



www.eNannySource.com

*We are pleased to provide this exclusive eNanny
Success Kit.*

*Inside this kit you will find all of the tools that
professional nanny agencies use. Buckingham
Nannies, one of the nation's premier nanny
agencies, designed these tools to help create a
complete hiring process.*

*With this kit - and your instincts - you should
be able to hire the perfect nanny for your
family.*

~ Ken Myers
President
eNannySource.com

REFERENCE CHECK FORM

How to use this form: *This form is designed to help you gather important information from the references that your nanny candidate provided. Using this form, you'll be able to gather information that will help you to make an educated and informed hiring decision. When checking references, be sure that the information the reference gives you aligns with the information the nanny included on her job application. If things like the children's ages, dates of employment and reason for leaving don't match up, the reference could be false.*

Candidate's Name: _____ Phone: _____

Reference's Name: _____

Home Phone: _____ Cell: _____ Work: _____

How did you meet?

Online Service Agency Friend referred Placed ad Other: _____

Dates Worked:

From: _____ To: _____

Type of Position:

Live-in Live-out Full-time Part-time

Days and hours: _____

Salary: \$ _____ Gross Net Per hour Per week

Children's ages at end of job:

Child 1: Male Female Age _____

Child 2: Male Female Age _____

Child 3: Male Female Age _____

Child 4: Male Female Age _____

Duties:

Childcare Drive kids Homework Housekeeping Laundry Cooking

Read to child(ren) Manage play dates Pet care Take on outings (library, zoo, etc.)

Other: _____

REFERENCE CHECK FORM

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Reason for leaving:

Did this employee leave: Yes No

Did you let the employee go: Yes No

Comments: _____

Employee Attributes – Please Rate:

Reliable:	<input type="checkbox"/> Extremely	<input type="checkbox"/> Above average	<input type="checkbox"/> Average	<input type="checkbox"/> Unacceptable
Helpful:	<input type="checkbox"/> Extremely	<input type="checkbox"/> Above average	<input type="checkbox"/> Average	<input type="checkbox"/> Unacceptable
On Time:	<input type="checkbox"/> Extremely	<input type="checkbox"/> Above average	<input type="checkbox"/> Average	<input type="checkbox"/> Unacceptable
Judgment:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Follows Direction:	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
Housekeeping:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor

Were there any obstacles that prevented employee from performing the duties of the job?

Yes No

If yes, please explain: _____

Select the qualities that best describe this person:

Honest Warm and loving Organized Energetic Enjoys work
 Playful Responsible Careful Quiet Talkative

Comments: _____

Would you trust this person in an emergency? Yes No

Comments: _____

English skills: Fluent Semi-fluent Poor

REFERENCE CHECK FORM

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How did this employee work with your children?

Extremely engaged Somewhat engaged Average Just a job

How well did this employee handle discipline?

Too strict Firm but fair Not firm enough

What was the employee's greatest strength? _____

Any shortcomings? _____

Do you recommend this person?

Highly With reservations No

Would you rehire?

Yes No

Reference Evaluation

Tone of reference: Glowing Good Average Poor

Was the person: Communicative Hesitant Enthusiastic Rushed Rude

How would you rate the evaluation overall?

Excellent Average Poor

Notes: _____
