

Tool #2: Interview Checklist

Introduction

- o Greet a candidate and offer a seat
- o Introduce yourself and encourage the candidate to introduce themselves
- o Review the recommendation letter
- o As an employer, provide a description of the household and family including an overview of the role and responsibilities
- o This is an opportunity to describe the house, family members, number of children, pets etc.

For example, ask:

What township do you live in?
How would you describe yourself and your family?

Your Expectations

Before you start the interview, provide a description of your needs, expectations and job description.

Discuss the position and the key duties and responsibilities. It's important to clearly communicate and ask if the candidate understands the position and expectations.

For example, ask:

Do you understand the job and responsibilities?
Have you worked with children before?
Are you afraid of cats or dogs?

Experience and Skills

Now that you have described the role and your expectations ask about the candidate's experience and past duties.

Try and ask many open-ended questions to get as much information as possible to help you decide whether this person has the skills, experience, and attitude you need to work in your household.

For example, ask:

Please describe your last job, where did you work and what were your main responsibilities?
Do you have experience taking care of elder people/children?
Out of all the skills you have, what are you best at doing? Do you have any special skills?
Have you ever received training? If so, what type of training and where did you go?

Knowledge

Once skills and experiences have been discussed, you can ask more detailed questions related to equipment, recipes, cleaning products etc.

For example, ask:

Please show me how you normally clean the kitchen?
How do you plan what meals to cook?
What recipes do you enjoy cooking?
Where do you normally go to buy ingredients?
How do you keep records of the money spent?

Benefits & Expectations

Now that you have clearly communicated your expectations, consider if the skills and experience meet your planned salary and expectations.

If you are satisfied with the responses provided by the candidate, you can discuss the expected salary, days off and other benefits. This is also a good time to bring up the contract and explain its purpose and how it works.

For example, ask:

What is your expected salary?
What days do you prefer for your day off?
Are you flexible with your day off?