



# I NEED A NANNY!

## 7 Savvy Hiring Rules for In-Home Childcare

**P**arents seeking optimum in-home care for their children may find employing an experienced, trustworthy nanny to be a daunting task. A multitude of local agencies and on-line services offer candidate photos, work histories, and references. Although technology has made it easier to “see” candidates, it does not necessarily mean those persons should ever be considered to provide care for our precious little ones. It is more akin to “hirer beware.” Apply your business savvy and hire like a professional.

### 1. BE PROACTIVE

Write a detailed job description outlining what you expect the nanny to accomplish each day for your child’s care, including a duties and activities schedule.

### 2. DO NOT MEET FIRST TIME APPLICANTS IN YOUR HOME

For the initial interview, do not meet in your home or introduce applicants to your children. Meeting at a public place, like a coffee shop or the library, is recommended. To support your interview bring along a copy of your Nanny Job Description, be careful not to include your child’s name or school information. Also, do not share or display the job description if it contains personal information.

### 3. KEEP DETAILED NOTES

Keep a Nanny Hire Notebook with detailed notes on each nanny interview, starting with the first phone contact. You will need these meeting notes to compare the candidate’s communications, application, and reference comments. Ask yourself, “Is the information consistent, or does the story change? Does the professional reference provide detailed information about the candidate’s past job, or does it sound like it was written by a friend?”



### 4. HAVE THEM COMPLETE A COMPLIANT EMPLOYMENT APPLICATION

Require top applicants to complete a compliant employment application and have them sign it. This may feel a bit tedious, but remember, hiring smart means spending the time to gather the information you need to make a good hiring decision.

### 5. CONTACT THEIR REFERENCES

Contact a minimum of 7 personal and professional references. Refer to the application and your Nanny Hire Notebook to see if the information is consistent and is the level of experience and care you are seeking in a new Nanny.

### 6. NOT JUST A BACKGROUND CHECK

Do not assume that an on-line background check will provide you with the information required to consider or eliminate a potential hire. A candidate’s problematic work history, decision-making skills, and mental health issues will not show up on a background check.

### 7. DON’T DO A FAST HIRE

Never hire an applicant out of desperation or over the phone. Avoid hiring an applicant based solely on a friend’s referral or simply because you like the individual. Conduct this process as if it is the most important hire in the world. Because it is.

I hope this information will be of help to you or someone you know. For expertise and advisory support on hiring for the home or property contact Teresa Leigh Household Risk Management.

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TERESA LEIGH IS A NATIONALLY RECOGNIZED AWARD WINNING EXPERT IN THE FIELD OF HOUSEHOLD AND PROPERTY STAFF FOR UHNW AND HNW CLIENTS AND THEIR ADVISORS.