you both can make sure that it is a good match.
- Let the candidate know that they will be asked for references.
- Discuss the strict requirement of confidentiality.
- Discuss salary expectations- the rate of pay, how it will be invoiced, how the payment will be delivered and when.

Potential interview questions (ask any or all that are applicable to your child/individual):

1. Tell us a little bit about yourself.
2. What do you know about [disability/diagnosis?]. Do you have experience with children or individuals with [disability/diagnosis]?
3. If the individual requires personal care. Do you have experience with personal care? Are you comfortable providing personal care?
4. Can you tell me a couple of your strengths and something you are trying to improve on?
5. What do you think you are the right person for the job?
6. What is your availability?
7. Are you comfortable taking the [child/individual] out into the community to do activities? If so, what activities would you take them to do?
8. What would you do if you and I had a disagreement? *(If possible, use a specific example)*
9. Describe a difficult problem you have had to handle with a [child/individual]. How did you handle it?
10. If my [child/individual] is upset when I leave, how would you handle the situation?
11. If my [child/individual] must be taken to the hospital for an emergency, what steps would you take?
12. Do you have experience with lifts and transfers?
13. What would you do if my [child/individual] did not respond to your request? What strategies would you use to encourage my [child/individual] to fulfill the request?
14. Do you have experience with complex behaviour? If so, please tell me how you handled the situation? *Caregivers are encouraged to think about specific examples about their child and individual. Ask the worker how they might handle this situation if it occurred.*

Things to consider – reference checks

Here are some suggestions for questions you can ask a reference:

- What is your relationship to the applicant?
- How long have you known this person?
- Describe the position you are recruiting for and ask the reference if they have any concerns about the applicant's ability to perform such duties
- Does the applicant follow directions?
- Is the applicant reliable? Punctual? Honest?
- Is there anything else you would like to comment on?