



## Hiring a Nanny on Your Own

Hiring an in-home child care provider is an option that many people choose due to the flexibility it offers. In-home care is available both part-time and full-time. It is useful for people that work alternative work schedules or for those that travel. In some cases, nannies are asked to help out with additional responsibilities other than just caring for a child, such as managing household chores, preparing meals, or taking care of a pet. Agencies are helpful when looking for quality nanny care, but can be quite costly. Searching for a nanny can be time consuming to do on your own, but it is possible.

*Below are some tips to aid you in your search for a nanny, along with questions to ask yourself and your potential candidates.*

### *Defining Your Needs*

- What do you want the caregiver to do?
- What level of experience do you want the individual to have?
- Do you care if the person is a smoker?
- Is driving required?
- Will they have to pass a background check?
- Are there any certifications you would like the caregiver to have?
- Are there any personal aspects of this individual that are important to you such as age, gender, language skills, personality, etc?
- What type of schedule do you expect them to keep?
- How many and what kinds of references do you want?
- What benefits/holidays do you want to offer?
- How do you prefer them to request time off?
- Do you have a review process in place?

### *Finding Someone*

- There are many ways to find a candidate for filling your in-home needs. Some have more safeguards in place than others and it is very important that you do your share of investigative work.

- Advertising in newspapers and websites are common places people use to find in-home care. Some sites may be free while others may charge a nominal fee to post and search for a provider.
- Other options include word of mouth through friends, co-workers, university bulletin boards, schools, libraries, churches, or synagogues.
- Local parent groups are also an excellent way to find recommended nanny care.
- Prior to advertising, decide how you plan to handle compensation, taxes, and any benefits you plan to offer.
- You will want to run some of these issues by your accountant, insurance agent, and attorney to be sure you understand your financial and legal responsibilities.

### *Narrowing Your Search*

- Prepare a list of questions to ask potential caregivers over the phone or via email. This may help narrow down your search and save time before interviewing all of your candidates.
- When possible ask for references ahead of time and check them prior to for your face-to-face interviews.

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### *Interviewing*

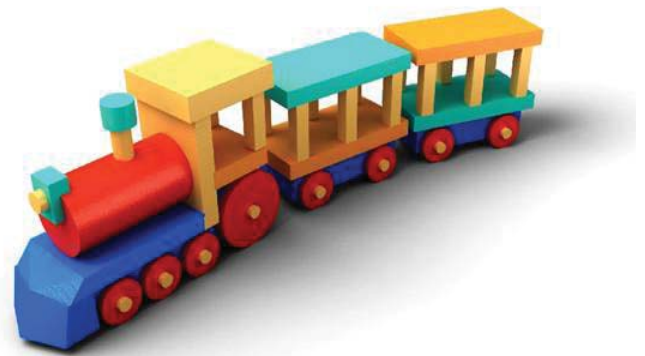
- Consider meeting with your candidate a couple of times before making your decision.
- Some people may prefer to initially meet the person at a neutral location rather than at their home. A second interview can be done in your home to allow you to see how this person interacts with your child.
- Prepare a list of questions to ask your candidate prior to your meeting.
- Ask about both their personal and professional background (in and outside of child care settings).
- Learn more about their future plans such as if they want to return to school or move to another state, as it could have an impact on your situation.
- Ask them if they have ever been terminated from another job or do they have any family obligations that could affect their responsibilities with you.
- Discuss a trial amount of time with a review, allowing both of you to time to assess the situation and discuss any concerns that may have come up.
- Trust your instincts, if you feel uncomfortable for any reason, continue interviewing.

### *References*

- Check all of their references.
- Seriously consider spending money on a background check.
- Many nanny agencies provide this service for a fee even when you are not a client. There are also companies that just do background checks.
- Quality background checks should cost somewhere between \$100 -\$200 depending on what you ask them to do.

Please visit [www.worklife.emory.edu](http://www.worklife.emory.edu) for more information on the following topics:

- Questions to Ask When Choosing A Caregiver
- Questions for Center-Based Care
- Types of Child Care
- Expectant & New Parents
- School-Aged Children
- Teenagers / Adolescents
- Special Needs



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