

HIRING HELP

Hiring help takes planning. You want to find the right person for the job. Think about what you need done and what you are willing to pay for this. Then start looking. Word of mouth from friends and neighbors is a good place to begin.

Where do I start?

Make a list of your needs.
(ie: personal care, housekeeping, errands, meal preparation)

Discuss your list with family and friends to see if they can help.

Check the classified ads in your local papers. You may want to place an ad of your own. Be sure to include the hours, a brief description of duties, your phone number and the best time to call.

What's next?

Screen your prospects over the phone and discuss your needs. Schedule interviews with the best choices and be prepared to discuss wages.



What should I ask in an interview?

Your interview should be well prepared. You may wish to have a relative or friend present to help with the decision making process.

Discuss the jobs that you need done, your preferences and time frames for performing each task.

Have some questions ready.

- Where have you worked before?
- What were your duties there?
- Do you have reliable transportation?
- What salary range are you looking for?

It is a good idea to have a contract to discuss. Office for the Aging has a sample that may be helpful. Be sure to ask for references – both personal and work related.

Never hire before checking references.

If you have legal questions regarding taxes and liability as an employer, please contact an attorney.

This Fact Sheet provides general information only.

Contact the appropriate agency mentioned for information on your individual circumstances.

(585) 396-4040

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