



# Reference Checklist

## Questions to ask when checking a nanny's references



### Professional Reference

|   | NOTES |
|---|-------|
| <input type="radio"/> When did the nanny start working for you?   | _____ |
| <input type="radio"/> When did the nanny finish working for you?<br>Why did they leave?                 | _____ |
| <input type="radio"/> How did you find the nanny?   | _____ |
| <input type="radio"/> What were the ages of the children when they started working for your family?     | _____ |
| <input type="radio"/> What are their strengths?   | _____ |
| <input type="radio"/> How are their communication skills?<br>(Both with parents and with your children) | _____ |
| <input type="radio"/> What are they like as a person? Are they warm, strict or energetic?               | _____ |
| <input type="radio"/> Did they get along well with all members of your family?                          | _____ |

## Professional Reference (cont.)

### NOTES

- Did you feel like they were enthusiastic and happy about doing this job?
- What daily activities would they do with the children?
- Do they work better independently or with specific directions? How well did they follow directions?
- What advice can you give me on managing them?
- Can you share a fond memory of a time when they were providing care for your child?
- If you were to rate their overall performance as a childcare provider, would you consider it excellent, average or poor? Why?
- Other than providing care, what did their duties entail? Were they open to other responsibilities?
- Was the nanny reliable and dependable? Can you give me an example of when they were? Can you give me an example of when they were not?
- How comfortable did you feel about their ability to handle an emergency? Did they ever have to react quickly to a medical problem or other issue?

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## Professional Reference (cont.)

### NOTES

- What was your favorite thing about working with the nanny?
- Do you recommend that I hire this person to be a nanny for my children? Would you hire them again?
- Is there anything else we should know?

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## Character Reference

### NOTES

- Are you related to the candidate?
- How long have you known the candidate?
- What are their weaknesses?
- What are their strengths?
- How do they relate to others?
- How do they react to stressful situations?
- How would you describe their personality?
- What makes them a good nanny?
- Would you trust them with your own children?
- Would you hire them?

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## What to Avoid

Much like with interviews, there are questions you cannot legally ask a reference about the candidate.

### DO NOT ASK ABOUT

- ✓ Age
- ✓ Race/ethnic background
- ✓ Sex
- ✓ Sexual orientation
- ✓ Religion
- ✓ Disabilities
- ✓ Marital status
- ✓ Plans on becoming pregnant or a parent
- ✓ Salary history  
(this isn't illegal in all states, but it's best to avoid it just in case)

### Summary Notes

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