

INTERVIEW GUIDE

Anything specific to your house/job/children should be communicated up front. For example, we have a dog and wouldn't want a smoker here, so I always ask up front: Are you ok with a dog? Do you smoke? The wrong answer to either question ends the call right there for me.

The important thing is to organize your questions up front so you're prepared and collecting the right kind of information. In the moment, especially when you may be nervous or distracted by your kids, you may forget what you want to ask.

Here are some suggestions – edit as you see fit!

- Name
- Current position
- Why leaving current position
- Years experience & detail of each job (What did you like most & least about each position? What was a typical day like?)
- Smoker? Y N
Driver? Y N
- What is your philosophy on discipline? (Very useful – you'd be shocked at some of the answers!)
- Are you willing to help us (clean) (cook) (etc.) ?

Review the details of your job requirements & ask...

- Is there anything that would prevent you from doing this job?
- Do you have any schedule conflicts we should know about?

** Ask for references & call them!

NOTES: