



## INTERVIEW TIPS FOR THE HOMECARE SPECIALIST

### BE PREPARED

Get as much information on the position as possible before your interview. Is this a house keeping or a house management position?

Bring a list of questions that you would like to ask the family as it shows your attention to details and their home needs.

### BE ON TIME

Be on time or even a few minutes early for the scheduled interview. Reliability is an important quality for any job.

Arriving late can ruin your chances before you have even begun.

### MAKE A GOOD IMPRESSION

First impressions last and so making a good first impression is the most important thing.

Shake hands, introduce yourself, be positive and most importantly SMILE!

### BE POLITE

Use your manners at all times throughout the interview.

### DRESS APPROPRIATELY

Your appearance should be clean, smart and professional.

Have your hair clean and pulled back off your face.

Make sure your nails are short and without bright nail polish. If you have piercings, take them out, and if you have tattoos, make sure they are not visible.

### ANSWER WITH COMPLETE SENTENCES AND ELABORATE, WHEN POSSIBLE

Do not answer questions with a simple yes or no.

Be honest in your answers.

Avoid using the words “umm” and “ah”, speak clearly and use proper language.

### ASK QUESTIONS

Asking intelligent questions about the details of their expectations shows that you are keen and interested.

Sample of questions are:

Do you provide gloves for me to handle all cleaning solutions?

Do you use green products?

Who will keep track of inventory and make the list to re-stack the supplies?

Do you have specific requirements to clean and maintain certain surfaces, art pieces, antiques, etc?

Do I make my own list of priorities for each day I work, or do you have specific requests?

### WORKING HOURS & SALARY

Discuss the amount of hours you will be required to work per week, or per month, which days, your salary, and how often you will be paid.