

Thinking of hiring a nanny?

*Hiring tips, interview guidelines, and sample
contract.*

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GUIDELINES FOR INTERVIEWING A NANNY

In-home care, or nanny care, usually takes place in the child's home. It is a legal form of childcare, but is not licensed by any regulatory agency. Nannies can be found through nanny placement services or by your own search and interview process. Extensive telephone screening is recommended as well as personal background checks.

The nanny interview is an opportunity for both of you to become acquainted and see how compatible your attitudes are. Encourage the nanny to talk about previous experiences and ask why she/he enjoys working with children. A good interview should be a two-way street. Does the nanny ask about your child's schedule, temperament, likes and dislikes? How much does the nanny know about the developmental needs of children the age of yours? Give examples of situations and ask how they would be handled. See how the nanny interacts with your child and responds to your child's actions. Keep in mind that there will be some tentativeness on the part of both.

The nanny will be in your home with your child and it is important that she/he is the right person for your situation. Trust your instincts. If you are uneasy about someone do not make a job offer. After the interview give yourself and the nanny some time to think things over. Consider the salary and other benefits you are able to offer.

Resources:

Fingerprint Cards

Personal Background Checks

Seattle Police Department

Washington State Patrol

Identification Section

(360) 705-5100

Internal Revenue Service

1-800-829-3676

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SAMPLE QUESTIONS FOR NANNY INTERVIEW

EDUCATION AND CHILDCARE HISTORY

- What's your educational background?
- Where did you get your experience/information about being nanny?
- Tell me about your childcare experiences, previous jobs. What did you like/not like about them?
- Why did you leave?
- What is the best/worst childcare experience you have ever had?
- What would you do if my child had a high fever and you couldn't reach me?
- What would you do if you found my child with an open bottle and you suspect poison?
- Have you ever cared for a colicky baby?

CHILDCARE PHILOSOPHY

- What do you think the primary responsibilities of a nanny are?
- Do you think routine is important? How do you develop a routine?
- How and when do you think children should be disciplined?
- Do you think a baby should be picked up whenever it cries?
- How would you comfort a crying child?
- Is it important to talk to a baby?
- How do you deal with child who won't take a nap? If the child hits? Has a tantrum?
- How would you handle transition to a bottle? Toilet training?
- Do you think it's important for a child to go outside every day?
- What type of activities would you do with a child my child's age?
- What do you think a child of my child's age needs most from a caregiver?

PERSONAL INFORMATION

- Tell me about your family.
- Do you have siblings? How is your relationship with them?
- How were you brought up?
- Is there any drug or alcohol abuse in your family's background?
- What do you like to do in your free time?
- Why do you want to be a caregiver?

FAMILY RELATIONSHIP

- What role do you see yourself playing as issues come up about my child's behavior?
- What would you do if you disagreed with me regarding a childcare issue?
- Why do you think you would be good for our family?
- What do you think you will bring to our family situation?
- What would be the ideal nanny position for you?
- What are your goals?

SAMPLE CONTRACT

This Agreement is entered into as of _____ between _____, hereinafter referred to as “Family”, and _____, hereinafter referred to as “Caregiver”.

Family and Caregiver agree to the following conditions of employment:

1. **Employment.** Employment will begin on _____ and is considered “at will”. Caregiver is to provide childcare services and other duties as set forth below.
2. **Childcare Responsibilities.** Caregiver agrees to:
 - a. Provide care, warmth, and security in the absence of parents.
 - b. Plan activities that promote physical, emotional, intellectual, and social development.
 - c. Maintain a patient, cheerful, and helpful attitude while on duty.
 - d. Actively participate in the child(ren)’s special problems and interests and serve as a resource for problem solving.
 - e. Plan and prepare nutritious snacks and meals.
 - f. Comply with Family’s discipline and child-rearing preferences.
 - g. Provide reasonable flexibility in times of emergency or unexpected schedule changes.
3. **CPR and First Aid.**
 - a. Caregiver agrees to complete an infant/child CPR and First Aid class prior to beginning employment or within ____ weeks of employment.
 - b. If Caregiver does not successfully complete CPR and First Aid class, Family may terminate Caregiver without severance pay or notice.
 - c. Family (will/will not) pay for approved CPR and First Aid class.
4. **Personal Background Check.**
 - a. Caregiver agrees to complete the official fingerprint process through the Seattle Police Department.
 - b. Caregiver agrees that the Family shall request a Personal Background Check from the Washington State Patrol prior to the beginning employment (within ____ weeks of beginning employment).
 - c. If the Personal Background Check indicates any record of criminal activity Family may terminate Caregiver without severance pay or notice.
 - d. Family will pay for fingerprint procedure and Personal Background Check fees.

5. **Additional Responsibilities.** Caregiver also agrees to perform:

List other duties, ie: light housekeeping, laundry, running errands, driving child(ren) to and from activities.

6. **Work Schedule.**

Caregiver's work schedule shall be (list days) from ___ a.m. to ___ p.m. During these hours, Caregiver shall devote (his/her) entire time, attention and energies to providing care and performing other duties as listed above.

7. **Compensation.**

Family shall pay Caregiver and Caregiver hereby accepts in full payment for services:

- a. An (hourly rate of ___) (monthly salary of ___) which shall be paid (weekly/bimonthly/monthly) on the ___ day(s) of (week/month).
- b. Overtime compensation (specify).
- c. Performance-based increase after (6 months/one year).

8. **Taxes.**

- a. Family will pay (50%/100%) of Social Security/Medicare (FICA) benefits and will withhold (50%/0%) from Caregiver's wages.
- b. Family will pay state and federal unemployment taxes.
- c. Family (will/will not) withhold federal income tax for Caregiver.

9. **Benefits.**

- a. Holidays. Caregiver shall receive the following days as paid vacation if caregiver would otherwise be required to work on that day of the week: (check as applicable)

___ New Year's Day	___ Labor Day
___ President's Day	___ Thanksgiving
___ Memorial Day	___ Christmas Day
___ Fourth of July	___ Other (specify) _____

- b. Sick Days. ___ days of paid sick leave will be allowed every year, accrued at the rate of ___ hours per month.
- c. Vacation. ___ week(s) of paid vacation will be allowed every calendar year (check as applicable):
 - ___ To be coordinated with Family's vacation.
 - ___ After ___ months of employment.
 - ___ Other

10. **Automobile.** (Check as applicable)
 _____ Reliable transportation and car insurance are required.
 _____ Family (will/will not) provide vehicle for Caregiver's use.
 _____ Family will provide Caregiver a car allowance of _____ (per month/mile)
 _____ Caregiver shall bear all expenses of vehicle.
 _____ Caregiver will provide proof of insurance coverage.
11. **Additional Provisions.** (ie: provision of food during hours of care, room and board, health insurance, bonuses, etc.)
12. **Evaluations.** Caregiver's job performance will be evaluated by Family at the end of the first month of employment and every _____ months thereafter.
13. **Probationary Period.** Family and Caregiver agree that there shall be a probationary period of _____ days. During this period either party can terminate this Agreement by giving _____ days notice. After the probationary period, the termination agreement is as follows in paragraph 14.
14. **Termination.** Caregiver's employment under this Agreement may be terminated upon one of more of the following:
- a. By Family or Caregiver for due cause upon 24 hours notice. "Due cause" is defined as breach of a material term of this Agreement.
 - b. By Family without cause upon _____ weeks notice, or in lieu of _____ weeks notice, _____ weeks salary.
 - c. By Caregiver upon _____ weeks notice.
 - d. By Caregiver's total disability or partial disability which renders Caregiver unable to perform services for more than _____ weeks.

IN WITNESS WHEREOF, the parties agree that they have read and signed this Agreement as of the day and year written above.

FAMILY:

CAREGIVER:

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WHERE TO LOOK

Seattle Times Sunday Classifieds – Domestic Section

Seattle Parent, Eastside Parent, Snohomish Parent, Classified Sections

Local college newspapers, ie: The Daily

College job bulletin boards

Community Center bulletin boards

Supermarket bulletin boards

Religious affiliated newsletters

Referrals from friends/neighbors