

Midwest Nannies, Ltd.
Nanny Employment Procedures
(815) 344-5899

Welcome to Midwest Nannies, Ltd.! Here is a list of some tips and expectations which will help in your search for employment as a nanny through our Agency. We would appreciate your cooperation as it will make the search go much more smoothly and increase your success rate.

- When the Agency has a position to offer you, we will call you with all of the important details regarding the job. Please listen carefully to the description.
- If you are interested, take notes about the job. Write down the name and address.
- The family will call you to arrange an interview. Please call the Agency to let us know when you will meet the family. We will follow up with you afterwards.
- Make sure you allow enough driving time. Arrive ON TIME or 5 minutes early. Have the phone number of the Client with you in case something happens on the way.
- Dress appropriately. Good grooming and personal cleanliness is very important to families. Do not overdress or underdress.
- Do not smoke on the way to the interview. Go alone! Do not bring a boyfriend, husband or friend with you.
- Introduce yourself and be friendly. During the interview make sure you show interest and interact with the children. If you do not show interest in the children here, it will be difficult for the family to see you as their nanny.
- If there is an infant, ask to hold the baby. **WASH YOUR HANDS** before you handle the child.
- While discussing your employment history, be sure to emphasize on the positive experiences. NEVER talk in a negative manner about any previous employer or situation. It is all right to discuss things that might not have gone perfectly, but do not get caught up in blaming or “bad mouthing” anyone.
- When the interview is ending, make sure you understand how you are leaving things. For example, will the Client be calling you by the end of the week? Are you suppose to call the Client back to arrange a second interview?
- Make sure you thank them for their time and opportunity.
- Please call the Agency and let us know how the interview went. We need your feedback and want to know if you are interested in this position.

Nanny Signature

Date