

THE HIRING PROCESS

This is a "Hiring Check-off" list of steps developed by Seniors and People with Disabilities (SPD) that can be used in hiring a homecare worker. Discuss your service needs with your case manager.

- Complete an In Home Service Plan with your case manager.
- Develop a job description.
- Look for potential employees.
- Ask in your community.
- Work with the local office.
- Access the on-line Home Care Commission Registry and Referral System for a list of homecare workers
- Screen applicants over the phone.
- Set up interview times.
- Interview applicants
- Check references (personal and/or professional).
- Check driver's license and insurance if you'll need your employee to drive you places.
- Hire the homecare worker
- Make sure the homecare worker has enrolled with the SPD or AAA office and notify your case manager to arrange a start date.
- Discuss the services you need and work arrangements with homecare worker.