



## Estate and Executive Staffing Interviewer Guidelines

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The interview is a great opportunity to learn about the candidate and their appropriateness for your position. A well-organized interview will give you insights into the candidate's personality, philosophies and experience as well as the opportunity to review the logistics of your job including schedule and salary. The following questions are designed to help you conduct a thorough and thoughtful interview.

### Personal Background:

- What brought you to the Bay Area?
- What are your goals for the future?
- What do you enjoy doing in your spare time?
- What are your strengths and weaknesses?
- Tell me a little bit about your family background and childhood.
- What is most important to you in working in a private home?
- Is there anything else you wish to tell me about yourself?

### Professional Experience:

- Tell me about your experience working in this field.
- How did you originally become interested in this work?
- What is your education or training in regards to this type of work?
- What were your responsibilities in your last position?
- What did you like most about your last position? What did you like least?
- Tell me about your relationship with your last employer.
- If asked for a reference, what would your last employer say about you?
- Do you have any special talents or interests to share with us?
- Have you ever been confronted with an emergency situation at work? If so, how did you respond?
- Which software programs do you have experience using?
- Please describe an instance when you have effectively used an internet search to accomplish a work-related task?
- Do you have experience handling travel arrangements? Please describe a sample itinerary you have planned.
- Please describe an event you have planned as part of your job (include number of guests, level of responsibility, etc.).
- Have you managed construction or home improvement projects as part of your job?
- Please describe your experience managing a household budget and what level of responsibility you held.
- Have you ever managed other household staff members? Tell me about your experience.
- Are you comfortable working around pets?

### For Chef Positions:

- Briefly describe your culinary experience (training, style, specialties, etc.)?
- Do you specialize in any particular cuisines?
- Do you have experience preparing specialized diets (e.g., Atkins, South beach, Wheat-free)?
- Describe an event that you have cooked for as the lead chef in the past 3 years.
- Do you have experience in a professional capacity managing a budget for a private household?
- Would you be comfortable pairing wine with meals?
- Are you comfortable being solely responsible for the presentation and clean up of a meal?
- Are you familiar with formal service and table setting?



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**Hours, Salary and Benefits:**

How do you feel about working weekends? Evenings? Holidays?

- Discuss the required hours of the position and any flexibility that is needed.
- Discuss vacation, sick days and holidays.

Are you open to travel? If yes, what limit might there be on the duration of travel?

Do you have any evening commitments? If so, what time?

What length of commitment are you expecting?

- Discuss the official start date.

What hourly, weekly or monthly salary is agreeable? How often would it be paid?

- Discuss which taxes are being withheld.
- Discuss any benefits to be provided (e.g., health insurance, car insurance, cell phone).

Are you comfortable driving for work-related tasks?

- Discuss whose car will be used.
- If the employee's car is to be used, discuss mileage reimbursement policy and insurance coverage.
- If a car is provided for the employee's personal use, discuss frequency, cost and restrictions.