

# Organizer Interview Checklist

Ask the right questions so that you can make the right decision. Working with an Organizer is a very personal experience, so you will need to find out about the person's background, experience, and organizing style. Keep in mind you need to hire an organizer you **trust** and find someone whose "work style" complements your own. Be sure to ask for references. (*This Organizer Interview Checklist is available in a PDF format for easy printing.*)

1. How many years have you been a Professional Organizer?
2. What is your employment and educational background?
3. Are you insured and/or bonded?
4. Do you offer a guarantee of work?
5. What are your charges for services? (Hourly, Daily, Per Project?) Are there additional charges or fees that I should know about, such as travel, initial assessment fee, follow up charges, etc?
6. Regarding supplies and equipment needed for projects, who provides them? (Client provides, supplied by organizer, list supplied to client)
7. What is the minimum and maximum sized jobs you would provide services?
8. Can you tell me in advanced the amount of time the organizing sessions will be and how long will it take to get me organized?
9. Will a contract be provided?
10. Do you have a cancellation fee?
11. What is your organizing style? (Works hands-on with the client, organizes for the client, coaches the client and client does the organizing, works by themselves with client, additional organizers available for a fee)
12. What related services do you offer?
13. Do you have connections to other helpful professional services that you do not offer? (Such as bookkeeper, job coach, growth coach, etc.)
14. Now I am going to ask specific questions about organizing...

## Organizing services provided in the home:

- |  |  |
|--|--|
| <input type="checkbox"/> Kitchen                     | <input type="checkbox"/> Event Planning                  |
| <input type="checkbox"/> Closet                      | <input type="checkbox"/> Paper Tiger Consulting (PTAC)   |
| <input type="checkbox"/> Child's Room                | <input type="checkbox"/> Financial Organizing            |
| <input type="checkbox"/> Downsizing                  | <input type="checkbox"/> Home Sale Staging               |
| <input type="checkbox"/> Errand Running              | <input type="checkbox"/> Memorabilia and Photos          |
| <input type="checkbox"/> Feng Shui                   | <input type="checkbox"/> Garage Sale                     |
| <input type="checkbox"/> Garage, Attic, Basement     | <input type="checkbox"/> Wardrobe Consulting             |
| <input type="checkbox"/> Other Space Organizing      | <input type="checkbox"/> Computer Organizing or Training |
| <input type="checkbox"/> Paper Management and Filing | <input type="checkbox"/> Moving/Relocation               |
| <input type="checkbox"/> Home Office                 | <input type="checkbox"/> Design                          |
| <input type="checkbox"/> Time Management and Goals   | <input type="checkbox"/> Other _____                     |
| <input type="checkbox"/> Estate Organizing           |  |

**Organizing services provided in a business:**

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting or Bookkeeping | <input type="checkbox"/> Paper Management and Filing     |
| <input type="checkbox"/> Concierge Services        | <input type="checkbox"/> Information Management          |
| <input type="checkbox"/> Meeting Planning          | <input type="checkbox"/> Records Retention               |
| <input type="checkbox"/> Business Space Planning   | <input type="checkbox"/> Home Office                     |
| <input type="checkbox"/> Procedural Evaluations    | <input type="checkbox"/> Computer Organizing or Training |
| <input type="checkbox"/> Staff Training            | <input type="checkbox"/> Ergonomics                      |
| <input type="checkbox"/> Time Management           | <input type="checkbox"/> Paper Tiger Consulting (PTAC)   |
| <input type="checkbox"/> Goal Setting and Planning | <input type="checkbox"/> Moving and Relocation           |
| <input type="checkbox"/> Feng Shui                 | <input type="checkbox"/> Coaching                        |
| <input type="checkbox"/> Industrial or Warehouse   | <input type="checkbox"/> Other _____                     |
| <input type="checkbox"/> Project Management        |  |

**Organizing areas of specialization:**

- |  |   |
|--|---|
| <input type="checkbox"/> Work w/ Seniors                 | <input type="checkbox"/> Organizing Medical Offices |
| <input type="checkbox"/> Work w/ Children                | <input type="checkbox"/> Organizing Corporations    |
| <input type="checkbox"/> Work w/ Students                | <input type="checkbox"/> Organizing Legal Offices   |
| <input type="checkbox"/> Work w/ ADD / ADHD              | <input type="checkbox"/> Nonprofits                 |
| <input type="checkbox"/> Work w/ Chronic Disorganization | <input type="checkbox"/> Work With Schools          |
| <input type="checkbox"/> Work w/ Brain Injury            | <input type="checkbox"/> Work With Government       |
| <input type="checkbox"/> Work w/ Disabilities            | <input type="checkbox"/> Public Speaking            |
| <input type="checkbox"/> Work w/ Learning Disorders      | <input type="checkbox"/> Other _____                |

15. Do you have any Professional Organizer association memberships? (National Association of Professional Organizers, International Association of Professional Organizers, Professional Organizers of Canada...)

16. Can you provide me with client references?