

## **IRIS Participant Employer Handbook: How to be an Employer**

Empower yourself to be a successful employer. Consider the following when hiring and supervising your participant-hired workers:

---

### **Determine your support needs**

1. What needs to be done?
  - a. What is the job?
  - b. How does it need to be done?
  - c. How often does it need to be done?
2. What are the hours?
  - a. When do you need support?
  - b. Are the hours flexible?
    - i. Cleaning and laundry can be done anytime, but bathing and dressing may require scheduling
  - c. Create a weekly schedule
3. Who will supervise?
  - a. How do you define quality work?
  - b. Who will approve the time sheets?
  - c. How will you share your expectations with participant-hired workers?

---

### **Find a participant-hired worker**

1. Create a job posting – Use every opportunity to post your job.
  - a. Newspaper – Costs may occur
  - b. County – Your county may have a job bulletin board you can use
  - c. College campuses
2. Applications – How do you prefer the person to apply: over the phone or in person?
3. Interviewing – This is a necessary step to find the best participant-hired worker
4. Background checks – iLIFE conducts these on your behalf



Choice. With Confidence.

5. Make a job offer – Clearly communicate your expectations by providing new hires with a statement of the job, rate of pay, job duties and a schedule of hours

---

### **Create a job application**

1. Request the following information from job applicants:
  - a. Name, address and phone number
  - b. Training or education
  - c. Skills and work experience
  - d. References
  - e. Authorization to check references
  - f. Signature
2. Topics to avoid:
  - a. Height/weight/sex
  - b. Age
  - c. Race
  - d. Marital status
  - e. Religion
  - f. Has children or plans to have children

---

### **Interview the applicant**

1. An applicant should be treated the way you want to be treated
2. Thoroughly describe the position and responsibilities
3. Ask open-ended questions to encourage more than a yes or no answer
4. Allow the person to ask questions
5. Thank the person for his or her time

---

### **Good interview questions**

1. What kind of experience do you have?
2. What skills do you have that would help you complete this job?



Choice. With Confidence.

3. What are you looking for in a job?
4. What motivates you to do your job well?

---

### **Prohibited interview questions**

1. Are you married?
2. Do you have children? Are you planning to?
3. Are you dating anyone?
4. Have your wages ever been garnished?
5. Do you have a disability?
6. How often do you drink?
7. What is your religion?

---

### **Hire the participant-hired worker**

1. Come to an agreement about hours and rate of pay
2. Provide required forms to be filled out

---

### **Create a positive professional relationship**

1. Communication is key
2. Be clear, honest and fair
3. State your expectations

---

### **Evaluate the participant-hired worker**

1. Be constructive
2. Give specific examples of how to improve

---

### **Eliminate misconduct (when needed)**

1. Examples of misconduct include:
  - a. Your participant-hired worker is late or absent
  - b. Your participant-hired worker fails to follow rules or complete work



Choice. With Confidence.

2. If misconduct occurs, provide a progressive discipline schedule such as:
  - a. First occurrence: a verbal notice and expectations of improvement
  - b. Second occurrence: a written notice and expectations of improvement
  - c. Third occurrence: a 30-day notice
  - d. Fourth occurrence: termination
3. If the participant-hired worker commits a crime, such as theft or fraud, he or she may need to be terminated immediately
  - a. Contact your consultant to discuss the participant-hired worker's actions and possible legal actions to be taken

---

### **Terminate the participant-hired worker (when needed)**

1. Termination may be necessary for many reasons, including:
  - a. The participant-hired worker found another job
  - b. The participant-hired worker failed to meet the job requirements
  - c. The participant-hired worker showed up late or was absent too often
2. If your participant-hired worker is terminated from your employment, send a Status Change Form with the participant-hired worker's termination date to iLIFE