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## **'BEFORE YOU HIRE' CHECKLIST**

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Your safety and protection is of utmost importance. NexusBC recommends that you follow this checklist before hiring an individual or business from our Community Services Directory for Seniors.

### **Ask for a quote**

You should always ask for a quote on the work you want done. If someone says they charge per hour, ask how many hours the job will take. If you can get a quote in writing, that's even better and will help to prevent any disagreements later.

### **Ask for references**

Ask for three references and call them all. At least two of the references should be from former or current clients or customers.

### **Ask for their Driver's Abstract**

If you are hiring someone to drive you to appointments or for grocery shopping, make sure you review a copy of their Driver's Abstract. It will tell you how long they've been driving plus if they've had any driving tickets or other offences in the last five years.

### **Talk with informal sources**

Don't hesitate to contact NexusBC Seniors Services at 250.545.0585 to see if we know more about the business or individual that you are interested in hiring.

### **Set up a meeting**

Meet with the person either at your home or at a nearby coffee shop. Take precautions such as having a friend or family member with you.

### **Ask to see photo identification such as a valid driver's license**

Check their photo ID to make sure they are who they say they are, then record their full name, birth date, address, and phone number.

### **Ask to see a copy of their recent Criminal Record Check (CRC)**

You should not feel awkward or bad about making this request. If the person is not willing to provide you with an updated CRC, then it is not advisable to hire them. Often, individuals that perform services for seniors may already have a valid check available or would be ready to get one upon

request. Most of the individuals and businesses in this directory have submitted their CRC to us, but it is always good to request an updated one.

**☐ Ask if they are in good standing with WorkSafeBC.**

If you hire an independent business and they are not registered or in good standing with WorkSafeBC, you could be liable for the costs of a claim should a worker be injured doing the job that you hired them to do. For your own protection, it's good practice to request a clearance letter that guarantees they are registered and making their payments. Phone WorkSafeBC at 1-888-922-2768 for more information.

**☐ Never sign a contract unless you fully understand it.**

Do not rush into anything. Take the time to read and understand the terms of a contract. Seek independent legal advice if necessary.

**☐ Protect your safety, security and comfort**

For your own safety and security, find out who will be doing the work. If you don't want the worker showing up before a certain time or staying past a certain hour, let them know. If you don't want them using your bathroom, tell them and make certain they agree with those terms.