

RECRUITING A PA: SELF-FUNDED



Employing your own PA may seem like a daunting task. However, as an individual employer, you have full control over how your PA supports you and ensuring you are finding the right person for you. This leaflet contains useful information to help you through the recruitment process.

1 WRITING JOB DESCRIPTIONS

Think about the skills and characteristics that makes your ideal personal assistant

- List skills: Do you need someone who can drive? Someone who can communicate clearly?
- Think about their values: patience, a sense of humour, good initiative?
- What tasks will they do? Cooking, cleaning, personal care?
- What experience or qualifications do they need? Do they need to be self-employed?

3 ADVERTISE YOUR JOB

How will candidates hear about your job?

- Word of mouth.
- Noticeboards at local shops or places.
- On the free '[Advertise a job](#)' website.
- Support organisations. You can find your local organisations [here](#).
- Your local Jobcentre Plus



2 WRITING YOUR JOB ADVERT

- What days and times will you PA need to work? Give the general location of the job. What is the rate of pay?
- What type of work they will do?
- Will candidates apply with a CV or application form? What is the closing date of the advert?
- Does the PA need a DBS check? Are you asking for references?
- How will candidates contact you?

4 CHOOSE WHO TO INTERVIEW

- After the closing date, look through the applications and decide who you want to interview.



5 INTERVIEW THE CANDIDATES

- Choose a good place for the interview, for example, a library or cafe.
- Prepare by creating a list of interview questions.
- It's a good idea to ask a friend or family member to interview with you.
- Allow time between the interviews to make notes on each candidate
- Don't rush into a decision. If no candidate was good enough, you can re-advertise.

7 DO THE RIGHT CHECKS

- Contact references by either writing or by phone.
- Check their DBS certificate.
- Check the PA's right to work. Information about right to work checks can be found [here](#).

8 KEEP A RECORD

- ACAS recommends you keep recruitment records for a period of time, such as six months, in case of any discrimination challenge.
- For more information, visit the [ACAS](#) website.

6 OFFER THE JOB

- Once you have decided, contact the PA and offer them the job. Inform them you will be checking their references and DBS certificate.
- Once they have accepted the job, inform the other candidates that they were not successful.

For more information, see the Skills for Care '[Employing PAs Toolkit](#).'

Example job adverts can be on the KCIL website [here](#).

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