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household risk management

## Best Practices for Hiring Household Staff

Hiring can be a challenging and time consuming task. Without proper guidance, a homeowner may unknowingly hire a sex offender to care for their children, or spend countless and wasted hours hiring unskilled workers. Teresa Leigh Household Risk Management provides best practices for hiring household & property staff.



### 5 Steps to Hiring Best-in-Class Household Employees

1

#### **Provide candidates with a detailed job description.**

Specifically outline the job duties, responsibilities and requirements of the position. Use the job description to advertise the position with the salary and benefit range you are willing to offer. Do NOT include any personal information (e.g., name, address or phone number). Consider setting up a separate email, phone or fax account to collect candidate's paperwork for your protection. Ask an expert for assistance if you do not have time.

2

#### **All candidates should present a resume, color copies of photo IDs and references.**

Match-making the needs of the job with the employees' personalities and skills is critical for long-term and happy employment.

3

#### **First interviews should always be held via telephone.**

Unqualified candidates can be sorted out quickly from this first conversation. If you think a candidate is a good match, have them fill out a job application to include a work history, references and a legally compliant background investigation authorization form.

4

#### **First personal interviews with top candidates should take place in a neutral location.**

A coffee shop, restaurant or office are good options. Never conduct first personal interviews in your home or disclose personal information during the interview process. Spend at least 2-3 hours over several interviews with top candidates.

5

#### **Contact a minimum of 10 references for each top candidate.**

Contact 5 personal and 5 professional references. Be sure to ask each reference about the candidate's character, relationship to the candidate and general work ethic. Listen carefully to make sure the information matches what the candidate has told you. Background investigations should be done as soon as the signed authorization form is submitted and should be in progress while you are calling references.



### 5 QUESTIONS TO ASK IN AN INTERVIEW

- 1 What is your greatest weakness? What is your greatest strength?
- 2 What sounds the most appealing about this job? What sounds the least appealing?
- 3 How do you problem solve? Give me an example.
- 4 Tell me about your last position and your last employer.
- 5 Do you have reliable transportation to and from work?

Teresa Leigh Household Risk Management serves clients nationwide.

Please call or visit our website for more information.

*\* If you wish to speak with a subject matter expert who specializes in household and property employment and has the expertise in hiring, skill testing and protecting clients' identities, contact Teresa Leigh Household Risk Management.*