

# **Interview Guidelines for Household Provider (Household Manager, Chef, Personal Assistant, Housekeeper, Etc.)**

You may wish to discuss the following topics when you interview with a potential client. It is important to talk about all aspects of the job *before* you accept a position. This guide can help you prepare for the interview and make the best possible decision.

## **Tips for Interviewing ~ Secrets to successful interviews:**

- Be on time; in fact, try to be a little early
- Be friendly; introduce yourself in a warm and friendly manner to the family
- Dress appropriately; when in doubt, always dress more conservatively
- Ask questions if you need more information or clarity
- Do not bring your spouse, children, friends, or anyone else to the interview with you
- Refrain from discussing your personal problems with clients, even if encouraged to do so
- Bring a resume, letters of reference and recommendation, certificates of special awards and commendations, outline of education and work history, and anything else you have to put together a professional portfolio
- Remember you will be compared with other prospective candidates for a position; take the interviewing process seriously
- Always thank the family for their consideration of you as a candidate and ask when you can expect to hear from them about a decision

## **Expectations / Experience:**

What are the overall duties of the position? Will the description change? If so, how and when?

What is the daily schedule? Will there be a written job description/contract between provider and client?

Who will manage the household provider? Will there be regular meetings with the client?

Will the client be in the home while you are working? Do they have a home office? Will other staff be in the home?

Are you the first full-time household staff this family ever had?

If no, what did they like *most* about the previous provider? What did they like *least*?

## **Household Position:**

Discuss thoroughly each household task required and frequency (cleaning, cooking, laundry, ironing, polishing silver, etc.)

Discuss meal expectations and dietary requirements, if cooking is required

Discuss the responsibility of running errands, shopping, marketing, and other use of the car

**Family:**

Are there children in the home? Who is responsible for their care?

What are the ages/sex of the children? What are their interests and hobbies?

What is the children's schedule?

Is there anything you need to know regarding the children (special diets, medications, health issues, learning/physical disabilities)?

**Important Details:**

Determine official start date.

What are the days and hours of the position? is overtime expected? overtime: often or occasional? how will you be compensated? overnights? available to travel with the family?

Would there be a car provided for carrying out your duties? Or, would client prefer the provider to use her own vehicle and be reimbursed at the suggested mileage reimbursement rate (currently 36.5/mile)? vehicles properly insured? in case of accident, who is responsible for the claim and deductible?

What salary is agreeable and how often will you be paid? Who will be responsible for paying you?

What benefits are provided (healthcare, holidays, vacation, sick, insurance)? Agree to specifics of each benefit.

Are there any animals? Is any care required for them?

Is the home a non-smoking home?

What taxes will be paid, and who will be responsible for paying provider's share of the taxes?

Will there be a formal review? When? Will there be a salary adjustment commensurate with good performance?

**For live in:**

What are the living conditions?

Can provider be away from home on days off?

Will there be a curfew?

Will a car be provided for personal use? Will it have to be shared with client?