

The Parent & Child Nanny Agency



A Parents Guide to Interviewing

Now you have selected which child carers you would like to interview, you need to decide where you would like to conduct your interview and at what time of day. This may be your home or place of work. In most cases parents tend to offer a formal interview initially, followed by a less formal interview and a meeting with the children before making a final decision.

When confirming interviews between nannies and parents, we supply the nanny with a job description, your home address, interview address and telephone contact information. The nanny will have a folder of documents for you to view at the interview along with a form of photo identification which can be presented upon arrival.

When interviewing a nanny we recommend you follow the following steps:

1. When the nanny arrives for the interview ask to see a form of photo identification for peace of mind.
2. Introduce the nanny to your family and children
3. Provide a full written job description (including pay, hours, terms, duties and requirements). Go through your requirements and expectations in detail and allow the nanny to ask questions.
4. Include the following subjects within your interview
 - Education
 - Employment History (reasons for termination of employment)
 - Ask about their family and background
 - Why they chose to become a nanny
 - What are their qualities
 - Ask them to highlight their strong and weak points
 - How would they/how you would like them to organise their day with your children or
 - What are their views on discipline
 - Can they cook (examples)
 - Have they had experience in weaning and potty training or any other specific area
 - Do they have any dietary requirements or allergies
 - Do they mind working alongside parents/relatives/animals
 - What makes them the right nanny for the position you are offering.
5. Ask to see the nanny's folder of original documents and references. The Parent & Child Nanny Agency can provide copies of any document on request.
7. After the formal side of the interview give the nanny the opportunity to interact with the child/children (unless the children are not at the interview or you are planning a second interview specifically for this purpose).
8. If successful, invite the nanny back for a second more informal interview, a better chance to get to know the children and family and provide a contract for them to read through (see our specimen contract download).
9. Follow up on any references for your own added peace of mind.
10. If you decide to formally offer the prospective nanny employment, inform the Parent & Child Nanny Agency who will provide a formal offer of employment form to provide full details of your offer.

11. Where possible, arrange further settle in/trial days with the nanny prior to the start of employment.

12. Contact a Nanny Tax/PAYE company and register as an employer.

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