

INTERVIEWING

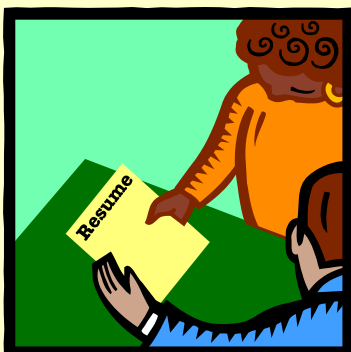
Connecticut Community Care, Inc. Self-Directed Support Services

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Getting Started

The interview is an important part of the hiring process. It gives you the opportunity to meet someone face-to-face. This helps you to make a better decision of who you are interested in hiring. Sometimes talking to someone over the phone gives you a different impression than when you actually meet them. However, do not interview everyone you talk to on the phone. Decide to interview only the people that best match your qualifications in your job description.

If you are new to the interview process, you may want to ask someone familiar with your interests and support needs to sit in the interview too. The next section will give you more details about what you should include in the interview.



What Is Involved In An Interview?

Being prepared for an interview is very important. It will help you in making the best decision of who you should hire for the position you have available. So what should you do in an interview? You want to be sure you include the following areas:

- ☑ **Describe the Position** – Be sure you give enough detail about the position. Give the person you are interviewing a copy of the job description for that particular position.
- ☑ **Ask Them Interview Questions** – You should ask everyone the same questions. Have the list in front of you and write down their answers. That way you can go back to their answers later when you are making a decision.
- ☑ **Ask Them to Fill Out the Application** – The application can be one you develop, or you can use the application for Allied Community Resources and the Waiver. Do not have them fill out the other paperwork from Allied unless you hire them.

Who Do I Hire?

Once you complete your interviews, it's time for you to decide who you think you would like to hire. Go back to the notes you took about each person during the interview. Also think about some of the other things you may have seen during the actual interview. This includes some of the following:

- ☑ **Was the person you interviewed on time? If not, why?** If they are not on time for the interview, they will probably not be on time for work if you hire them. There may be some explanations, but this should be a concern.
- ☑ **Were they dressed and groomed nicely?** If they come to the interview looking messy, they will continue to do the same if they were hired, and may not take pride in their work.
- ☑ **What did they do when they met you?** If they were nervous around you or uncomfortable, it may mean that it might be the same way working together. They should be respectful of who you are right from the start.
- ☑ **Did they seem interested in the job or was it more just “a job”?** Since you have to spend a lot of time one-on-one together in your day-to-day life,



you want them to show some interest in you as a person and what you do in your life.

- ☑ **Did anything make you concerned or make you uncomfortable?** This is also known as “red flags.” Pay close attention to this, and your “gut feelings.” Usually you feel this way for a reason.
- ☑ **Did they talk in detail about the tasks of the position, and if they were uncomfortable with any part of the tasks?** Do not just hire someone for their personality. Be sure, as much as possible, they can do the job as well.
- ☑ **Do they have reliable transportation, or did they mention any barriers that might prevent them from doing the job?** This is important. It's also important they are able to drive in bad weather if needed.

Once you answer these questions, you can narrow it down to who you most want to hire, and continue with the hiring process.