

# A comprehensive and honest job interview



When people start answering your ad, it is time to arrange job interviews with the most promising candidates.

## Prepare and be prepared

- Schedule a meeting with the applicant. Also be sure to send the applicant confirmation via text message. Make sure the message includes the meeting date, time and address. Remember to welcome them!
- Think about questions that are important to you and make sure the questions are appropriate.
- Ask the person for their CV so you can see their employment history. Also ask to see employment and study certificates, as well as possible work permits, etc.
- Prepare an outline of the interview.
- Think about how you can explain the tasks to the applicant in concrete terms.

## Describe the work honestly

- Tell the assistant about the employer model of personal assistance and the roles that the various parties play in it.
- Tell the person about your life in an appropriate way. How would the assistant fit into your life, and what would their role be?
- Explain that this is an employment relationship like any other, and that you are the employer, with all the obligations and rights that come with being an employer, despite the municipality paying their salary as a substitute payer.
- Say what the job pays and explain the salary payment process.
- State your expectations of the co-operation and provide some background into your ways of working. Also be sure to ask the applicant their thoughts.
- Make sure the interviewee understands all these points.
- Also ask the applicant about their story.

## Go into the details

- Make sure the applicant has all the competence and abilities that you require of an assistant.
- Also ask the applicant about their previous experience as an assistant.
- Go over the working hours, the principles for scheduling them and possible exceptions to them.
- Explain what kind of conduct and interaction you expect in different situations, and describe your own methods of interaction.
- Discuss trust and confidentiality. Specify the matters in which you must be able to trust your assistant and the types of matters they are allowed to discuss outside the workplace. Make sure the interviewee fully understands this.
- Say when you will make your choice. You can also agree on starting an employment relationship at the end of the interview.

## Topics that should not be asked about in a job interview

- Religious beliefs
- Marital status
- Other family relationships or plans
- Sexual orientation
- Alcohol/drug use
- Political convictions
- Anything that is not directly related to the job
- Anything that may infringe on the applicant's privacy

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This material is part of Varma's work ability support material. How can I succeed as an employer of a personal assistant?

Part 3b: A comprehensive and honest job interview.

Read more: [varma.fi/henkilokohtainenapu](https://varma.fi/henkilokohtainenapu)

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