

Hiring Tips & Interviewing Questions

Hiring Tips:

Make sure to write out a clear and detailed job description that informs potential employees about what is expected of them. In the job listing, you should include job title, number of hours the employee would work, and job duties. Never assume they know if they have not been told. You can post the job listing on social media, job websites, or even just word of mouth.

Next, you should prepare for the interviews. You should come up with some questions you want to ask the potential employee. Some helpful things to consider as well during the interview process:

- Give time for the candidate to talk about themselves and qualifications
- Ask open ended questions that cannot be answered with just yes” or “no”
- Let the candidate have a chance to ask questions. The more they understand the better they can perform the job

Potential questions to ask:

- Tell me a little about yourself
- Tell me about your previous employment. What were your responsibilities?
- What was your most challenging job/position?
- What was your most rewarding job/position?
- Why does this position appeal to you?
- How do you handle stress situations? Give an example of what you would do if a health issue came up.
- Do you have a vehicle? Would you be willing to drive?

It is also required by Medicaid that an employee be 18 years of age or older. They also need to do the following prior to starting services:

- Fill out self-directed service application
- Recipient rights check
- Background check
- Sign agreements
- Complete online trainings