



Name of the agency: _____

Fees

Registration Fee: _____

Does the Registration Fee apply to a Referral Fee? Yes No

Estimated Referral Fee based on my position: _____

What are the Referral Agreement terms should there be a separation after a hire has been finalized?

Questions

What makes your agency unique?

What kind of experience do you require from the candidates your agency represents?

Has the agency completed in-person or video interviews with the candidates represented?

In-person Video interviews

What is covered in your background check process?

Driving record check Criminal background check Social Security scan
 I-9 documentation Education Verification Credit check Trustline Registry

Which of these are required for the candidates you represent?

CPR TB Test COVID vaccine Other:

What is the agency's process for checking references?

Live conversation Form completed over email Other:

How many candidates should I expect to see for my position?

Is there anything about my position that would limit the number of candidates provided? If so, what adjustments would you suggest?

Does the agency support a "working interview" process? If so, what are the guidelines for that?

Does the agency provide a source for managing household employment taxes? If so, who?

Suggestions

- For a candidate you are serious about hiring, call and speak live with at least two of their references.
- Put a comprehensive written contract in place. This should outline everything from compensation and taxes, to vacation time, paid/unpaid holidays and a scope of work expectations. Include things that you may not think are relevant because of the age/stage of your child. Before you know it, your needs will be different. This may include things like play dates, gas reimbursement for driving, travel expectations or an overnight care rate. The agency should provide sample contracts for you.
- Before a hire is finalized, do a "working interview". This is a time when the candidate does the job for several days. Have the candidate work the exact work schedule so they experience the commute and perform all of the regular responsibilities. This is a great way for each party to assess the fit.
- Don't assume a Nanny will know how you and your household like things done. Families are very different and your Nanny won't know what you expect unless you tell them.
- If a new child is added to the Nanny's responsibilities, talk to them about your expectations and the adjusted compensation well before the new child arrives. As soon as the Nanny hears about the expected child, they are wondering about these things.
- For the first month of employment, have weekly check in meetings where both parties can voice concerns or questions. After the first month, have monthly check in meetings on an ongoing basis. This is a very effective way of keeping small issues from becoming big issues.
- Treat your Nanny as the professional you expect them to be and as the person who is going to play a special role in your child's life; know when their birthday is, surprise them with thank you gestures, express your gratitude regularly.
- If you are tempted to feel envious of the relationship between your child and the Nanny, try instead to celebrate that there is yet another person in your child's life who cares for them.