



HIRING SUMMER HOUSEHOLD STAFF

The summer is a great time to get away, kick up your feet and enjoy a relaxing summer holiday. If you are considering hiring help for the summer, plan ahead and start recruiting now for the best candidates!

Top 7 Hiring Guidelines

1. Consider recruiting first from your social circle, including: church, temple, teachers, and group sports or activities. Let them know you are seeking a trustworthy person to hire for the summer.
2. Most workers considered for summer help, e.g., nannies, mothers' helper, personal assistant, housekeeper, cook, laundress, or even an extra handyman have two very important employment classifications: they are hourly employees and not independent contractors per Federal and State labor law guidelines. These employees may be short term or seasonal workers however there are important rules of employment that must be followed including: time sheets for all hours worked, and placed on a payroll system to lower employer risk and adhere to labor law and tax guidelines.
3. Candidates should complete an application form for your review, they may or may not have a resume to offer. Application forms can be found at any office supply store and are paramount to safe interviewing and hiring techniques. Try not to interview in your home during first round interviews, or offer personal information regarding your household details, travel plans or children.
4. Each Candidate should be required to supply a minimum of 4 personal and 4



professional references. Each reference should be called to verify character and work history. Should a young Candidate not have an extensive work history the total number of reference calls could be lowered to 5 and the professional references could be adults that will speak on behalf of the candidates general moral character and decision making process. An excellent interviewing question might be: ".....does 'nanny candidate' consistently arrive for work on time?"

5. Online background investigations are antiquated and outdated for today's busy professional household, many on-line services do not identify which counties are searched, do not provide a comprehensive criminal history or other important factors that would eliminate many candidates. A Work Life Profile is the best way to hire safely.

6. The Job Description: present Candidates with a written and detailed description of the expected daily tasks and responsibilities. A well versed job description will save time and resources, and help to attract the best candidates.

7. The Job Offer: present your top Candidate a written offer of employment, it should include hourly rate, pay and work schedule, reimbursements, how travel expenses will be managed, sleep/overnight pay, mileage, etc. It is important to also

Guidelines for Successful and Safe Hiring of Summer Help

include any benefits that could be offered, e.g. meals during work hours, health care, or sick time.

Summary: Applications should always be used when hiring, Work Life Profiles are the best tool for vetting candidates, and Job Descriptions are critical for establishing clear expectations and boundaries for employees.

For more information on how to obtain a Work Life Profile or a Job Description for your summer help.

Contact: www.teresaleigh.com



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