

### Personal Care Assistant (PCA) Interview Checklist

*This resource is meant to provide an overview of potential questions and information to collect during an interview with a potential PCA candidate. It is important to adapt these questions to meet your specific living situation, medical needs, and other personal concerns.*

#### Biographical Information:

- Collect resume OR ask for the following information: full name, address, best method(s) of contact, best time of day for contact
- Do I have your permission to run background check?
- Are you comfortable with pets?
- What hours are you available? What about in an emergency?
- When can you start? Is your schedule flexible?
- Can you provide three references, two from outside your family?

#### Background and Experience:

- What education, training, or licensure do you have? What about medical/first aid training? What type of emergency training have you received?
- Why are you interested in this job?
- What are you doing now? Why are you leaving your current job?
- What is your job history?
- Do you have experience caring for people with disabilities? What about someone with Duchenne muscular dystrophy?

#### Requirements:

- Are you able to complete heavy physical lifting?
- Are you comfortable using technology, such as a computer and or gaming device?
- Are you comfortable preparing meals and completing light housekeeping tasks including laundry?
- Are you comfortable providing one-on-one care?
- Are you comfortable driving a modified vehicle? Do you have a clean driving record and are you able to obtain auto insurance?
- Have you used a hoist lift or a ceiling lift? What types of lifts have you used?
- What types of medical equipment are you experienced using? How comfortable are you learning new medical equipment?
- Are you comfortable with bathing requirements?
- Do you feel prepared to handle a medical emergency? Can you tell me about a time you experienced a medical emergency, and how you handled it?
- Are you comfortable communicating with family? How do you anticipate communicating with the family?
- Are there any parts of the job description you are uncomfortable with?
- Can you complete the tasks required for the job?

#### About You

- What are your aspirations for the future?
- What are your interests and hobbies?
- What does your dream job look like?
- What is your favorite movie or TV show?

#### Wrap Up:

- Do you have any questions for me?