

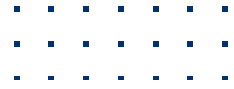
Tribute
Home Care



INTERVIEW TIPS FOR A NEW CAREGIVING JOB

INTERVIEW WORKBOOK

Planning for Your Interview



8 STEP WORKSHEET



We're excited you're considering a career as a Caregiver. Few jobs provide as much personal fulfillment as one spent caring for those who need help and being the light that lifts their spirits.

Before you can experience the joy and create lifelong memories as a Caregiver, you have to find a company that's right for you. If you're a new graduate, recently certified, or coming back to caregiving after some time away, the interview process may be an unfamiliar experience.

We are here to help. All of us at Tribute love seeing remarkable people thrive in their caregiving careers. We created this handbook of interview tips to get you started. We call this our book of B's, and we hope it helps you find your way to a fulfilling caregiving job.

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Be Detail-Oriented

Take the time to review your resume carefully, making sure it is up to date and includes all the experiences and skills relevant to the caregiving job you want.

.A carefully prepared resume that's free of errors can show the level of care and attention to detail you'll take to a job.

List the skills and experience you want your interviewer to see. Are these represented on your resume?

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Be On Time



Maintaining a schedule is very important in managing a care plan. To show you are reliable, plan to arrive at the interview 10-15 minutes early, especially if you've never been to that office before. Who knows what traffic or parking issues may come up?

If you are meeting virtually, on Zoom or another online platform, join the call a few minutes ahead of time to make sure your video and audio are working properly. By following these simple tips, you can be calm, focused, and on-time and with a big smile to greet your interviewer.

What is the date & time of your interview?

What is the office address and what are the directions from your house?

Where is there available parking?

If an online interview, do you have the virtual (Zoom) link accessible?

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Be Professional



It is important to remember that you will never get a second chance to make a good first impression. Fortunately, there are a few easy things you can do to get started on the right foot. Whether the interview is in person or virtual, be sure to appear confident, dress professionally, and make good eye contact.

For virtual interviews, find a quiet place that is well-lit and away from distractions. Prepare some questions in advance that will help you better understand the position, the team, and the company.

List questions you have about the job requirements, expectations, and the company culture.

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Be Memorable



Gratitude is one of the most powerful human emotions. As someone who is drawn to caregiving, you likely experience gratitude on a deep level. Sending a brief thank you email to your interviewer after the meeting will exemplify this by letting them know you appreciate the time they spent with you.

Include a few words about why you think you are a strong candidate and express your sincere enthusiasm and interest in the job. This is a small step that will help you stand out from the crowd.

Use this space to draft a thank you note.

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APPLICATION PLANNER



Keep track of your job applications with this planner. Keep good notes and you'll be organized and ready to impress with this important information at your fingertips.

Company:

Job Title:

Date Applied:

Contact Name:

Interview Date:

Your Notes:

Company:

Job Title:

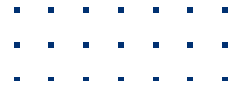
Date Applied:

Contact Name:

Interview Date:

Your Notes:

Great Caregiving Careers at Tribute



YOUR SUCCESS IS OUR PRIORITY



Join the team that supports and celebrates you. Tribute is a different kind of home care company. We understand the love you have for the families you care for, and how challenging that can often be.

That's why we surround you with a team of talented and professional co-workers and the best company culture in home care. We care about your personal growth and our team supports you in every way, so you're able to be remarkable.

As a Tribute caregiver, you'll receive:

- Professional support team available to you 24/7
- Flexibility for your needs and preferences
- Top of market pay rates for a more comfortable lifestyle
- Overtime opportunities for those who want it
- Benefits and paid time off for a healthy work/life balance
- Continued growth potential with clear goals
- Guaranteed hours each week with our salaried positions
- A family-like community that welcomes your feedback

See What Caregivers Say About Working at Tribute

tributehomecare.com/careers