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## Interviewing Tips

Interviewing someone is a skill in itself and it is always advisable to think and plan this through carefully.

These are some of the main issues

### Where:

Do you prefer the candidates to come to your own home – or would you like to use a neutral location. You can use our offices in DASL.

### When:

Usually a whole day is required to see candidates, and all need to be contacted in advance as to when and where they are going to be interviewed.

### Time:

The interview should be a sufficient length for you to ask all the questions you need and give the candidate time to ask questions themselves. You will also need to factor in a short break in between interviews, just in case there is an over-run and to give you time think about what you have heard. Making sure you have lunch and breaks for yourself if necessary are important

### Background:

It is a good idea to start the interview with a brief outline of the job, i.e. hours, wages, duties and any special information you think is relevant.

### Questions:

Questions are better if they are open-ended, i.e. starting with why, how etc – rather than closed – meaning that they could be answered with either a yes or a no. This is an opportunity to get more details and a good sense of the prospective Personal Assistant. It is a good idea to ask all the candidates the same questions so you can compare responses. Having the questions prepared in advance is very important. The DASL team can help you with this if required.

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**Alone or with support:**

This is a matter of personal taste – some people prefer to interview on their own without any one else present. If this does not suit you then request your DASL caseworker or a friend/relative to be present. Many people find it helpful to have a note-taker present to assist in remembering who said what, or if you prefer, to ask the questions for you so you can concentrate on what is being said. Having another person there to discuss your thoughts and feelings about the candidates can be very useful in the decision making process.

**Take your time:**

Selecting the person who is going to working for you is a very important decision. Sometimes you instinctively know who you want after the interviews. However, if you are not sure, give yourself a few days to mull over the decision and if necessary you can always ask candidates back for a second interview.

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