

Worksheet for Hiring a Home Helper

Part I: Basic Information

Person's name: _____

Agency name (if applicable): _____

Address: _____

Phone and E-mail: _____

Supervisor's name (if applicable): _____

Notes on the person's background: _____

Part II: What services will this person/agency provide?

- | | |
|---|--|
| <input type="checkbox"/> Transportation | <input type="checkbox"/> Yard work |
| <input type="checkbox"/> House cleaning | <input type="checkbox"/> Home repairs |
| <input type="checkbox"/> Meal preparation | <input type="checkbox"/> Companionship |
| <input type="checkbox"/> Doing laundry | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Shopping | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal care needs
(bathing, dressing, grooming, etc.) | <input type="checkbox"/> Other: _____ |

Part III: Budget

\$ _____/hour X _____ hours per week = \$ _____/week

Other notes on fees and other financial terms: _____

Part IV: Worksheet for checking references

Name (reference #1): _____
Relationship: current client former client other: _____
Phone or e-mail: _____
Services provided? _____
Over what period? _____
Quality of work? outstanding satisfactory less than satisfactory
Reliable and on time? outstanding satisfactory less than satisfactory
Honest and respectful? outstanding satisfactory less than satisfactory
Would you hire again? definitely probably probably not
Other information? _____

Name (reference #2): _____
Relationship: current client former client other: _____
Phone or e-mail: _____
Services provided? _____
Over what period? _____
Quality of work? outstanding satisfactory less than satisfactory
Reliable and on time? outstanding satisfactory less than satisfactory
Honest and respectful? outstanding satisfactory less than satisfactory
Would you hire again? definitely probably probably not
Other information? _____

Name (reference #3): _____
Relationship: current client former client other: _____
Phone or e-mail: _____
Services provided? _____
Over what period? _____
Quality of work? outstanding satisfactory less than satisfactory
Reliable and on time? outstanding satisfactory less than satisfactory
Honest and respectful? outstanding satisfactory less than satisfactory
Would you hire again? definitely probably probably not
Other information? _____
