

# How to Interview for a PCA

**ausm**<sup>®</sup>  
autism society of minnesota



# Finding a PCA

There are 2 ways I can find a PCA:

1

PCA CHOICE: You get to choose, hire, and manage your PCAs.

2

TRADITIONAL: You choose a PCA agency who will find, hire, and manage your PCAs for you.

# Navigating PCA Choice

If I am hiring my own PCA, Direct Support Connect is a great tool to help me find a PCA.



Direct Support Connect® is Minnesota's dedicated job board and hiring resource for direct support workers, such as PCAs.

[Watch video on how you can become a direct support worker](#) [Audio described version](#)

[Watch video on how you can hire direct support workers](#) [Audio described version](#)

**I am a direct support worker.**

[Learn more >](#)

**I want to hire a worker.**

[Learn more >](#)

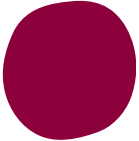


# Interviewing a PCA

An interview is an opportunity for me and my potential PCA to get to know each other better.

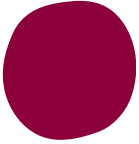




Preparing before hand can help me feel more confident and help the interview run smoothly.

# Tips for a Successful Interview

-  Have a job description ready to share with the applicant.
-  Consider holding the interview at a neutral location, such as a coffee shop. This way people won't know where you live if you decide they aren't the right fit for you.
-  If you are nervous to do the interview by yourself, a friend or family member can join you.

# Tips for a Successful Interview

-  Know how much you are going to pay your PCA and if you are going to offer any benefits.
-  Explain any rules or policies you might have during the interview so the applicant can ask questions.
-  Have your interview questions prepared. It may be helpful to have the questions in front of you while interviewing so you don't forget anything.

# Example Interview Questions

1

What is your past experience as it relates to this position?

2

What made you want to apply for this position?

3

How many hours a week are you looking for and what days/times are you available?

4

Are you willing to fill in for other staff if an emergency/illness occurs?

5

Do you have reliable transportation to and from work?

6

Are you comfortable with personal care tasks (bathing, toileting, personal hygiene)?

7

Are you willing to work weekends and holidays?





# Interviewing a PCA Agency

Below are some questions that can help me decide if a specific agency is a good fit.



1

How do you provide backup staff for emergencies or cancellations?

2

Can you provide references from past clients?

3

What kind of training do you provide your PCAs?

4 How do you communicate with your clients?

5 Can you meet my staffing needs?

6 Can I help set my schedule?

7 Can I meet or interview PCAs before they work for me?



# Accessing a PCA

My County Case Manager can be a great resource to help me choose the right PCA option.



They can give me agency recommendations and assist me in navigating the hiring process.

# I can get the PCA services I need!

