

Professional Caregiver Interview Form



Directions: When seeking to hire a new professional caregiver, use this form for documenting the interview.

Name of Professional Caregiver: _____ Date: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Home Phone Number: _____ Cell Phone Number: _____ Best Time to Reach: _____

Do you smoke? YES NO Valid driver's license? YES NO CPR or first-aid training? YES NO

Do I have your permission to run a background check? YES NO

After reviewing the job description, is this the type of position you are looking for? YES NO

Are you comfortable with the duties required for the position? YES NO

Are you comfortable with pets? YES NO

Are you able to work the hours needed? YES NO

When are you available to start working? _____

This job requires that you [list physical activity like heavy-lifting]. Do you have any medical conditions to prevent you from performing tasks like these? YES NO

If we are delayed, go out of town, or go on vacation would you be available and willing to adjust your schedule? YES NO

Where was your last job? _____ How long were you there? _____

Why did you leave? _____ May we contact your past employer? YES NO

Contact Name: _____ Phone Number: _____ Email Address: _____

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Open-Ended Question	Answer
Tell me about your past experience and how it relates to this position?	
With what kinds of people have you worked (disabled, elderly, ethnicities, etc.)?	
How do you feel about people who are older/have disabilities?	
What education or special training qualifies you for this position?	
What is your specific experience with [give examples]?	
How would you deal with [give examples]?	
Why are you interested in this position and home care work in general?	
We would like to hire someone for the long term. How does this fit with your plans?	
Have you had to handle an emergency before? If so, what was it and what did you do?	
How would your best friend describe you?	
What type of supervision do you respond to best?	
What do you think will be the most difficult part of the job?	
If meal preparation is needed, what kind of food do you cook? How do you go about planning or preparing a meal?	

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REFERENCES

Please provide three to six references.

Name	Phone	Email

General rating on a scale of 1 (poor) to 5 (excellent):

Poor 1 2 3 4 5 Excellent

Other Comments: _____

