PRE-HIRE INTERVIEW

| INTERVIEW CONDUCTED BY: | | DAT | Е: | |
|--|-----------|---------------|-------|--|
| NAME: | | | | |
| EMAIL: | | | | |
| POSITION APPLYING FOR: | | | | |
| IF AIDE, CURRENT CERTIFICATE: | | | | |
| HAS CALLER EVER WORKED IN HOME CARE? | YES | NO | | |
| IF YES, WHERE: | | | | |
| IS CALLER CURRENTLY WORKING ANYWHERE? | YES | NO | | |
| IF YES, WHERE: | | | | |
| WOULD CALLER BE INTERESTED IN PER DIEM WOI | | | NO | |
| IF YES, WHEN COULD THEY BE AVAILABLE TO DO | ORIENTATI | ION? | | |
| WHICH SCHOOL/PROGRAM DID YOU ATTEND TO C | BTAIN YO | UR CERTIFICAT | 'ION/ | |
| LICENSE? | | | | |

AGENCY POLICY: We cannot hire individuals with convictions listed as unemployable by the state. Would anything be likely to show up on their criminal history check to prevent us from hiring?

| DIRECT CARE STAFF INTERVIEW (PRE-Screening) | uestion work history, explain structured environment and |
|--|--|
| ask problem solver, open ended questions (document res | ponses). |

- 1. Why are you interested in home care?
- 2. What would you say your clinical strengths are? How about areas that need improvement?
- 3. Describe your organizational and time management skills:
- 4. Describe how you deal with stressful situations:
- 5. Describe your interpersonal skills (with nurses, peers, MDs, patients, etc.):
- 6. What would you do if you arrive at a patient's home and he/she refused to let you in? Brief verbal response: _____

- 7. What would you do if your patient fell and insists that you do not call for help and insists that they are ok?
- 8. How long do you think it is okay to hold onto paperwork for a patient?
- 9. How do you feel about scheduling an elderly patient's visit at 8 pm?
- 10. How would you respond if the Administrator calls you in to give you a written warning for something she has discovered happened?