# Nanny interview checklist

Define the role. Ask for examples. Leave room for questions.

Candidate first name: _____ Date (optional): _____

Use this checklist to compare conversations, not to replace references, consent-based screening, or a written work agreement.

## 01 Define your family's job

- ☐ **Schedule.** What days, hours, work locations, and schedule changes should we explain?
- ☐ **Children.** What ages, routines, school handoffs, and care needs should we describe?
- ☐ **Locations.** Which home, school, and activity trips, parking needs, or transit connections matter?
- ☐ **Duties.** Which child-related tasks are included? What household work is outside the role?

## 02 Care and judgment

- ☐ **Relevant experience.** Which past childcare role is most like ours? What did you learn from it?
- ☐ **Routines.** How would you support meals, naps, play, and transitions for children these ages?
- ☐ **Discipline.** How do you respond to big feelings or sibling conflict? How would you align with our approach?
- ☐ **Emergency.** If a child were injured and we could not be reached, what would you do first?
- ☐ **Illness.** How would you respond to a child becoming unwell, and what would you tell us?

## 03 Working together

- ☐ **Communication.** What belongs in a daily update or an immediate call? How would you handle conflicting parent instructions?
- ☐ **Privacy.** How would you respect confidentiality and our rules for photos, social media, and visitors?
- ☐ **Transportation.** How would you manage school pickup, a missed connection, and safe car-seat use when driving?
- ☐ **Chicago winter.** What would you do if snow, unsafe sidewalks, transit delays, or a school closure changed the plan?
- ☐ **Household tasks.** How would you fit children's meals, laundry, and play-area tidying around attentive care?

**Family priorities / examples to revisit**

# After the conversation

Keep questions job-related and consistent across candidates.

Candidate first name: _____ Date (optional): _____

## 04 Consent-based checks

- ☐ **Consent and scope.** Have we discussed role-relevant checks and obtained the required written consent before screening?
- ☐ **Screening process.** Which checks will a reputable provider conduct? Who can explain any applicable notice or response steps?
- ☐ **Credentials.** Can we verify relevant CPR/first-aid credentials with the issuer, including scope and expiration?
- ☐ **Driving, if required.** How will we confirm driving credentials and role-relevant driving history through the appropriate process?

Keep only job-related notes here. Do not record Social Security numbers or attach sensitive records.

## 05 Employer references

With the candidate's knowledge and permission, ask relevant former employers:

- ☐ **Dates and duties.** When did the candidate work with you? What childcare responsibilities did they have?
- ☐ **Reliability and judgment.** Can you share an example of dependability, a safety decision, or handling a difficult day?
- ☐ **Communication.** How did they respond to feedback or resolve a disagreement with you?
- ☐ **Departure and rehire.** Why did the arrangement end? Would you hire them again, and why?

## 06 Observe a paid trial

- ☐ **Agree first.** Have we agreed on a paid trial, duties, supervision, and the routines and safety information to share?
- ☐ **Care.** What do we notice about warmth, attention, safety, and the children's comfort?
- ☐ **Judgment.** How does the candidate manage transitions, competing needs, or an unexpected change?
- ☐ **Two-way feedback.** How do they communicate and respond to guidance? What questions do they have for us?

## 07 Follow up before deciding

- ☐ **Clarify gaps.** What examples, reference details, or check results still need a respectful follow-up?
- ☐ **Confirm expectations.** Have we discussed a written work agreement and questions for qualified employer, legal, or tax advisors?

**Strengths / open questions / next conversation**

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