

Screening Tips for Employers

Employment References

Always ask for and thoroughly check people's character and employment references. Keep in mind, however, that sometimes former employers will say good things about bad people or bad things about good people. Checking an applicant's references is an important part of the hiring process. If you prepare yourself in advance with a list of questions, the process will go smoothly! Be sure to take notes and use the information you gather as part of your decision making process. On average, employers ask an applicant for three references, two of which should be work-related and one which could be a personal reference.

Criminal Background Checks

Criminal Background checks are encouraged and often required, depending on how you will pay your caregiver. Keep in mind that you should not solely rely on a criminal background check when making your hiring decision. A clean record does not guarantee that someone is trustworthy.

For More Information

Be sure to visit [RewardingWork.org/resources](https://www.rewardingwork.org/resources) for additional information and resources.

SAMPLE QUESTIONS



How long did the job applicant work for you?



What were their job duties and responsibilities?



What was the age category of the person they cared for (such as, child, teen, adult or senior)?



Were you satisfied with the candidate's job performance?



Were they reliable? (Did they arrive on time for scheduled shifts, return phone calls, etc.)



Were you informed promptly of any issues that arose?



Can you suggest any areas in which could improve?



Why did he or she leave the position?