Getting the right person for the job
There are a number of steps to getting the right person for the job.

You will need to work these out one step at a time. Someone can support you to do this.

It will take time.

You need to think about these things:

■ what the job is
■ what the person should be like
- how to let people know there is a job

- decide who would be best for the job and meet them for an interview

- interview - what questions to ask

- how to choose who gets the job

- how to get checks done to make sure they are the right person

- keeping notes about what has been done.
What the job is

What do you need the personal assistant to do? You may have a care plan that will help you think about it.

What the person should be like

The personal assistant may need to have some special skills like cooking or sign language. They may need to be able to drive.

They should be patient and kind. You may want them to have a good sense of humour.

They may need to know about your culture.

You can list all of the points that are important to you.
How to let people know there is a job

Sometimes there is a list of personal assistants in your area. These are sometimes called registers or networks. Skills for Care can let you know. Go to: www.skillsforcare.org.uk/localregisters

You may have heard of someone. You may know someone who would be good for the job. If so, you need to think about what it would be like to be their boss.

You could put an advert in a local newspaper. You can get a free advert online – on a job website or at the Jobcentre.

You could put up an advert at your local college or library.

There may be local support groups who can help.
You will need to write an advert. You can get help with this. The advert should set out the main points of the job.

These are:

- what hours to work
- what you want the person to do
- how much they are paid
■ where you want them to work (which town)

■ what they should be like as a person

■ what skills they need to have

■ when you need them to apply for the job by. Two weeks is about right
■ say they will need to have police (DBS) checks. It is always best to do this to be safe.

■ to give you a letter from other people they have worked for

■ tell them how to get in touch with you. This should not be your own phone number or address

■ other people can help you with this.
Decide who would do the job best

After looking at who has said they want to do the job, you can make a short list of who to meet.

This needs to be done in a fair way.

You must not leave out people because of their age or race or sex. This would be against the law.

ACAS are a group who can help make sure you do this right.

Call them for free on 0300 123 1100.

Ask the people on your short list to come and meet you for an interview.
You will ask them questions to see if they are right for the job.

It is best not to meet them at your home. You can ask for help to do this.

Skills for Care has a list of groups in your area who can help.

Go to: www.skillsforcare.org.uk/localregisters
The interview and what questions to ask

Try not to interview alone. Ask for help. It is good to have another point of view. It is still up to you who will get the job.

Each person must be asked the same questions.

Ask them how they would deal with something that is important to you.

Make notes about each person or ask someone else to do this. This will help you decide after you have seen everyone.

Do not feel you have to decide quickly. Take your time. You may not think that anyone is the right person. You can start to look for someone else if you need to.
How to choose who gets the job

Decide who would be best for the job.

Are they easy to get on with?

Let the other people know they did not get the job.

This can be done by letter.

Some people may ask why they didn’t get the job.

Be kind about them, but also let them know how they can do better for another time.
How to get checks done to make sure they are the right person

When you decide who should have the job, check that it is legal.

They have to prove they are able to work in the UK.

You can get help with this on the government website. Go to www.gov.uk/legal-right-work-uk

You will need to hear from people they have worked for before. This is called a reference.

This can be done by letter so there is a record. You can also phone if you prefer.

The person will also need a DBS check. You should only do this for the person you want to give the job to. Other people can help you with this.

Go to www.gov.uk/dbs. It costs up to £44 for a full DBS check. It may take up to a month for this to happen.
Keep notes about what has been done

Keep notes for at least six months in case there is a problem. You can ask someone to help you do this.

The notes should be kept in a safe place.
If you would like this toolkit in a different format please contact Skills for Care:

Email: marketing@skillsforcare.org.uk

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Credits

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