

# Recruiting & Interviewing Tips

**As a participant on the HCBS self-directed waiver program, you have the right and responsibility to hire, train, and manage your own workers. The position you have to offer can be flexible and rewarding, and is especially appealing to students and adults who may be looking for part-time work. Following are some suggestions for where you might find the perfect person to work in your home.**

- Talk to friends, neighbors, and family. Be sure they meet the state's requirements for the waiver you are on.
- Spread the word at schools and colleges in the area. Most people who work with our clients are students or para-professionals. College students who are majoring in education, psychology, medical fields, and sociology make great workers. Talk to teachers and let them know what your needs are.
- Churches are a wonderful resource for finding great workers. Many have members and who are compassionate and want to work.
- Ask your current workers if they have friends who might be interested in working in your home.
- Put up postings in libraries and coffee shops. Never include your name or address, but you can use your email address to have them send a resume or inquiry to. Be specific about days and hours as well as the rate of pay.
- Social media can be another way to spread the word about your needs. Utilize Facebook and email to spread the word to your connections that you need help.

**When you have identified someone that you may want as a worker, you will want to interview them and discuss the responsibilities of the job. Below are some sample interview questions. Pick and choose the ones you want to ask. Use them to think of other questions that would fit your particular situation. You will want to ask questions that link back to the job description you developed.**

- Tell me a little about yourself.
- Tell me about your experience working with people with disabilities.
- What do you like best and least about the work you have done in the past?
- Are you available for additional hours? How much notice would you need if I need extra help?
- Are you able to think quickly on your feet? Give me some examples.
- How do you handle differences of opinion with an employer? Can you give me an example?
- How do you handle constructive criticism? Give me an example if possible.
- How do you deal with another person's anger or frustration?
- Do you feel comfortable assisting with bowel or bladder routines?
- Are you comfortable providing transportation?
- Describe your best/worst qualities.
- Are you first aid or CPR trained?
- Have you ever been fired from a job? If so, why?
- Do you have any questions/concern about this job?

**As the employer, it is your responsibility to set the expectations for the worker. If you are asking a worker to take the client out in the community, it is common courtesy to compensate them for gas and activity fees. Retaining good workers is dependent on you being a good employer.**