

Checklist

Does Your Potential Nanny Have:

- Experience with kids the same age as yours?
- Good, verifiable long-term references from previous employers?
- Education/certifications?
- A good rapport with your children?
- Experience with kids with disability, if appropriate?
- Experience traveling with a family, if necessary?
- A clean driving record, if necessary?
- Cooking skills, if necessary?

Is Your Potential Nanny:

- Knowledgeable about child safety?
- Loving/caring toward children?
- Honest?
- Reliable?
- On time?
- Flexible?
- Creative?
- A good communicator?
- Patient?
- Put-together?
- Enthusiastic?
- Friendly?
- Able to drive and/or swim, if necessary?
- Able to travel with the family, if necessary?

Suggested Interview Questions:

- How did you start working with children?
- Have you worked with infants? Toddlers? School-aged children?
- How long was your last nanny position? Why did you leave?
- Are your CPR and infant first aid certificates up-to-date? If not, are you willing to renew them?
- Have you ever traveled with a family? Domestic? International?
- Are you flexible to travel with the family? If so, how often?
- Are you flexible to live-in during the summers?
- Do you swim?
- Do you drive?

- Do you keep a journal for the children in your charge? If not, would you be comfortable doing so?
- How comfortable are you giving us daily reports about the child/children?
- Are you comfortable emailing/texting?

- Do you have experience potty-training?

- Do you have experience transitioning children to solid foods?
 - Do you have experience teaching children numbers, letters, and colors?
 - Can you help with homework? If so, what subjects?
 - Do you read and sing to the children?
 - Do you play sports with the children?
 - Do you have any experience with arts and crafts projects?
 - Do you play any instruments? Can you teach our children those instruments?
 - Can you teach children another language?
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- Do you have experience caring for children on the Autism spectrum?
 - Do you have experience caring for children with language delays?
 - Do you have experience caring for children with physical impairments?
 - Do you have experience caring for children with allergies?
 - Do you have experience caring for children with Diabetes?
 - Do you have experience caring for children with ADD/ADHD?

If the above questions have been asked and the nanny candidate is a possible contender, you may choose to discuss specific questions below as they relate to your family:

- Discuss names, ages, and personality traits of the children.
- Discuss any special needs the children may have.
- Discuss the children's educational and social goals.
- What duties will be expected of the nanny in addition to childcare duties?
- Who is responsible for purchasing children's clothing, toys, and nursery supplies?
- Is chauffeuring the child to and from activities part of the job? If a car is provided for the nanny, what are the policies on the use of the vehicle?
- Are there any special dietary considerations for the child/family?
- Who does the meal planning and cooking?
- Be specific about light housekeeping duties for the nanny.
- Are there any pets in the home? If yes, who is responsible for their care?
- What are the parent's expectations of the nanny's role in the family?
- Modes of discipline and parenting styles should be discussed.
- Discuss parents' occupations and work hours.
- Do the parents work outside the home or maintain a home business?
- Do the parents travel for business and will this require overtime and/or overnights for the nanny?
- What are the hours and days of the position?
- Discuss type of neighborhood and surrounding areas. Discuss what the home is like (size, formal, informal, etc.)
- If the position is live-in, what are the accommodations? Where is the nanny's room located in the house? Is there a private bathroom?
- Is the family planning to relocate or move in the foreseeable future?
- Is traveling with the family part of the job? Discuss how compensation will be handled if this includes overtime.
- Will there be any temporary layoffs? (*ex: parents go away with the child during regularly scheduled hours and do not need nanny's services*)
- Discuss how job performance and evaluation will be done. Discuss when raise and bonuses can be expected.
- What benefits are offered? (health insurance, vacation, paid holidays, etc.)
- Which holidays will the nanny have off?

- Are there any holidays when the nanny might be asked to work? If so, discuss overtime rate.
- Discuss what other household help is employed in the home.
- Is the former nanny available to speak to about this job?