



## **Personal Assistant Factsheet - Interview**

### **After matching with a Direct Payment Holder**

Once you have been matched with a direct payment Holder it is important to meet them to make sure that you are the correct fit for each other. This is done through an interview where the direct payment holder can share their needs for their Personal (care) Assistant and ask questions about your skills and experience.

### **Time and Location**

If you and a direct payment holder (your potential employer), agree to have an interview then you both (or / and their family) will arrange it for a time and place that suits both sides. Be mindful that the direct payment holder may have a certain preferred method of communicating, e.g. just through texting. So, ask them if they have a preferred method of communicating, and if they say “Texting” or “Phone calls” then please use their preferred method. This will help to create a clear communication channel between you both.

### **Availability**

During your interview, let the employer/direct payment holder know when you are able to start working for them. Please inform the potential direct payment holder beforehand of any upcoming commitments that you may have, e.g. any pre-booked family events or holidays. This will help to create clear communication, openness and trust between yourself and them / their family.

### **During the interview**

- Be open and honest about what you can and cannot do so that the potential employer / direct payment holder can make an informed decision if you will be a good fit for them – and them for you.
- Share any skills you have (this will be easier to list after filling out an application on [find-a-pa.co.uk](http://find-a-pa.co.uk), where you are asked to list your skills)
- Share any training you have undertaken
- Confirm your right to work and if you have a Disclosure and Barring Service (DBS) check



---

## Where can I get more information?

**Disability Action Haringey** can be contacted regarding Personal Assistant support and connect you with employment opportunities.

Address: 33 Winkfield Road, Wood Green, N22 5RP

Email address: [info@d-a-h.org](mailto:info@d-a-h.org)

Telephone number: 0203 355 0071

If you would like to find out more about finding and recruiting a personal (care) assistant, please visit find-a-pa, a digital Personal (care) Assistants (PA) Platform. <https://www.find-a-pa.co.uk/haringey/haringey/>

If you are a carer and would like more information on receiving support, please contact **Haringey Carers First**.

Haringey Carers First.

<https://www.carersfirst.org.uk/haringey>

Phone: 0300 303 1555

Email: [hello@carersfirst.org.uk](mailto:hello@carersfirst.org.uk)

Address: Resource Hub, 1 Russell Road, Leyton, E10 7ES

### **Skills for Care:**

The Skills for Care website provides more information for Personal Assistants: [Personal assistant toolkit \(skillsforcare.org.uk\)](https://www.skillsforcare.org.uk)

This information is presented in a range of toolkits. If you are unable to access the Skills for Care website, you can call 0113 245 1716