



Interviewing a Potential Nanny

A formal structure of the interview ensures that all the points are covered that you want to discuss. However you should try to put the nanny at ease from the beginning as she will then be more responsive to your questions.

Suggested interview structure:

1. Tell the nanny about your family and children.
2. Tell the nanny about the position (see section below).
3. Ask the nanny to tell you about herself and what she is looking for in a job.
4. Run through a list of questions relating to the nanny's abilities as a childcarer, her views on discipline, activities for the children etc, and questions relating to her own background (see section below).
5. Ask the nanny if she has any specific questions.

Describing the available nanny position

You will need to describe the position that you are offering in detail. Set out below is a suggested list of issues that should be covered:



- Start date
- Hours of work
- Duties and responsibilities, relating to both the children and around the house. In particular if you require something more than nursery duties (e.g. family shopping, laundry etc) this should be mentioned.
- Routines that you would like kept - e.g. swimming lessons, playgroups, daily hygiene, etc.
- Nanny salary / hourly wage
- Holidays - in particular discuss whether you require her to take some of her holiday when you take some of your holiday
- House rules: such as areas off limit to the nanny, boyfriends visiting, use of phone, etc.
- If it is a live in position, describe and show the nanny the accommodation. Also talk about when she can use the kitchen and the other communal areas of the house, and what meals will be provided, if any
- Whether she will be required to prepare the children's meals and whether there are specific dietary requirements
- Any medical issues relating to the children of which the nanny should be aware.



Suggested Nanny Interview Questions

Try to use open-ended questions that will prompt for informative answers, such as questions starting with What? When? Why? How? Where? Or tell me about... This will avoid just getting Yes and No answers.

The following are some questions you may wish to consider asking. This is by no means a definitive list and is not set out in any particular order of priority:

You may choose to first begin with, "Tell me about yourself."
Then move on to the questions below.

Being a nanny

- Why did you choose a nanny career?
- What do you think are the qualities needed to be a good nanny?
- What do you enjoy most about being a nanny?

Education and development activities

- In view of our children's ages, what sort of activities and play would you do with our children?
- How would you plan a typical day?



- What are your favorite activities with children?
- What kind of equipment or materials would you need?
- Have you had experience of potty training and how do you go about potty training children (if applicable)?

Meals

- Would you be able to cook for our children?
- How would you buy and prepare the food?
- If appropriate: Have you prepared a baby's bottle before? Used a sterilizer?
Weaned a baby onto solid food?

Discipline

- Discipline is an area that needs to be discussed up front to avoid any differences of opinion on how the children should be disciplined - as the parent you should be telling the nanny what you find acceptable or unacceptable in terms of disciplining your children. We have advised all of our nannies to never hit, shake or shout at a child.
- The nanny should depend on you for instructions on whether or not to use time-out (age appropriate), taking away toys, or other methods you prefer.



Reading and television

- What sort of books do you think would be appropriate for our children?
- How often would you read books to our children?
- How do you feel about children watching television?

More nanny interview tips

You may want to ask the nanny to describe her previous experience working with children. You may consider asking the following questions:

- Do you have experience working with children?
- What responsibilities did you have?
- How many children did you have in your care?
- Why did you leave?
- What did you enjoy most about the job?
- What did you least enjoy about the job?
- You might also request to have written references from the Nanny from her previous jobs.



If you would like more detailed information about the training program in which the nanny was certified, please contact us at Rooted. We will be happy to provide you with more details about the topics and materials covered in that course.

Questions from the nanny

Encourage the nanny to ask questions about you and the family set up, specific details about the jobs, routines, hours, etc. Do not be surprised if nannies come ready with a list of questions to ask.

Bringing the nanny interview to a close

Once you are both satisfied that the interview is over and that you have covered everything, bring the interview to a close. You will need to let the nanny know exactly what the next steps are.

If you want to offer her the job it is worth making this clear now as she might be attending other interviews and you may lose the opportunity of employing her. If she wants to take the position then you can set the hours together and request for a 1-2 week trial period before you officially hire and finalize the contract together.



However if you are unsure about hiring her or you want to interview other nannies, then tell her that you will think about it and contact her later. If you decide not to hire her, then please kindly let her know. If you have any feedback related to her job performance or character, then please contact us at Rooted Da Nang, so that we can address any issue and help to improve her development as a nanny.

If you wish to employ the nanny, then it is best to make an offer as soon as possible. We can provide a contract template (with both English and Vietnamese) that you and the nanny can agree to and both sign. Alternatively, you may want to see other nannies in which case we can arrange that for you. In particular, we would welcome your views and feedback on the nanny whatever the outcome.