



# 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: _____  |
|  | <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? \_\_\_\_\_  
\_\_\_\_\_

