

How to Hire In-Home Care

The information below can serve as a resource in assisting older adults and/or family members in navigating the maze of hiring private in-home care. It is important to note, the information is **ONLY** a resource and not a comprehensive guide. Please feel free to add additional questions that can better assist in selecting the best candidate(s) to provide quality care for yourself or a loved one.

Ask the applicant:

1. For a copy of their certification if hiring a CNA, LPN or RN.
2. Permission to check the following registries (if they have certification) as a CNA, LPN, RN, Medication Aide, Geriatric Aide or Health Care Personnel at https://www.ncnar.org/verify_listings1.jsp. You will need the last 4 digits of the person's social security number.
3. For a current criminal history background check and review for any convictions.
4. If they have CPR or First Aid Certification. Ask for proof of current certification.
5. What makes you interested in this kind of work?
6. To share past work experience caring for an older adult.
7. Ask about any special training.
8. What their time commitment will be to the position.
9. If their schedule is flexible.
10. To provide a list of references with telephone numbers that you can contact.
11. If they have a current driver's license (especially if the person will be providing transportation).
12. What would you do in the case of an emergency?

Ask yourself:

1. Do I really believe this person is right for the job?
2. Will this person take charge and respond quickly in an emergency?
3. Is this person organized? Neat? Flexible? Energetic? Pleasant?
4. Does this person have the right training and experience for this job?
5. Will this person get along with my elder? Family? Others?
6. Will this person know when to consult the family?

Ask the reference:

1. How long have you known this applicant?
2. What was the applicant's position and job description?
3. How well did the applicant get along with others?
4. What were the applicant's strengths? Weaknesses?
5. Did you find the applicant trustworthy?
6. Were you aware of any substance abuse? Smoking?
7. Would you rehire the applicant?
8. (Describe the job you have in mind.) Is the applicant well suited for the job?

Once you find a possible candidate, it's important to create a contract with agreed upon terms of work hours and wages.