

Personal Assistant Applicant Interview

Applicant Name: _____ Date: _____

How did you hear about the Personal Assistant Service?

Independent @ Home website Advertisement Facebook Friend Other _____

Availability: Full-Time Part-Time Availability Timeframe: _____

Valid Driver's License? Yes No

Will you travel by: Car Bus Other _____

Except for minor traffic violations, have you ever been convicted of any violation of the law, including sex-related or child abuse-related offenses, or do you have any criminal charges currently pending against you? A conviction is defined as any crime which you have plead guilty to, been found guilty of in a court of law, plea bargained with an attorney for, paid a fine for, been incarcerated for, done community service for, etc., including DUI and DWI. **A conviction is not an automatic bar to employment. Each case is considered on its individual merits. Willful false answers are grounds for rejection of this application.**

Yes No If yes, please describe: _____

JOB SPECIFIC QUESTIONS:

What type of tasks do you think a PA is responsible for? _____

Are you aware of the following? (Explain each in detail and you may want to use Plan of Care as reference)

1. Type of work (health related tasks, personal care, laundry, bathing, meals, housekeeping, etc.)
2. The respective roles of the Independent @ Home Program and the Community Member / Designated Representative
3. The difference between a Home Health Aide and a Personal Assistant

Do you understand the type of work a Personal Assistant does? Yes No

Are you willing to do all the job duties explained to you? Yes No

Can you perform the essential job functions explained to you? Yes No

GENERAL INTERVIEW QUESTIONS:

1. Why are you interested in being a Personal Assistant?

2. What makes you feel you would make a good Personal Assistant?

3. Provide an example of how you handled challenging behaviors or situations.

4. Provide an example of when you made a mistake at work and how you corrected it.

5. Give an example of when you went above and beyond what was expected of you in your job.

6. Where do you see yourself in 3 years? 10 years?

7. Do you have personal experience caring for a friend, family member or private care experience?

8. What jobs have you had in the past?

9. What did you like / what didn't you like about them?

10. Why did you leave your last job?

11. Please explain any gaps in your employment.

APPRAISAL OF THE CANDIDATE:

Traits	Excellent	Good	Average	Poor
General first impression				
Appropriate dress/appearance				
Initiative in conversation				
Assertiveness for job				
Ability to manage job requirements				
Ability to get along with staff				
Attitude toward care of aged/ill/disabled				
Ability to read, write and speak English				
Ability to carry out instructions				
Final overall impression				

PERSONALITY

POISE AND MANNER

UNDERSTANDING OF JOB ROLE

Dominant	Quiet	Excellent	Overbearing	Realistic
Strong	Pleasant	Good	Enthusiastic	Adequate
Passive	No Affect	Pleasing	Confident	Unrealistic
Negative	Poor	Ordinary	Weak	
		Awkward	Nervous	
		Mature	Immature	

COMMENTS: _____

OVERALL RATING: Excellent Good Average Poor

Proper vs. Improper Interview Questions

Improper Question	Proper Question
Have you ever been arrested?	Have you ever been convicted of a crime?
Have you ever plead guilty to or been convicted of an offense?	Do you have any pending arrests?
How old are you?	Are you at least 18 years of age or older?
What is your date of birth?	
When did you graduate from high school?	Do you have a high school education? If not, how many years of school have you completed?
Do you have any diseases or genetic conditions that run in your family?	Can you perform the functions of this job with or without reasonable accommodations?
Do you have a disability that would prevent you from doing this job?	
Are you married? Single? Divorced?	Was any of your employment or education completed under a different name? If so, please indicate and provide that name.
What is your maiden name?	
Where are you from?	Do you have a legal right to work in the United States?
How long have you lived in this country?	
What is your native language?	Are you proficient in any languages?
Are you pregnant or likely to become pregnant?	Is there anything that would interfere with you attending work regularly?
If you have children, are they in school or daycare?	
Is that your natural hair color?	It is generally improper to ask any questions (or make any comments) about an applicant's complexion, skin color, weight, hair color, or eye color.
Do you go tanning?	
How much do you weigh?	
Does your religion prevent you from working weekends?	If an applicant asks questions about working on any observed religious days, you should indicate that a reasonable effort will be made to accommodate his/her religious needs.
What religious holidays do you observe?	
Are you taking any prescription drugs?	Is there anything that would hinder your ability to complete your work effectively?