



## How to Find an Employee

### Job Duties

- What needs to be done – define the job that needs to be done
- What is the job?
- How does it need to be done?
- How much and when does it need to be done; morning, evening, etc
- What are the hours
- Is it flexible or not. Housekeeping or laundry can be done anytime, but dressing and bathing may need to be done to match other schedules.
- Who will supervise
- Interview – Do you need assistance in interviewing?
- Work quality – how is work quality defined
- Approve timesheet

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- Job Posting – use every opportunity to post your job
- Newspaper – can be costly
- Agency
- County – they may have a bulletin board you can use.
- Applications – how will the person apply, over the phone or in person.
- Interviewing – is this a step you feel comfortable doing on your own.
- Background Checks – The Financial Services Agency will conduct these
- Job Offer – clear statement of job, rate, hours, and duties.

### Applications

- What to include
- Name, address, phone number
- Training or education background
- Skills and work experience
- References
- Authorization to check references
- Certification of truthfulness
- Signature
- What not to include
- Height/weight/sex

- Age
- Race
- Marital Status
- Religion
- Has children or plans to have children