

# Nanny Interview Sheet

## - Daily Nanny

First **ask your potential nanny how they are**. Come across as friendly and professional. You want to welcome them into your home and allow them to feel comfortable for the interview.

**Ask about their journey** and whether they came from home. It's a great way to see how far your nanny has come, and whether their daily commute is likely to cause any problems.

Find out **why the nanny is interested** in this particular job. Is it the area, the ages of the children, the salary or something else?

Start off by **telling the nanny about your family and children**. The children's ages, likes and dislikes, any little quirks, "Johnny loves magic!", and give a general idea of the activities they go to and how a day in your family would usually run.

**Ask the nanny about themselves** and their experience with children. See whether they talk passionately about their previous roles and have an experience with children the same age as yours. This is also a great time to ask **why they decided to become a nanny** and what they enjoy most about it and ask what they find the **most challenging part of working with children**.

**Discuss the job specifications** in detail. Before you even get to interview stage you need to have a clear idea of the position you have available. It may help you to write this down on a separate piece of paper to have to hand or even better if you can have a copy to give the nanny too!

Your potential nanny will need to know:

- Start date
- Hours required
- Duties and responsibilities (these may also change as your child/ren grow so be sure to make this clear)
- Any additional household responsibilities such as booking appointments, shopping, laundry, cleaning, pet care
- Activities and classes that you would like to be kept in their schedule
- Salary in gross terms and overtime rate
- Will you expect the nanny to be available for evening childcare / overnights occasionally

- Will the holiday allowance be split between you to decide (5.6 weeks minimum including bank holidays)
- House rules such as can they have other nannies and charges over for playdates
- Use of car (if applicable)
- Any specific dietary needs of the child/ren
- Any medical issues

**Ask to see the nannies portfolio.** You should expect to see a concise up to date CV, all certificates and evidence of CPD, nanny insurance certificate (or if not are willing to get it for the position) and up to date paediatric first aid. Bonus points if you see they have attended UK nanny events!

Also look through their written references and ask questions. Some nannies may even have facebook pages where you can read their most up to date reviews. Ask **why their last nanny job came to an end.**

**Ask the nanny their style on discipline.** This is very important to see whether you would be a suitable match. Ask the nanny first so they do not change their answer just to try and suit your needs. Each nanny will have a different approach to discipline. When the nanny has answered, you can then discuss what approach to discipline you have and be as honest and accurate as you can be.

Ask whether they would **care for a sick child.** If the answer is no, then that should be a warning sign.

You will most likely be needing your nanny to feed the child/ren so **ask them about their favourite meals they cook.** Do they prefer to meal plan and prep, or are they happy to just look in the fridge and whip something up?

Find out what the **nanny expects from you as an employer** and discuss the relationship you will have. Will you as the parents want updates throughout the day as to how the child/ren are getting on, or prefer a more detailed update when you get home? Will you be expecting to be able to message your nanny questions out of working hours? How will you discuss any problems or queries that may arise during employment?

How would the nanny feel if there was something you were unable to compromise on and you wanted it handled a certain way? Would the nanny be able to work with that?

Ask **how the nanny feels about parents who work from home** and the pros and cons of this..

Encourage **any final questions from the nanny,** they may have asked them all throughout the evening but it's helpful to give them a chance to ensure they have all the information they need. You may find the nanny has a question checklist of their own.

If you're happy everything has been discussed then you just need to make sure you **give the nanny a clear timeframe** as to when you will have made your decision - and stick to it!

If you feel the nanny is not the right fit for you then please let them know as soon as possible.

When you find the perfect nanny be sure to invite them back for a second interview to meet the children before someone else snaps them up.

## Preventing Discrimination:

You must not ask candidates about [‘protected characteristics’](#) or whether they:

- are married, single or in a civil partnership
- have children or plan to have children

It is against the law to discriminate against anyone because of:

- age
- being or becoming a transsexual person
- being [pregnant](#) or on maternity leave
- [disability](#)
- race including colour, nationality, ethnic or national origin
- religion, belief or lack of religion/belief
- sex
- sexual orientation

You can only ask about health or [disability](#) if:

- there are necessary requirements of the job that can’t be met with [reasonable adjustments](#)
- you’re finding out if someone needs help to take part in a selection test or interview
- you’re using [‘positive action’](#) to recruit a disabled person

**You might be breaking the law if any discrimination happens during their recruitment process, even if you use a recruitment agency.**

You must not use membership of a trade union as a factor in deciding whether to employ someone. This includes:

- not employing someone because they’re a member of a trade union
- insisting someone joins a trade union before you’ll employ them

Notes: