

Enannysource.com Nanny Success Kit

Introduction

EnannySource.com's exclusive Nanny Success Kit will help you screen prospective nannies the way professional nanny agencies do. Buckingham Nannies, one of the nation's premier nanny agencies designed these tools. The Nanny Success Kit will help assure your hiring success.

How to use the Nanny Success Kit

The Nanny Success Kit has the following forms and tools that you can print out individually or as a package:

- 1) Guidelines for Nanny Employers
- 2) Nanny Interview Sheet
- 3) Nanny Application
- 4) Nanny Reference Check Sheet
- 5) Nanny/Family employment contract
- 6) Nanny Criminal Background Check (included in Platinum Plus or purchased for an additional \$49)

Guidelines for Nanny Employers

We suggest that you start by reading through the Guidelines for Nanny Employers. This will help you with the standards for hours, work schedules, benefits and other important facts regarding being a nanny employer.

Nanny Interview Sheet

Once you have located one or more nannies of interest the Interview sheet will be very helpful to conduct either a telephone or in-person interview. We now suggest that if the nanny is still of interest that you have her fill out the Nanny Application.

Nanny Application

This application was designed exclusively for nanny job candidates and will give you useful information about your candidate that is not found on our online posting. You can also use this application to tie into her reference-checking sheet to find phony references or other inconsistencies such as amount of time or number of hours per week that she worked. Be sure to get copies of the nanny's identification.

Nanny Reference Check Sheet

After you have interviewed the nanny either in-person or by telephone and she has filled out the application, the next step is to call her references. Be very careful that gaps in employment are explained and that she has filled out the information about each job fully. When checking her references you will find that most families are very open about sharing information about your candidate. Families know that children are at stake and want to make sure that families know whom they are hiring. Be very careful to look for phony references. They can be spotted by inconsistencies in the information that the nanny provided you and what the family tells you. Obviously not every inconsistency means the reference is phony. Often times the tone of the reference will tip you off that the reference is either a family member or friend.

Nanny/Family employment contract

The employment contract will specify what arrangements that you have made such as salary, hours, vacation, etc. By using this contract you can avoid potential misunderstandings with your nanny.

Criminal Background Check

The criminal background check will see if there are any criminal convictions in one county. It also checks to see where she has lived and if the Social Security number she gave matches information from the credit reporting agencies. This is included in our PlatinumPlus account and is an additional \$49 for other accounts.