



Interview Form for Families

Below are several sample interview questions. Select which ones you feel are important for you to have answered and highlight them (or cross out the ones you do not wish to ask). Be sure to take good notes next to each question--it's easy to forget responses once you've interviewed several candidates.

Applicant Name: _____

Interview Date: _____

QUESTIONS:

1. Tell me about yourself.
2. How many years of relevant experience do you have and what types? (e.g., nanny, housekeeper, elder care, daycare, sitting, etc.)
3. What certifications (i.e. CPR/First Aid) or special training do you have?
4. How many families have you worked for?
5. Why did you leave your last 2 positions?
6. (If not currently employed) What have you been doing since your last job?
7. Why did you choose this profession?
8. How long do you intend to stay in your next position?
9. What is your available start date?
10. Do you have a criminal record? Have you ever been convicted of a crime?
11. Are you eligible to work in the United States?
12. What is your highest level of education?
13. Do you have any specialized training?

If childcare will be involved:

14. What is your specific experience with children in my child/children's age group?
15. Tell me about a time where you disciplined a child in my child's age range.
16. Tell me about a time when you handled a child having a tantrum.
17. Tell me some of your favorite activities to do with children in my child's age range.
18. (if applicable) Are you comfortable helping my child/children with their homework?
19. (If infant care is needed) Do you know how to prevent SIDS?

20. Do you know how to avoid choking hazards? Can you perform the Heimlich maneuver?

If housekeeping will be involved:

21. Explain your housekeeping experience.

22. If extensive housekeeping will be required, confirm candidate's willingness and desire to do extensive housekeeping, offering several large examples of duties. Confirm whether they have done such things previously.

If driving will be involved:

23. Do you have a valid driver's license?

24. How long have you been driving?

25. Do you have a clean driving record? Accidents? Speeding?

26. Would you be willing to provide transportation to/from activities?

If senior care will be involved:

27. What experience do you have caring for seniors?

28. What type of activities do you engage in with seniors?

29. What experience do you have providing hygiene care?

30. (if applicable) Are you able to lift someone approx. ___ lbs., as needed?

If Household Management/Personal Asst./Administrative duties will be involved:

31. What administrative experience do you have? Please describe specific duties you performed.

32. Describe your organization skills.

33. Please give several examples of your previous responsibilities in these areas and how you managed them in the past to make your employer's life easier.

34. Describe your computer experience (if applicable).

35. Please describe any discretion you've had to exercise in the past (e.g., regarding confidential family information).

General questions

36. Which past positions have you enjoyed the most? Why?

37. Which past positions have you enjoyed the least? Why?

38. What qualifications do you have that would make you a good match for this position?

39. What do you feel you might be able to offer that someone else may not be able to?

40. What do you consider your greatest strength?

41. What area would you most like to improve about yourself?

42. Why does our position interest you?

43. Tell me about a time when you took initiative in your work.

44. Do you have any experience preparing meals (if needed)?

45. Inquire about any gaps in employment.
46. (If you have security cameras) Do you have any issue w/ security cameras being in the home?
47. Are you willing to have a background check performed?
48. Discuss commute/distance to make sure there are no issues.
49. (If needed) Are you available to work evenings or weekends or overnight?
50. (If needed) Are you willing to travel with my family?
51. What requirements do YOU have (from a job or family)?
52. What is your salary requirement? *(If they ask what the position pays and your salary is negotiable, let them know that the salary is somewhat negotiable, then discuss what salary they earned at their last position, so that you may get an idea of their range.)*
53. If we offer you the position, would you be willing to work for a paid ____ -day trial period to make sure that both you and our family feel we are a good fit before proceeding with a formal hire?
54. Ask for references if you are interested in the candidate. *(Insist on as many references as you feel you need to be comfortable allowing this person to care for your children. Preferably AT LEAST two non-personal references.)*
55. Ask the candidate to complete an application (if you're interested in them). (You may print an employment application from GoNannies.com) *(A completed application can yield you valuable information you might not otherwise obtain, and may even trigger additional questions to ask.)*

DISCUSS THE POSITION:

Share information about the position and your expectations. Don't be shy about letting the candidate know the expectations of the position! This is the easiest and best time to express them—doing so after a person is hired is awkward, unfair and can cause resentment as well as a bad nanny-family match.

Important information to mention about the position (if they apply) are:

- Scheduled hours and punctuality requirements
- Salary (Net or Gross. If you happen to have agreed upon a salary during your initial telephone interview or you are offering a set salary, you should have a final number available to share).
- Vacation/Sick leave off offered (including guidelines for requesting)
- Health and Dental Insurance offered (if any)
- Whether Direct Deposit is available (many nanny tax preparation agencies offer direct deposit)
- Pay frequency (e.g., weekly, every other week, etc.)
- Review and merit increase frequency
- Tax responsibilities (who is withholding what)

A few important expectations to mention and elaborate on (if they apply) are:

- Punctuality
- Friendliness
- Multi-tasking
- Trustworthy
- Flexible
- Proactive
- Organized