



# INTERVIEWING A CAREGIVER



Caregivers are responsible for the care and well-being of others. Some might demonstrate exceptional empathy, patience and kindness, while others have more experience in caring for people who are physically vulnerable and need help navigating the activities of daily living.

The goal of this worksheet is to help you determine the best caregiver for you or your loved one.

**As you read through the questions in this worksheet, you may wish to think about specific scenarios to help determine how a caregiver would handle them. For example, “What would you do if my mother falls, seems confused, doesn’t recognize you and won’t let you help her?” or “How would you address my father running a fever and acting lethargic?”**

## Topics to Address:

Caregiver profile

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Background

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Hours/Schedule

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Transportation

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Core responsibilities

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Attitude and trustworthiness

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Memory care considerations

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Costs

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## Caregiver profile

Full name (first, middle, last)

Date interviewed

Address

Phone no.

City

State

Zip code

Email address

Name of previous employer

Can we contact  
your last employer?

Yes  
No

Previous employer's phone no.

Previous employer's email address

## Background

How long have you been doing this type of work, and how many people have you cared for?

Tell me about your past work experience.

Where was your last job? How long were you there?

Why did you leave?

What type of people do you usually care for? What type of assistance have your clients typically needed?

Have you ever cared for someone with the following (list conditions related to needs, such as memory problems, wheelchair use, etc.)?

What languages are you fluent in (aside from English)?

What is your educational background?

What is your training background?

What specific certifications do you have?

Do you have any CPR or first-aid training?

If I paid for it, would you be willing to undergo additional training? (Note: If the caregiver works for an agency, you may need to go through the agency to get an answer for this question.)

## Background (continued)

How are you trained to handle an emergency (e.g., fire/outbreak/quarantine)?

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Have you had to handle an emergency while caring for a client? Please describe what happened and what you did to handle the situation.

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What is the protocol of contacting family should the need arise?

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## Hours/Schedule

We are hoping to have someone at the home from \_\_\_\_\_ to \_\_\_\_\_ each day. Are you available to work those hours?

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If there is an issue, can you work longer hours when asked?

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Would you be willing to stay overnight if there is an emergency at work or a need for me to travel for business?  
How much advance notice would you need?

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Do you have other responsibilities aside from this job, including care for your own family?

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What are your expectations for vacation time? And are you willing to help find coverage for the days that you need to take off?

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When would you be able to start work?

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After a trial period of \_\_\_\_\_ (insert time period — typically 2–4 weeks), would you be willing to commit to a \_\_\_\_\_ (insert time period — typically 6–12 months)- working engagement?

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## Transportation

How do you typically get to work?

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How far do you live from here?

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Do you have a driver's license, car insurance and a clean driving record?

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Do have access to a car or public transportation? (If you do not live near public transportation, determine if the caregiver needs to be dropped off or picked up.)

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Would you be comfortable driving one of our cars, or using your own car to run errands, if we request that?

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## Core responsibilities

Attached is a list of job responsibilities. Can you handle the duties required for this position?

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How are shared objects managed to prevent the spread of germs?

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## Core responsibilities (continued)

Do you have any physical or medical conditions that may prevent you from performing these duties?

Do you have experience cooking for others? What type of food do you cook? Would you be able to accommodate dietary restrictions or allergies?

## Attitude and trustworthiness

What attracted you to this profession?

How would you describe yourself?

How would your friends or family members describe you?

Are you willing to sign an agreement that you will not have guests come into our home unless I have given prior approval?

## Memory care considerations

What experience do you have helping people with Alzheimer's disease, dementia or cognitive impairment?

How comfortable are you working with people who need memory care?

What are your qualifications?

How do you care for a person who needs memory care?

## Other

Do I have your permission to run a background check? (Would be applicable if an agency did not provide a background check, or you are doing your own sourcing.)

Yes No

Do you smoke? (Regardless of the answer, you should indicate that any smoking must be done outside in a designated area.)

## Costs

What does the care we discussed cost?

What are the hourly, weekly, monthly and annual costs?

What would it cost if we needed care during evenings or weekends?

What would it cost if we needed care overnight?

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