

PCA Interview Guide

Name _____ Date _____

Have you worked for anyone with MS or similar disability before?

Why do you want to do this type of work?

Tell us a little about your work habits (neatness, reliability, timeliness, self starter, etc.)

What would your friends tell us about you?

Explain duties (see needs assessment) and ask if there are questions or concerns about any of the duties described.

Schedule: specific scheduling needs (yours and theirs).

Do you have reliable transportation to work?

Expectations for holidays and days/time off. Be sure to include what will or will not be acceptable as far as unexcused absences or tardiness. Include what would be reasons for termination.

Salary: rate of pay and payment schedule: questions

Benefits: use (or non use) of kitchen, TV, computer, stereo and radio, washer dryer, van, etc. Include perks, such as if they take mother out for a meal, or a movie that we pay for their meal/ticket if this is part of their job. If they prepare her meal, they can also prepare their own using our food, etc. etc.

Habits/preferences: smoking, drinking (limits on this), music on duty, use/non-use of cell phone for personal calls while on duty, etc.

One of our main requirements is reliability & dependability. Tell us how you would handle conflicts with your other appointments, jobs, or family issues and your work schedule with us?

We are looking for a long term employee. What would you anticipate right now to be your availability to fill this position over the next 1-2 years?

Do you have any problems signing an employment contract?