

GUIDE TO SELECTING A NANNY

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CHILD CARE RESOURCES

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A nonprofit agency,
serving King County since 1990.

Our mission is to ensure that all children receive the best possible start so they can succeed in school and in life.

Child Care Resources works with families, providers and the community:

- Ensuring every child has equal access to high quality child care.
- Partnering with providers to build solid learning foundations for all children.
- Supporting a stable community with high-quality early learning.

This packet was written to give you ideas and information about nanny care and to help you through the process of selecting a nanny. Child Care Resources can provide you with information and referrals to licensed or exempt child care programs in King County. If you have questions regarding child care issues in general or need more specific suggestions or information, we encourage you to contact us.

The information provided in this guide was obtained from sources believed to be reliable and accurate. However, Child Care Resources cannot warrant that any particular item of information will remain accurate after any particular date. The provision of information about any particular caregiver or agency does not constitute an endorsement of that caregiver or agency, nor should any endorsement be inferred from a listing by Child Care Resources. Child Care Resources makes NO WARRANTIES and NO REPRESENTATIONS, express or implied, about the quality or suitability of any caregiver or agency.

SELECTING A NANNY

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Care in one's own home is a child care option many parents consider in their search for quality child care. An in-home caregiver or nanny can serve the child care needs of one family or possibly more families by rotating the services of a nanny. Nanny care gives parents more control over their child's care environment than any other child care alternative. The purpose of this packet is to help you decide whether or not you want in-home care for your child(ren), to provide suggestions on how to select a nanny, and to provide information about professional nanny services.

ADVANTAGES

- The child/adult caregiver ratio is low, giving your child(ren) individual care.
- Parents have greater ability to influence activities, education, environment, and overall quality of their children's experience.
- Nanny care can be flexible and convenient, and accommodate parents' atypical work schedules, transportation needs and emergencies.
- Children may have less exposure to illness.
- Children are cared for in the security and surroundings of their own home.
- Parents do not have to pack up and drive their children to child care.
- A child's individual schedule does not need to be interrupted.

DISADVANTAGES

- This type of child care is not regulated in Washington State.
- It is usually the most expensive form of child care. Payment for full-time in-home care is subject to federal and state minimum wage laws.
- Qualified nannies are in demand. Parents may find it difficult to find qualified in-home professionals.
- The hiring process is time consuming. Gathering and evaluating the facts about an applicant's history or character takes time. Unlike other forms of child care, it may be difficult to observe the caregiver in a child care setting before hiring her/him.
- There is additional time and effort required of parents in the role of employer of the caregiver.
- As with all child care options it is still necessary to have backup care arrangements due to the nanny's health, vacation, schedule, etc.
- It can be isolating for both children and caregiver. They may miss interactions with other playmates or other adults.
- There may be no other adults around to observe what occurs when parents are not in the home.
- Employing a caregiver in your home may impact your privacy.
- Parents need to document and complete numerous tax and employer reports.

If you do opt for in-home care, there are ways to minimize some of these disadvantages.

BEFORE YOU BEGIN

Qualifications

The keys for selecting a qualified nanny are: to allow yourself enough time for the selection, to define what you want and expect, and to define your child's needs. To do this you can ask various questions and consider these criteria:

- **Needs:** Do you need full or part-time care? Do you want live-in help? How can the caregiver be respectful of my family's culture and lifestyle?
- **Education/Philosophy:** Is it important to you to have a caregiver who is formally trained in child development or in early childhood education? Is a college degree an important qualification?
- **Duties:** Would driving a car be required in the position? Would the caregiver need to be able to swim, cook? Help with housekeeping, grocery shop, run errands?
- **Experience:** Is previous experience in child care an important issue for you? What do you consider appropriate experience? Is raising a family adequate, or would you desire experience in a more formal setting such as a classroom or child care center? Do you expect on-going education? Who will pay for it?
- **Personal Traits:** Visualize your ideal caregiver. Is s/he quiet and calm, outgoing and peppy, creative, and neat? Is a sense of humor important to you? Do you have pets with which the caregiver will be in contact? How do you feel about smoking? What personal qualities do you want your nanny to have? Do you allow a nanny to bring her own child(ren)?
- **Other important factors:** What can you afford to pay a nanny? Will the nanny need to own a car? Do you need a nanny to be available for evening or overnight care on occasion? How long a time commitment do you expect your nanny to make?

These questions will get you started in defining the care you want for your children. After defining what you need and expect, the next decision to make is whether or not to select a nanny on your own or to pay a professional placement service to find a nanny.

BEFORE YOU BEGIN

Nanny Share

If your child is receiving care on a regular basis by a non-relative outside your home, that caregiver and home are required to be licensed under Washington State law. Nanny share is considered a legal form of care in Washington state if two or more families are splitting the services of a nanny under these circumstances: The nanny may work part-time for one family caring for the child(ren) in their own home then work part-time for the other family caring for that family's child(ren) in their home. A nanny share can create a full-time position and be more attractive for a professional nanny.

The major consideration in sharing a nanny is in finding a family with similar needs, expectations and philosophies. To find another family, you can advertise in company newsletters, bulletin boards, talk to friends and advertise through your church or other organizations. Some agencies may be able to assist with a nanny share search.

Wage Information

The Fair Labor Standards Act applies to all household employees except "casual" labor which is defined as a person not providing service as a vocation or providing service on an irregular or intermittent basis, usually less than 20 hours per week. The Washington State's minimum wage is \$8.55 (effective January 2010). Full-time workers must be paid the minimum wage and overtime for hours worked beyond 40 hours per week. Overtime must be paid at not less than one and one-half times the employee's regular rate.

Wages for in-home providers range from \$1,400 to \$4,000 per month, about nine to twenty-five dollars per hour. Factors influencing nanny wages are the number of children in care, hours required, education and experience of the provider, responsibilities of the caregiver, and whether the caregiver lives in your home or outside it. Other cost variations depend on the cost of living in a particular area, the family's ability or willingness to pay, and other benefits offered to the nanny such as health care, sick leave, vacation, and personal time off, retirement, personal use of an automobile or other family amenities.

WHERE TO TURN?

Friends and Associates

Surprising leads can turn up through word-of-mouth. Let your friends and associates know that you are looking for in-home help. Mention your search to your pediatrician and anyone else you trust. Don't rule out your contacts in other areas of the country--caregivers may be willing to help pay their own moving expenses for the experience of living in a new place.

Community Colleges and Universities

Many colleges have Early Childhood Education (ECE) programs and child development certificates. Contact the college placement office or office of financial aid for possible leads. They may have a bulletin board posting job opportunities for students/graduates looking for employment. If you are able to offer room and board in exchange for part-time child care, you might also try college housing offices.

High School Programs

If you are willing to consider an older teenager as a caregiver, check with the high schools in your area. Many high school curricula include ECE courses and some schools also have vocational education programs. A reliable high school student may meet the needs of a family needing part-time after-school care for elementary age children.

Places of Worship

Contact secretaries or youth directors at churches or synagogues in your community. They may know of members who are looking for work or may be willing to post job announcements.

State and Local Employment Offices and Job Programs

These are the first places many applicants go to look for work. Information about your in-home position will reach large numbers of people.

Local School District Personnel Office

A good candidate for your caregiver might be a certified teacher who isn't presently working in the classroom full time. Call the school districts in your area and check out the availability of their substitute teacher list. Many districts also have bulletin boards where you can post your job notice.

Senior Citizen Centers

You may be able to find a retired person who would like to earn a little extra money by taking care of children, either full time or part time. Contact the center coordinator and ask if you can post your job notice at the center.

WHERE TO TURN?

Online Employment Sites

Check websites like Craigslist (<http://seattle.craigslist.org/>), Monster Jobs (www.monster.com) or other online employment sites to find listings by nannies seeking employment.

Au Pair

The US Information Agency issues special one year visas to young people from countries that have diplomatic relations with the U.S. to live with American families and work 45 hours a week as nannies. People between the ages of 18-25 are eligible to come to the United States to join host families to learn about our culture and family life. In exchange they provide child care. Families typically pay minimum wage for the 45 hours of child care provided, a two week paid vacation, and the first \$500 towards the costs of academic work that the Au Pair is required to complete.

For more information about hiring an Au Pair you can call any of these agencies or look in your local yellow pages under Child Care for Au Pair agencies.

Au Pair Care www.aupaircare.com	1-800-4-AUPAIR
Au Pair in America www.aupairinamerica.com	1-800-928-7247
Culture Care Au Pair www.efaupair.org	1-800-333-6056
Go Au Pair www.goaupair.com	1-888-AUPAIR1
EurAuPair www.euraupair.com	1-800-713-2002
Bureau of Education and Cultural Affairs (Dept. of State) http://exchanges.state.gov/education/jexchanges/private/aupair.htm	1-202-203-5096

Key questions to ask Au Pair placement agencies:

- Does the program adhere to guidelines set by the United States government for Au Pair cultural exchange programs?
- How long has your agency provided Au Pair placement services and how many host families has the agency serviced?
- Do community counselors maintain contact with host families and Au Pairs once the Au Pair is in place?
- Is there an orientation program that takes place once the Au Pair arrives?
- How are background checks done and can I receive copies of those reports?
- Is there an exchange or partial refund policy if the Au Pair does not work out with the family?
- Am I allowed to make the final selection of my Au Pair?

WHERE TO TURN?

Placement Services

There are numerous professional placement services in King County that place nannies with families. Placement services shorten the selection process for parents by doing the actual search, screening of applicants, background checks, and reference collection. These services generally expect the placement process to take from one week to three months, with the usual time being one to four weeks. Some agencies maintain lists of families wanting a nanny share situation or offer other types of help in connecting families.

If you use a placement service to hire a nanny you will pay an initial fee that can range from \$800 to \$3,600. According to the various placement services, the monthly salary of a full-time nanny typically ranges from \$1,800 to \$3,500 per month. Fees vary depending on the number of children cared for, the number and types of extra duties, occasionally the income level of the family, and whether or not the nanny is live-in or live-out. When you use a placement service, you should expect to obtain a professional nanny with experience and training in child care or early childhood education. Placement is usually guaranteed up to three months. If a nanny does not work out within that period some placement services will find a replacement free of charge.

All placement services operate similarly; however, there will be variations in their practices and procedures. Because the number of in-home placement services has grown rapidly in the past few years, be sure to talk to several services before deciding which one to use, and screen them carefully. Compare the minimum qualifications each service requires of their candidates. They will differ. Ask for references of families that have previously employed the nanny.

The International Nanny Association (INA) is a non-profit educational organization for nannies and those who educate, place, employ and support professional in-home child care providers. Call 1-888-878-1477 or go to www.nanny.org for more information.

Consult your local **Better Business Bureau** and the **Department of Consumer Affairs** for information on the license status of a placement agency or possible complaints filed. You may also file complaints with these agencies.

HIRING YOUR OWN NANNY

If you decide to select a nanny on your own, you will do all the advertising, telephone screening, interviewing, reference checks, contracts and taxes. However, searching on your own, rather than going through an agency, will eliminate the initial fee. Salaries for nannies not hired through professional services can vary greatly. Salary levels are determined by experience, education, number of children cared for, types of duties performed, and what you can afford. Your search can be done by networking with friends, co-workers, neighbors, etc., or by advertising in newspapers, on company bulletin boards, in company newsletters, or at college job placement centers. Expect your search to take from one to three months.

Advertising

Advertising in the newspaper is the most common method used to find a nanny. When deciding which publications to advertise in, be sure to consider the paper's circulation and the distribution area. Newspapers will advise where to place your advertisement and what wording is most effective. For example, the Seattle Times advises that "nanny" should be the first word listed in an advertisement placed in the "Domestic" section.

Below are some suggestions on what to include in an advertisement:

- List the personal qualities you want in a nanny, and then select two or three that are most important to you.
- State important requirements you have of the caregiver such as ability to plan and teach activities, non-smoking, drivers license or own transportation, references, previous experience, etc.
- Give the hours and days needed.
- Give your phone number and hours you can be called, or give a post office box.
- For salary you can either state the exact figure, list "salary competitive" or "salary negotiable," etc., or wait to discuss salary on the phone with the prospective nanny.

Below is a sample advertisement:

"Mature, loving individual wanted to care for infant and 2 y.o., my home, 6:30 am-4:30 p.m., days vary incl. wknds. Car, exp., refs req'd. 555-0000 between 6 p.m.-9 p.m. only."

Some parents choose to use a simpler advertisement, which is often just as effective and costs less. Below is an example:

"Experienced child care provider wanted for care in our home, FT, M-F, Bellevue. Refs req. Call 555-0000, eves. only."

HIRING YOUR OWN NANNY

Screening

Your goal in selecting a nanny is to find a person with whom you feel comfortable leaving your child. Have a prepared list of questions ready to use for screening applicants on the phone and in person-to-person interviews. Design the questions so you obtain the information you want or need. For example, ask questions that will give you more than a yes or no answer. This will give you more in-depth information about the provider. A good question would be, "What are your strengths working with children?" The way you word a question will determine what you get for an answer. Also, consider what issues you need to discuss with the applicant that are age-specific to your child. An issue with infants is whether or not they should be held when fed or what position should they be placed in to sleep; for toddlers, the handling of toilet training or temper tantrums; and for pre-school age, what TV shows are appropriate or what activities they would use to support a child's school readiness (a list of sample questions follows).

Telephone screening will eliminate applicants who cannot meet all of your requirements or with whom you do not feel comfortable in your conversation. Ask a few questions to get some background information and take notes. If you think you want to interview the applicant, get the names and numbers of two references and his or her most recent employer. Inform the applicant that you may call back to schedule an interview. You may want to request a resume so you have some information before the interview (a list of sample questions follows).

Interviewing

Interview the most promising applicants in your home and while your child is present. You will be able to observe how well they interact with each other initially. The interview is the time to thoroughly discuss your expectations, your child's needs and the applicant's experience and abilities. Find out how the applicant would respond to an emergency, a crying infant, a rainy day, a misbehaving child, a special need, etc. Show them around your home, describe your expectations, job description and childrearing preferences and ask if they would be comfortable with the total situation.

Hiring Your Own Nanny Checklist

- Develop a Job Description
- Phone Screen
- Interview
- Check Reference
 - Criminal History
 - Department of Motor Vehicles
 - Credit Check
 - Work References
 - Personal References
- Contract Signed

HIRING YOUR OWN NANNY

Reference Checks

Do not hire a nanny without checking references. Ask specific questions and listen to how the reference person responds to your questions. For example, ask if he or she would use that caregiver again and what was liked or disliked about the nanny. The applicant may look good on paper, but if you do not feel good about hiring him or her, do not do so. Your child will most likely sense your uneasiness, and you will worry while at work, and thus jeopardize your work productivity.

Criminal history, credit history, motor vehicle, employment and personal references are important areas to research. A prospective hire can give you written permission to perform the background checks, the applicant is entitled to a copy of the reports. (Listed below are agencies that perform reference checks.)

- Criminal Record Check is available through the Washington State Patrol Identification and Criminal History Section, P.O. Box 42633, Olympia, WA, 98504-2633. Call 360-705-5100 and request a Public Information (PI) form and/or a Child & Adult Abuse (CAA) form. PI checks convictions in Washington only. The CAA requires the right thumb print to be inked at local police or sheriff's facilities. No personal checks accepted. Visit <https://watch.wsp.wa.gov/> for more information.
- Driver's Record Check is available through the Department of Licensing, Driver's Services, P.O. Box 9035, Olympia, WA 98507. You receive a 5 year history by including the state in which you are an employer, the employee's name, date of birth and drivers license number. The request must be signed by the employee and the fee included in the request. Call 360-902-3600 for fee information. You can visit <http://www.dol.wa.gov/forms/511009.htm> or <http://www.dol.wa.gov/forms/520316.htm> for a National Driver Record Check.
- American International Security Corporation offers a pre-employment package for those wishing to obtain background checks on individuals who will be providing child care. Call 276-346-3400 or visit www.aisc-online.com for information.

There may be local investigators listed in your yellow pages. Checking references is time consuming. Allow plenty of time to complete this process before hiring the nanny.

HIRING YOUR OWN NANNY

Contract

Having a contract is a good way to help maintain a strong relationship with your nanny. Even a contract with a friend who is also your nanny is important. A contract might include:

- signature of both parties
- starting date
- weekly hours & daily schedule
- weekly salary or hourly pay
- overtime policy and rate of pay
- pay periods
- agreed upon responsibilities
- any rules you want followed regarding television, diet, transportation, etc.
- period of termination notice required
- any benefits provided such as sick leave, holidays, insurance, room & board, etc
- proof of legal eligibility to work in the US, social security, etc.
- how and when salary is to be renegotiated

The contract is a basis for negotiating. Be open and flexible.

Record Keeping

An employer is required to keep all employment records for four years after the date of the return or after the tax is paid, whichever is later. Records should include:

- your Employer Identification Number (EIN)
- copies of tax returns you have filed
- dates and amounts of any payments you made
- employee's name, address, and social security number
- dates of employment
- copies of employee's W-4's
- amount of social security tax collected each payment
- a copy of Form I-9, Employment Eligibility Verification Form, which certifies citizenship or work permission

HIRING YOUR OWN NANNY

Maintaining a Good Relationship

Once you have hired a caregiver, there are steps you can take to ensure a smooth transition and establish a good working relationship. Talk to your children about the change that will be taking place. For all ages, especially infants and toddlers, you can facilitate the arrangement by having the provider come to your home while you are still there. This will enable the provider to get used to your home while you do some "training" and observe the nanny in action. Then you can leave for progressively longer periods of time.

Discuss with the nanny how your child reacts to separation and how they are best comforted. Discuss emergency procedures and include how you, a friend or relative, and your doctor can be contacted. Transitions are rarely easy so be aware of what is happening and act in a positive manner.

Give yourself time to maintain quality communication with your nanny about how the situation is developing. Build a cooperative, open relationship that will benefit you, your children, and the provider. Be aware of how your child(ren) and the provider are reacting to the new situation.

Support Services

There are companies who handle health insurance, payroll and tax forms for nannies. Listed are samples of some of these services.

- Eisenberg Associates offers individual health, life and disability insurance, and can also set up IRAs, mutual funds or other investments to help your nanny save. Call 1-800-777-5765 or visit www.eisenbergassociates.com .
- Pacific Benefits provides individual, medical, dental, and vision insurance at group rates, plus payroll and tax services. For a monthly fee the company will process paychecks, file taxes, and complete W-2 forms. Call 1-800-259-0455 or visit www.pbgnw.com .
- Nanitax will prepare all tax paperwork for hiring a nanny. Or for about \$340 a year the company will complete relevant tax forms for subscribers. Call 1-800-NANITAX (626-4829) or visit www.4nannytaxes.com .
- The International Nanny Association (INA) is a non-profit educational organization for nannies and those who educate, place, employ and support professional in-home child care providers. Call 1-888-878-1477 or visit www.nanny.org .

TAX INFORMATION

We recommend you check with your own accountant or tax advisor regarding your specific situation. You can contact the Internal Revenue Service for up-to-date tax information and the US Department of Labor for current information on wages and employment.

The IRS has published a booklet to explain tax information for household employers and employees. Call 1-800-829-3676 to request any IRS forms, free of charge, and have them sent to your home. To download the forms go to www.irs.gov.

Anyone employing one or more people in the State of Washington must file a tax return to the Washington Department of Employment Security. In addition, anyone employing more than one employee may need to pay Workers Compensation Taxes. Always check with an accountant, tax advisor, or the State Department of Labor and Industry for more information on taxes.

Phone Numbers

Department of Labor and Industries	1-800-547-8367
www.lni.wa.gov	
Internal Revenue Service:	1-800-829-3676 publications
www.irs.gov	1-800-829-1040 questions
Immigration and Naturalization:	1-800-375-5283
www.usdoj.gov/ins/	
Social Security Administration:	1-800-772-1213
www.ssa.gov	
US Department of Labor, Wage & Hour Division:	1-866-487-9243
http://www.dol.gov/WHD/index.htm	

PLACING AN ADVERTISEMENT

Universities and Community Colleges

Seattle University – Place an ad through the Career Development Center at 206-296-6083 or online at www.seattleu.edu/student/cdc/employer/index.asp .

Seattle Pacific University – Place an ad through the Office of Student Employment - call 206-281-2000 and ask for the Office of Student Employment or go to www.spu.edu/jobs.asp and click on Student Employment & Work Study Opportunities.

University of Washington - Place an ad in the Daily by calling 206/543-2335 or online at <http://thedaily.washington.edu/classifiedsInfo>. They will bill you.

Bellevue Community College – Contact the Career Center at 425-564-2279 or online at www.bcc.ctc.edu/careers/index.html .

Green River Community College – Contact the Career Center at 253-833-9111 ext 2555 or online at www.greenriver.edu/careercenter/ .

Highline Community College – Call Career Services and Opportunities at 206-878-3710 ext 3350 or online at www.highline.edu/home/career.htm .

Lake Washington Technical College – Contact the Employment Resource Center at 425-739-8113 or online at <http://lwtechost.ctc.edu/dept/employmentresource/> .

North Seattle Community College – Place an ad through the Career Services department at 206-527-3685 or online at www.northseattle.edu/services/career/employer.htm .

Renton Technical College – Contact the Student Success Center at 425-235-2352 ext 7785.

Seattle Central Community College – Contact the Office of Cooperative Education, Career Placement, and Service-Learning at 206-587-5422 or online at <http://seattlecentral.edu/coop/> .

Shoreline Community College – Contact Career Employment Services at 206-546-4101 or online at www.shoreline.edu/CareerEmpSvc01index.html .

South Seattle Community College – Contact Career Development Services at 206-764-5304 or online at <http://careerservices.southseattle.edu/> .

PLACING AN ADVERTISEMENT

Newspapers

Seattle Times– Call 206-624-7355 or visit their website at <http://marketplace.nwsourc.com/classified/?from=stnb> then click on “Post an ad”.

Seattle Weekly - Call 206-623-0500 or visit www.seattleweekly.com and click on classifieds.

King County Journal – Call 888-399-3999 or visit www.print2webcorp.com/marketplace/kingCounty/liners/ and click on Place an add.

Journal American	Daily
Valley Daily News	Daily, except Saturday
Mercer Island Reporter	Weekly, publishes Wednesdays
Northshore Citizen	Weekly, publishes Wednesdays
Snoqualmie Valley Reporter	Weekly, publishes Wednesdays

Call 425/455-2525 to place your advertisement in any or all of the above newspapers. Deadline is 6:00 PM (4:00 PM on Fridays) one day before you want your advertisement to run. Ask about their “nanny-seeker special.”

Little Nickel Want-Ads - Call 1-800-544-0505 or visit www.littlenickel.com and click on Place Ad.

Seattle's Child – Call 206-686-4262 or visit www.seattleschild.com and click on Advertising.

Parent Map – Call 206-334-5755 or visit www.parentmap.com and click on Advertise.

Other Newspapers - There are numerous other newspapers listed in the yellow pages that serve selected neighborhoods/communities and/or non-English-speaking and ethnic populations.

Other Strategies for Advertising

Online Employment sites - Check Craigslist (<http://seattle.craigslist.org/>), Monster Jobs (www.monster.com) and other online employment sites to place an advertisement or find listings by nannies seeking employment.

Child Care Resources - (King County’s resource and referral agency for child care professionals and parents.) To place an advertisement on the job board call 206-329-1011.

Employment Security Offices - Look in the phone book for the office nearest you. They will take job announcements. They generally will not list a job advertisement without salary information.

Network - Post advertisements in your neighborhood places of worship; talk to co-workers/friends/ relatives, etc.; look in all sources listed above for caregivers advertising themselves or families looking for nanny-share arrangements.

Sample Questions to Ask a Nanny Agency

- What is your screening process?
- What are agency standards for applicants? (example: education or training, child care experience, safety/first aid classes)
- Do the nannies just do child care or do they do light housework?
- What information will the agency share with parents?
- Does the agency offer any on-going caregiver support activities?
- How long has the agency been in operation?
- What does the agency charge for service? What is included (background checks, references, payroll services)?
- What is their refund or replacement policy?
- What is your payment policy? Non refundable deposit?
- How long does it take to place a nanny with a family?
- How many months or years on average does a nanny stay with a family?
- Do you provide references of families that have used the service?

Sample Telephone Screening Questions

- Have you worked with children before? What ages?
- What do you like best about working with children?
- What other kinds of work experience have you had?
- How long were you at your last job? Why did you leave?
- May I have the names and phone numbers of two references and in addition, the name and number of your last two employers?
- Do you have any formal education or informal training regarding child development?
- Do you have (or willing to get) First Aid and CPR certification for infants and/or children?
- Why are you looking for this type of job?
- What are your long range plans?

Sample Reference check Questions

When calling someone's references, first introduce yourself and tell the reference that (*applicant*) applied for a job as a nanny in your home and has provided his/her name and phone number as a reference.

- Verify dates of employment.
- How do you know this person?
- Have you observed this person around children? What were they like?
- Describe activities that the individual planned. Were they age appropriate?
- Describe discipline used by this person. Was it appropriate--no hitting or humiliating?
- Describe interactions between this person and children. Were they positive?
- Did the nanny cooperate with you in providing routines and discipline methods consistent with yours?
- Describe the organizational skills of this person. Were they able to handle several tasks at a time?
- Would you recommend this person in a position dealing with children? Why?
- Do you think a nanny position is a good job match for this person? Explain why/why not.
- How was applicant's initiative?
- How would you describe this individual's reliability? Was attendance regular and on time?
- Describe relationships between this person and supervisors, other staff, parents.
- Would you ever consider rehiring this person for a child care position?
- What are the applicant's strengths and weaknesses?

Question DO's & DON'T's

- Don't ask the applicant for their maiden name.
- Don't ask if they have ever been arrested.
- Don't ask what year they were born.
- Don't ask what country they have citizenship with.

- Do ask the applicant's full name.
- Do ask if they have any criminal convictions or pending felony charges.
- Do ask if they are over 18 years old.

Sample Interview Questions

General

- How does this job fit into your future goals/plans?
- Why do you enjoy working with children?
- What are 3 qualities a person who works with children should have? Why?
- Tell me a little about your experience working with children. Ask particularly about your child's age group and specific care needs.
- What is your discipline and conflict resolution philosophy?
- What did you like or dislike about your last child care position?
- What will your references say about you?
- What would you want from (interviewer) to be happy as a nanny here?
- Will you be able to perform the job duties expected of you? (driving, active play, housekeeping, swimming, cooking)

If you have an infant

- Do you think a baby should be held when fed?
- Do you think a baby should sleep in her/his back or tummy?
- Do you think a baby should be picked up whenever s/he cries?
- How would you soothe the baby for a nap?
- What activities would you do with my baby to help him/her grow and develop?

If you have a toddler

- How do you think toilet training should be handled?
- How would you respond to a toddler having a tantrum in public?
- What activities would you plan?
- How would you react if the child had a serious accident?
- How would you handle the situation where the child is very tired but refuses to nap or refuses to eat lunch but has not eaten much all day?

If you have a preschooler

- What TV shows (if any) do you think are appropriate?
- What indoor/outdoor activities would you plan?
- How would you handle two children fighting over a toy?

If you have a school-age child

- What would you do if the child is late coming home from school?
- What would you do if the school-age child swears at you?
- What kind of activities do you think a school-age child likes to do after school?