



www.eNannySource.com

We are happy to provide this exclusive Nanny Success Kit. This kit contains 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 find the perfect nanny for your family.

We wish you much success.

-Steve Lampert, owner

REFERENCE CHECK FORM

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How to use this form: *This form is designed to get important information about your prospective nanny's performance. It is also designed to find phony references when used with the nanny application that is provided for you to print out. To find phony references check to see that the following information matches: dates (they don't need to be exact just close enough); children's ages; children's sex; zip code of employer; how they met; and reason employment ended.*

Candidate Name: _____ **Phone:** _____

Reference Name: _____ **Date:** _____

Phone: (H) _____ **Cell:** _____ **Zip** _____

How did you meet?

Agency Friend Referred You placed Ad **Other:** _____

Dates Worked:

From: _____ **To:** _____

Type of Position:

Live In Live Out Full Time Part Time

Days & Hours: _____

Salary: \$ _____

Children-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: _____

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 her/he from performing the duties of her job?

Yes No

If Yes, please explain: _____

Select the qualities that best describe this person:

- Honest Warm & Loving Organized Energetic Enjoys Work
 Playful Responsible Careful Quiet Talkative

Comment: _____

Would you trust this person in an emergency? Yes No

Comment: _____

English skills: Fluent Semi-fluent Poor

Comment: _____

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 her greatest strength? _____

Any Shortcomings? _____

Do you recommend this person?

- Highly With Reservations No

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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: _____
