

# 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.

**All workers must be at least 18 years of age unless the Participant is on the IDD waiver. IDD waiver requires that the worker be at least 16 years of age.. ALL WORKERS FOR THE TA WAIVER MUST HAVE A DIPLOMA or GED.**

**Following are some suggestions for where you might find the perfect person to work in your home.**

- Talk to friends, neighbors, and family. Spread the word at schools and colleges in the area. Para Professionals, CNAs, and 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 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.
- Sources such as Care.com and Sitter City are also great places to find good workers.

**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. You will want to ask questions that pertain to the Participant's specific needs.**

- 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 Participant 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.**