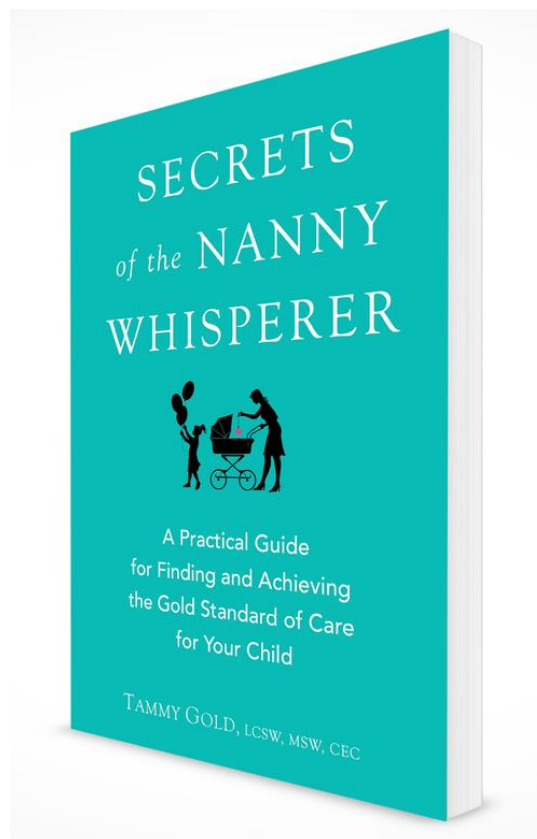


Family Needs Assessment



Appendix: Family Needs Assessment

PART 1: PHYSICAL JOB DESCRIPTION

1. Days for this position:
2. Hours for each day:
3. Preferred start date:
4. Where do you need your nanny to live? (Circle one)

Live-Out Live-In Combination
5. If this is a Live-Out position:
 - How far away can the nanny live?
 - Will you provide any transportation to and from your home or will the nanny be responsible for getting there?
 - Is there public transportation close to your home?
 - Will you provide a monthly pass or anything else to cover the cost of her transportation
 - Would you provide a cab or car service home for the nanny if she has to work late at night (instead of requiring her to use public transportation)? If so, after what time at night would you provide this?
 - Will there be any times when you need your nanny to live in (for example, during vacations or while you are traveling for work)?
6. If this is a Live-In position:
 - What accommodations will be provided for the nanny?

- How will meals work? (for example, will she eat with the family even when she is not working? Will she be allowed to use the kitchen to prepare her meals?)
- Will the nanny be required to assist with the children during the night or on the weekend? If so, how will she be compensated for that time?

7. Do you need your nanny to drive?

Yes No

8. If your nanny will be driving...

- Will she have use of a vehicle, or will she need to provide her own car?
- Will she be covered by your car insurance, or will she need to provide her own?
- If she is using her own car, will you provide money for gas, or reimbursement based on mileage?

9. Does your nanny need to know how to swim?

Yes No

- If you find a great nanny but she doesn't swim, would you be willing to pay for swimming lessons?

Yes No

10. Would you like your nanny to speak a second language and if so, what?

Yes No Language:

- How would you like her to use the language in your home?

11. Will your nanny need to be able to travel?

Yes No

12. If you said Yes to travel...

- How often will the trips take place?

- How long will the trips last?
- During travel, what will the nanny's weekday and weekend pay rates be?

13. Are there any other benefits or perks you will provide?

PART 2: JOB DUTIES AND RESPONSIBILITIES

1. What type of nanny are you looking for? (Circle one.)

Parental Unit Nanny

Partner Nanny

Executor Nanny

2. What will be your nanny's CHILD-RELATED duties and responsibilities? (Check all that apply and list any additional ones.)

Wake children

Prepare bottles

Bottle feedings

Dress children

Wash baby bottles

Tidy playroom

Plan meals

Sterilize baby bottles

Children's' laundry

Prepare meals

Wash/sterilize pacifiers

Fold/put away clothes

Serve meals

Wash/sterilize toys

Organize closets

Clean up kitchen after meals

Diaper changes

Pick up toys

Pack school lunches

Restock diapers & wipes

Bath

School drop-off

Restock diaper bag

Tidy bathroom after bath

School pick-up

Empty diaper pail

Tidy bedroom

Unpack back-packs

Tummy Time

Bed time

Homework

Read

Child-related errands

Tutoring

Play

Doctor's visits

Plan activities/playdates

Listen to music

Work with teachers

Take to activities/playdates Outside play Work with therapists
 Organize sports equipment Buy gifts for birthday parties Create a schedule
 Maintain specified schedule Manage calendar Daily communication log
 Additional: _____

3. If you have a child with special needs, are there any additional duties and responsibilities that the nanny will have regarding this child?
4. Are there any health care duties that must be performed for any of the children on a regular schedule?
5. What additional HOUSEHOLD duties do you wish the nanny to perform? (Check all that apply and list any additional ones)

Family Laundry	Family dishes	Make all beds
Fold & put away clothes	Tidy main living areas	Change sheets
Windows	Bathrooms	Vacuuming
Mopping	Sweeping	Empty wastebaskets
Dust	Maintain grocery list	Grocery shopping
Bring in mail	Bring in newspaper	Recycling
Take out trash	Dry cleaning	Errands
Clean out refrigerator	Organize pantry	Organize entry areas
Organize all closets	Organize mail	

Be at home to meet and manage housekeeper, plumber, electrician etc.

If Live-In, clean and maintain own living area

Additional: _____

6. If the nanny is required to cook, what will her specific cooking duties be?
7. Do you observe any religious dietary laws or have any dietary restrictions /preferences that the nanny must follow while in your home?
8. If driving is involved in the job, what are the driving duties required?
9. If there are pets in your home, will the nanny be required to care for them? If so, what duties are required?
 - Will the nanny be required to look after the house or pets if you go away for a period of time?
10. Describe a “Day in the Life” of your nanny, from the moment she starts in the morning until the end of the day.
11. Describe a “worst day” scenario in your home.
12. Based on all of your previous answers, are there any specific skills that a nanny must have to effectively fulfill her duties and support each child?

PART 3: EMOTIONAL JOB DESCRIPTION

A. Parent Assessment (Answer the following questions for each parent)

1. How would you describe your parenting style?
2. How do you typically interact and communicate with your children?
3. Are you looking for someone to (check one and answer the questions that follow):
Replicate your style completely
 - What in particular do you need her to replicate?

Partner 50-50 in terms of style (i.e. follow your lead but make her own contributions where appropriate)

- In what ways do you want her to be like you?
- In what areas can she take the lead?
- Is there anything specific that you would prefer she do differently?

Bring her own style and approach

- What type of style and approach would you like her to have?
4. Are there any specific positions on childrearing that you would like your nanny to have—or not have?
 5. Have you ever employed a child care provider before?
Yes No
 - If Yes, what worked well?
 - What did not work well?
 6. Are there any practices or behaviors that are deal-breakers for you? What are the things that you feel strongly that your Nanny NOT do?
 7. Do you mind if your nanny has young children of her own?
 8. Based on all of your previous answers in Section A, list the personal qualities and characteristics that you are most looking for in a nanny:

B. Child Assessment (Answer the following questions for each child)

9. Using the chart on page XX, what are your child's current developmental needs?
 - What specific skills and personality traits will a nanny need to have in order to meet these needs?

- How will these needs change in a year from now? In two years?

10. Describe the caregiver personality is best suited to your child:

11. If your child is older, how does he/she feel about hiring a new nanny?

- How do you think this may affect your nanny search and your ability to find and hire the right candidate?
- Are there any steps that you can take to minimize how these feelings influence your search?

C. Your Ideal Nanny

12. What does the “ideal candidate” look like for your family?

Age:

Experience:

Education:

Cultural background:

Language skills:

Personality:

Communication style:

Appearance:

Religion:

13. What are the best aspects of your job and working for your family?

14. What do you think will be the most difficult aspects of your job and working for your family?

15. What may be difficult for a new nanny coming into your home, and what skills might help the nanny with this transition?

PART 4: SUMMING UP

1. Based on all the information you've gathered above, list the **MUST HAVES** for your job. These are the nanny skills, traits, and abilities that you can't live without. I recommend breaking them down into "Physical Musts" (Parts 1 and 2) and "Emotional Musts" (Part 3).
2. Now list the **PLUSES**—skills and abilities that would be nice to have, but are not essential.
3. And finally, list your **DEAL-BREAKERS**. These are the traits, habits, or aspects of someone's personal history that you cannot accommodate, no matter what. They should immediately disqualify any candidate who possesses them, or who is revealed to possess them during the search process.

