



Telephone Interview Form for Families

Prior to interviewing a candidate in person, gather basic information below to make sure there is a close enough match to warrant an interview (add any other preliminary critical questions you might have and delete any that aren't important to you). A word of caution: If a candidate meets your requirements but doesn't necessarily "WOW" you over the phone, try not to rule them out. Many, many people simply do not interview well over the phone but arrive for an in-person interview and are quite engaging and turn out to be stellar candidates.

Candidate Name: _____

Date of Phone Interview: _____

Date & Time of scheduled Interview (if needed): _____

First ask the candidate some basic questions and enter your notes in the spaces provided.

Tell me a little bit about yourself.	
Where do you live?	
Do you have a valid driver's license and your own transportation?	
How many years of relevant experience do you have and what types (e.g., nanny, housekeeper, senior care, daycare, sitting, etc.)	
How many families have you worked for?	
Why did you leave your last 2 positions?	
Do you have at least 3 non-personal references?	
Are you eligible to work in the United States?	
What is your desired salary?	
What is your availability for interviewing?	

Let the candidate know the following and make sure he/she is comfortable with it all. Take any notes about their response/comments.

Scheduled hours of the position	
Your location	
Number of children to be cared for (if applicable)	
Basic responsibilities	