

Sample Questions for Telephone Calls to Nannies, Au Pairs and Agencies

Date: _____ Name: _____
Address: _____ Phone: _____

Questions to ask the Au Pair/Nanny Placement Agency (if using):

- ◆ How long has your agency been in business? _____
- ◆ What is your screening process? (e.g. criminal record check, medical screening, references, etc). What documentation do I get from this process? _____
- ◆ How do you recruit your nannies/au pairs? _____
- ◆ Do you provide them with any orientation or training? _____
- ◆ Do you provide them with any ongoing support? _____
- ◆ Do you provide any ongoing monitoring of the arrangement once the nanny/au pair has been placed with the family? _____
- ◆ Do I sign a contract with you or with the nanny/au pair? _____
- ◆ What is your fee? Do you have a refund policy? Do you offer a guarantee? _____

You may also want to also consult the Better Business Bureau regarding the status of the agency.

Telephone screening of applicants:

- ◆ I require care for _____ (number of children) in my home from _____ A.M. to _____ P.M.
- ◆ This is a _____ (live in/live out position). Are you interested in this position? _____
- ◆ Would you be willing to undergo a criminal record check? _____
- ◆ Do you have a current First Aid Certificate? From where? _____
- ◆ What experience and/or training in child care do you have? _____
- ◆ I require transportation for my children during the day (discuss your transportation needs and ask any relevant questions) _____

- ◆ What safety precautions do you use when transporting children? _____
- ◆ Do you smoke? _____
- ◆ Can you provide me with references from at least 2 people who have seen you work with children?
Reference 1: _____
Reference 2: _____
- ◆ What are your salary expectations? _____

Any other questions specific to your child/children e.g. health concerns, allergies, naptimes, etc.
