

# 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
Excellent

1  
  2  
  3  
  4  
  5

Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_