

# **Client**

## **Interview Guidelines for Nanny**

This is intended to be a guideline to enable you to conduct a thorough interview. A long-term decision can only be made when both parties have a full understanding of the conditions of employment *prior* to acceptance.

Tips for evaluating the Interview, hopefully ensuring a successful hire:

- Did the nanny seem comfortable speaking with you? your children?
- Was the nanny pleasant and interested?
- While you are at work, would you feel comfortable knowing your children are at home with her?
- Do all parties understand the expectations of the position? the daily schedule?
- Are you in agreement regarding salary, hours, benefits, overtime, use of car?
- Always thank the nanny for the interview, and let them know when they can expect to hear from you with a decision.

### **Personal Background:**

How long have you lived in this area? or, what brought you to this area?

Tell me about your family background and childhood.

What are your goals for the future?

What do you enjoy doing in your spare time?

What are your strengths? weaknesses?

### **Expectations / Experience:**

What is your experience working in this field? what is your education or training for this type of work?

How did you become interested in this work? How long have you been doing this?

What were your responsibilities in your last position? Why did that position end?

What did you like *most* about your last position? what did you like *least*?

Do you have any special talents or interests to share with us? with the children?

### **Childcare Position:**

What were the ages of the children with whom you worked?

What are your favorite things to do with children? discuss activities you did or initiated.

Do you prefer to follow a schedule created by the parents or do you prefer to make one yourself?

Describe a typical day in your last position. Discuss children's daily schedule.

What would you do if my child was sick or has had an accident?

Discuss your own lifestyle and philosophy of discipline and get nanny's thoughts about discipline and boundary setting.

What type of discipline has the nanny used with previous clients? How has she set limits?

Discuss *specifically* what you expect the nanny to do and her responsibilities (besides childcare, any household tasks, i.e., cleaning, vacuuming, laundry, cooking, etc., and will nanny be additionally compensated for this).

Discuss dietary restrictions of children and family, if nanny is cooking.

Will nanny be required to run errands, shop, transport children to activities? Determine whose car will be used during working hours and for transporting the children. Do the children require specific car seats or child restraints other than regular seat belts?

**Important Details:**

Determine official start date.

Discuss the salary, how often the nanny will be paid and by whom, taxes withheld, and overtime or other compensation.

Discuss the hours of the position and any flexibility needed. How does the nanny feel about working evenings? weekends? available to travel with the family?

What is the length of the commitment expected by both parties?

Agree on time off for holidays, vacation, sick; discuss healthcare, other insurance, and other benefits.

If client car is provided, discuss nanny's personal use, frequency, cost and restrictions.

If nanny's car is to be used, agree upon mileage reimbursement. vehicles properly insured? in case of accident, who is responsible for the claim and deductible?

Are there animals? Is any care required for them?

Is the home a non-smoking home?

Discuss health issues or situations client should know about provider.

**For live in:**

Explain the living conditions?

Can nanny be away from home on days off?

Will there be a curfew?

Will a car be provided for personal use? Will it have to be shared with client?