

Interviewing and Reference Checks: Tips for Families

Hiring a nanny or regular babysitter to care for your children in your own home is an important decision. The person you hire will play a central role in your family's daily life and the development of your children. Finding the right nanny/babysitter requires investing significant time and effort into the hiring process, including conducting in-depth interviews and checking references.

This guide provides families with tips and strategies for interviewing nanny candidates and conducting thorough reference checks. The interview process allows you to assess the qualifications, experience, and fit of potential caregivers. Checking a candidate's references helps verify details from the interview and gain insight into how they will actually perform on the job. In this article, you'll find a lot of helpful information on interviewing, screening, and establishing a positive working relationship with your nanny or babysitter.

A Note on Using an Agency to Find a Nanny or Babysitter

If you decide to use an agency to find your nanny or babysitter, instead of conducting the search and screening on your own, interview the agency to clearly understand their cost structure and how they interview and check references for the nannies/babysitters they place with families. What questions do they ask? Do they conduct in-person or virtual or phone interviews with the caregivers? How many references are checked and what types of questions do they ask references? Do they require their caregivers to prove they are certified in CPR or First Aid? Are their caregivers required to have a certain amount of experience working with young children? Do the caregivers have to prove their vaccination status and if they are free of tuberculosis? Does the agency comply with California State law that upon placing a nanny/babysitter with a family, the nanny/babysitter must have submitted their fingerprints and an application to the state-run TrustLine background check or the caregiver must have already cleared the background check and be registered. To confirm that an individual is an applicant to or registered on TrustLine, you can call 1-800-822-8490 for free. Provide the individual's name and driver's license or CA I.D. number and obtain their status on [TrustLine](#).

Interviewing

The interview process is a crucial step in hiring your new nanny. During an interview, you want to find out more about the candidate's personality, experience, work ethic, skills and techniques, and any other qualities that are important for your new nanny to have. This is a chance for you to get to know a potential employee and learn more about them than is covered on a resume or more than you already know about them if hiring a friend, family member or acquaintance.

Tips for Interviewing:

- 1. Know your candidate.** You will want to read through the candidate's resume and anything else they submitted when they applied. Look over their information shortly before the interview time so the information is fresh in your mind.
- 2. Prepare questions.** Don't go into an interview planning to "wing it", come prepared with questions to ask. If you are interviewing multiple people, you may want to have a standard set of questions that you ask each candidate to compare them more easily. You may also want to print these questions out and write down key points from the answers given.
- 3. Approach the interview like a conversation.** Prepare your set of interview questions but know that it is okay to follow up with questions that go off of your list if you want to learn more about their answer or dig deeper into something that they said. It is okay to ask clarifying questions if you need to. Keeping the tone conversational will help both you and the candidate feel more comfortable.
- 4. Give them your full attention.** You should be on time for the interview and have enough time to ask all of your questions and answer any that they might have.
 - If you are meeting through Zoom or another online platform, make sure you are in a location where you will not be distracted. Silence computer and phone notifications.
 - If you are meeting in person, find a place that will not be too loud or distracting for either of you. If you plan to provide the candidate with a brief tour of your home/the space where they will be working, build in this time to the interview so that you don't cut your questions short. This is also an opportunity, if you feel it's appropriate, for the candidate to meet your child(ren) and interact with them.
- 5. Begin by explaining the job.** Share with them what you are looking for in a nanny and a few things about why working with your family is so great. You may also want to share any benefits that you plan to offer. Remember, they should leave the interview wanting to work for you!
- 6. Share your family's needs.** Give them a good idea of who they would be working for and with. Share who you are and why you are hiring a nanny. Also, share the number of children who will be in their care as well as their ages. If any of your children have specific medical or behavioral needs, you should be upfront and open about that – remember, you want to hire someone who will fit well with your family and provide the type of child care that you need.
- 7. Give the interviewee time to think.** After asking your question, give it a few seconds before you say anything else. One strategy is to count to seven before

you ask them if they want you to repeat the question. Often, the candidate is thinking about how to best respond so you don't want to cut them off while they are thinking.

8. **Allow time for questions from the interviewee.** A very common last question that you can ask is, "Do you have any questions for me?" This allows the candidate to learn more about you, your family, and the job that they have applied for.
9. **End by thanking them and sharing the next steps.** Once all questions have been asked or time is up, you should thank them for their time and for answering all of your questions. Close the interview, giving the candidate clear next steps, but don't make any promises, even if you feel great about the interview. If the candidate is a potential caregiver for you, this is a time you may request that they provide you with at least 3 references. Let them know when they should expect to hear from you. It is nice to walk the candidate out if you are meeting in person, and once again thank them for their time.

Sample Interview Questions

When thinking about what to ask in an interview, ask yourself what skills, traits, or qualities are most important to you in this role, and what type of personality would work well with your family. In general, you want to ask questions that will help you get to know them better and learn what sets them apart from other candidates you are interviewing. Generally, there are two types of questions that you'll ask in an interview:

Behavioral questions are interview questions designed to give the interviewer powerful insight into the candidate's values and mindset, by asking them to describe scenarios that demonstrate their attitudes towards work and how they typically react to various situations and challenges. Answers to behavioral questions usually require more than a simple "yes" or "no" and are also harder to make up or lie about.

Competency-based questions are those that will help you learn about the candidate's experience and job-related skills. Answers to these questions can help you understand how much the candidate knows about child development, for example, or if they know what to do in certain situations that might come up.

Both types of questions are useful, but behavioral questions require the interviewee to draw on their experience in a way that goes beyond their resume and provides examples of past behavior. By asking a candidate to describe an example from their previous experiences, they share insights into how they solve problems, communicate their thinking, and their perspective on those experiences.

Below is a list of potential questions. You'll notice that we skip some basic questions, like, "How long have you been working with children?" You should be able to learn that by reviewing the candidate's application materials. Under each example question, you will

also see some suggestions of things to listen for when engaging in an interview conversation with a potential employee.

Can you tell me about what moment led you to want to do this work? OR
What about your previous experience are you most proud of?

[Qualities to listen for: authenticity, passion, and/or expressed delight for children and child care, engagement in their work and field.]

Tell me what drew you to this opportunity and what you are hoping to get out of this job.

[Qualities to listen for: Interest in growing and learning, compatibility, flexibility, interest in working with a single family and overall fit with your family, reasons for leaving your current job.]

Describe a time when you had to handle an undesirable behavior from a child. How did you approach the situation?

[Qualities to listen for: Honesty, problem-solving skills, flexibility, empathy, appropriate expectations of children and other adults, learning from mistakes, and/or growing from hard tasks.]

Tell me about a situation where you had to communicate sensitive information to parents about a child's behavior or progress. How did you approach it?

[Qualities to listen for: Professionalism, willingness to compromise, ability to communicate, perspective-taking, problem-solving skills, teamwork, and compatibility.]

Depending on the age(s) of your children, ask: Thinking about a child who refuses to nap or for an older child, struggles with screen time limits – How would you approach that situation?

[Qualities to listen for: Awareness of the challenges and benefits of technology and screen time on children's development, ability to communicate, perspective-taking, problem-solving skills, and understanding of parents' and families' unique needs.]

Give an example of how you handled or how you would handle a situation where a child disagreed with your instructions or rules. How did you handle their resistance?

[Qualities to listen for: Problem-solving skills, ability to work under stress, appropriate expectations of children's behavior, and appropriate approach to resolving conflict with children.]

Share an experience where you needed to adapt your caregiving approach to accommodate a child's unique needs or preferences.

[Qualities to listen for: Problem-solving skills, ability to work under stress, adjusting to fit the situation or adjusting to meet the needs of the child.]

Describe a situation when you had to handle an emergency or medical incident while caring for children. What steps did you take?

[Qualities to listen for: Problem-solving skills, ability to work under stress, appropriate behavior with children.]

Tell me about an experience when you provided emotional support to a child who was going through a difficult time. How did you approach it?

[Qualities to listen for: Problem-solving skills, ability to work under stress, appropriate behavior with children.]

Tell me about a time when you had to manage a conflict between siblings or children in your care. How did you handle it?

[Qualities to listen for: Problem-solving skills, ability to work under stress, adaptability, and ability to handle frustration.]

Follow-Up Questions

If the answer that the candidate gives you does not seem to answer the question or seems to lack important details, you can certainly ask a follow-up question to learn more. Some examples of follow-up questions include:

- Please explain more about your thought process in that example.
- Thank you for sharing that story. Please tell me more about how that turned out.
- That sounds very interesting. Please elaborate on what you learned from that experience.

Duty Specific Questions

Here are some potential questions you can ask that relate to different aspects of a nanny's job. Look through to see which questions correspond to the duties you plan to include in your nanny agreement.

Questions When you Have Siblings Being Cared for Together The goal is to understand if they have real experience managing the dynamics of caring for multiple children successfully. Listen for specific examples and techniques.

What are some challenges you've faced trying to care for multiple kids with competing needs? How did you address it?

Describe a time when siblings you cared for had a major disagreement. How did you respond in that situation?

Walk me through a typical day caring for multiple children - how do you structure activities, transitions, meals, etc.?

How do you set consistent boundaries and routines for children of different ages or personalities?

Questions Regarding Housekeeping Duties. The goal is to get a sense of the candidate's specific housekeeping experience, communication style, and capability to effectively manage both childcare duties and household needs.

What housekeeping duties have you typically handled in previous nanny roles? Which did you enjoy? Which did you never want to do again?

Describe a time when you had to balance housekeeping tasks with child care responsibilities. How did you manage your time effectively?

How do you incorporate teaching children to clean up after themselves into the daily routine?

Tell me about a time you noticed a safety hazard in the home. How did you handle it?

What household tasks do you feel less comfortable taking on? How would you address that?

Questions Regarding Developmental/Educational Activities. Listen for creative, engaging activity ideas that show thought about different learning styles and developmental stages. Make sure they provide specific, realistic examples.

Can you provide an example of a creative activity or project you organized to engage children and promote learning or what would you plan for my children in this area?

Describe a time when you observed a child showing interest in a specific subject. How did you nurture their curiosity and help them learn more?

What have you done in the past to introduce children to basic math and numeracy concepts in a fun and engaging way?

Tell me about your experience in introducing children to basic science concepts. How do you encourage curiosity and exploration?

How do you encourage fine motor skill development in young children? Can you share a successful activity you've implemented?

How do you address behaviors like sharing and conflict resolution?

How do you address the unique developmental needs of children with varying ages when planning activities or routines? Can you give an example?

Questions Regarding Working with Children with Special Needs. Listen for specific examples of their hands-on experience. Ideal candidates will demonstrate patience, compassion, and creative problem-solving.

What experience do you have working with children who have learning disabilities, autism, ADHD, sensory issues, or other special needs?

Tell me about a time you adjusted activities or communications strategies to meet the needs of a child with special needs.

How do you structure routines, transitions, and environments to best support children with special needs?

What resources or training have you sought out to improve your skills in caring for kids with special needs?

Describe a time you collaborated with therapists or parents on care plans for a child with special needs.

What adaptive strategies have you learned to help engage children with special needs in play, learning, and social interactions?

Questions For Unrelated Work Experience. Your candidate may be applying for their first nanny position. You don't necessarily want to rule them out altogether as they may still be a very good fit for your family. In this case, you want to look for transferable skills they may have from other types of work. The goal is to identify competencies like multitasking, customer service, and conflict resolution that could apply well to nannying. Listen for positive examples demonstrating maturity, professionalism, and working well under pressure.

What duties did you handle at the coffee shop/restaurant [or insert another workplace or volunteer experience] that could carry over into a nanny role?

Tell me about a time you had to juggle several tasks at once while working. How did you stay organized?

Describe a time you had to help resolve a difficult customer complaint or a disagreement among co-workers. What was your approach?

Working in food service [or insert another workplace or volunteer experience] requires a lot of patience and care, especially with cranky customers. How would you apply that experience to working patiently with children?

Give an example of when you had to problem-solve on the fly when something went wrong. How can that translate to child care situations?

What safety practices from a restaurant kitchen [or insert another workplace or volunteer experience] translate to keeping kids safe and healthy?

What organizational skills did you use to keep the bookstore [or insert another workplace or volunteer experience] running smoothly? How would those skills help you manage a household?

Questions to Stay Away From

When conducting interviews, you should also be aware that there are types of questions that you can't ask of the applicant because they are illegal. Even though hiring someone to work inside your home might feel like a unique kind of hire, **you must avoid questions around the following areas:**

- **Age** – Questions like “How old are you?” “When did you graduate?” “How long before you plan to retire?” are all illegal to ask in an interview.
- **Religion** – Questions like “What religion do you practice?” “Where do you go to church?” should not be asked. It's important to note that the one exception is if there is a *bona fide occupational qualification*. This means that having a specific job-related rationale that is clearly a necessity for success in the position. Religious-based child care programs are a common example of this exception. Justifying a bona fide occupational qualification can be complicated, so you may want to seek legal counsel ahead of pursuing these questions.
- **Family status** – Questions like “What does your husband do for a living?” “Do you have children?” “Are you married?” “Do you plan to have children?” and “Are you pregnant?” are not okay to ask.
- **Race, ethnicity, or national origin** – Questions like “What country are you from?” “Where were you born?” “What neighborhood do you live in?” and “Are you a U.S. Citizen?” are illegal to ask.
- **Disability** – Questions like “What is your weight?” or “Have you had a major illness in the last year?” are not okay to ask either.

You may be thinking that some of these topics, such as age and health screenings, are important to review based on the minimum qualifications of being a child care provider. If you are concerned about an applicant's ability to meet the physical requirements of the position, seek legal counsel.

If you want to learn more about prohibited employment policies and practices, visit the U.S. Equal Employment Opportunity Commission on its [website](#) or the California Equal Employment Rights and Resolution (EER&R) Office on its [website](#).

To help you navigate interview questions and put together a list for your candidates, the table below outlines acceptable and unacceptable ways to ask about topics that may come up.

Acceptable & Unacceptable Inquiries for Interviews and Employment Applications

Topic	Acceptable	Unacceptable	If Unacceptable, what is the Reason?
Age	<u>If age is a legal requirement for employment, one can ask:</u> <i>"If hired, can you furnish proof of age?" or a statement that the hire is subject to age verification.</i>	What is your date of birth?	Could be viewed as age discrimination.
Attendance/reliability	Which hours and days can you work?	How many children do you have?	Could be viewed as discriminatory toward females or family status.
Attendance/reliability	Do you have responsibilities other than working for our family that will interfere with specific job requirements such as traveling?	What are your child care arrangements? <i>You can state that a nanny may or may not bring their own children to work.</i>	Could be viewed as discriminatory toward females or family status.
Attendance/reliability	Do you have a reliable method of getting to work?	Do you own a car?	Could be considered racial or family status discrimination. <i>If driving is part of the position, you can ask about a valid driver's license during an interview.</i>
Citizenship/national origin	Have you ever worked under a different name?	What is your maiden name? What are the names of your relatives?	Could be considered national origin discrimination.
Immigration status	Are you currently eligible to work in the United States of America? <i>You can say: "If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment."</i>	Are you an immigrant?	Not only are these irrelevant but they could be considered national origin discrimination.
Religion	None. *For religious-based bona fide occupational qualification programs: - What, if any, faith tradition do you practice? - How does your faith impact your work?	What house of worship do you attend?	Could be viewed as religious discrimination.

After the Interview

After the interview is finished, be sure to take a few minutes to complete or clarify any notes you have taken. This is especially important if you are conducting multiple interviews because it will become difficult to remember who said what. You might choose to organize your thoughts based on your most desired skills, characteristics, and qualities. Candidates who are not a good fit for a nanny job should be told as soon as possible in a respectful manner that demonstrates effective and caring communication.

When you decide to move forward with a job candidate, you will want to reach out for references to complete reference checks.

Reference Checks

Checking your nanny's references is an essential step in the hiring process, as it provides valuable insights into their qualifications, work ethic, and suitability for the role. The main goal of a reference check is to learn more about the candidate and to hear from people who have known or worked with the candidate. This process can help you better understand the person you want to hire and assist you in verifying what you have come to know about the person. Ultimately, this helps figure out who the right person will be to bring value into your home with their skills and capabilities.

Reference checks also serve a legal purpose. If you fail to check references, even for someone you know well, your legal liabilities can be greatly increased since courts perceive that you didn't fully vet a candidate.

- It is possible to hold an employer responsible for the actions of an employee under California Law through the theory of vicarious liability. Someone harmed through the conduct of another person might be able to sue that person's employer for compensation for having negligently hired, supervised, or retained the worker.
- In the context of hiring privately employed nannies, families have a duty to thoroughly vet candidates, conduct adequate background checks, and monitor their activities to protect those in their care. If a nanny with a history of negligence, violence, or offenses against children is hired without proper due diligence, and the nanny then commits harm, the family could potentially face civil liability under negligent hiring laws.

Please keep in mind that reference checks are **different than background checks** which are covered later in this guide.

Reference Checks Can:

- Verify the information the potential candidate has provided,
- Offer additional information on a candidate's skills, performance, knowledge,
- Learn work history from a source other than the candidate, and

- Help the parent/guardian (employer) assess the candidate's potential for success in the position.

How Can I Set up Reference Checks?

After an interview, you will want to get the candidate's permission to conduct the reference check and ask them for a minimum of 3 references with contact information. This can be done by email as a follow-up after the interview process is complete, once you have determined that you want to keep the process going with this candidate. You will want to determine if you want only professional references or if other categories (friend, teacher, relative, or coach) will be acceptable to you.

Example Reference List Request to Candidate

Dear Renee,

It was great speaking with you yesterday about the nanny position in our household. At your earliest convenience, please send a list of three references and their contact information; please include both email and phone number, and how they know you.

References may include past supervisors and others who have worked directly with you in your current or previous roles.

Thank you,
[Your name]

Ways to Complete Reference Checks:

Once you receive contact information for each reference, there are several ways that you can attempt to speak with the individuals. Many people like to send an introduction email offering to speak over the telephone or send questions in writing. Remember, the reference is doing both you and the candidate a courtesy, so be respectful of their time.

- **Telephone.** Talking over the phone with a candidate's reference can give you lots of insight into the person you are considering. Taking the time to conduct a phone reference can provide you with detailed, comprehensive information and is a more intensive screening for candidates. Call the reference, identify yourself by name, and tell them the purpose of your call. Check to see if this is the best time for the reference to spend a few minutes talking with you about the candidate. If not, then make an appointment for a time that works better for you both.

- **Email.** Write an email introducing yourself to the candidate’s reference. Share the questions you have about the candidate and state the date when you need their response. An email allows the candidate’s reference to complete their response at a time that is convenient for them.

Sample Outreach Email

Dear [past employer's name],

My name is _____ and I am searching for a caregiver for my child(ren). I am conducting reference checks for [candidate's name], as they are currently interviewing for a nanny position in my home. [Candidate name] listed you as a reference and mentioned that you could provide valuable insights into their experience working with your children. Specifically, I want to ask about the skills and experience that [candidate's name] displayed while working for you.

Please let me know if you would be available for a phone call or if you would prefer that I send questions over in an email. [offer some times you are available]

Thank you and I appreciate in advance your time to complete this reference check.

Sincerely,
[Your name]

Some Sample Questions You Could Ask During a Reference Check:

- How long have you known the candidate?
- In what capacity do you know the candidate?
- What were some of the candidate’s responsibilities? (Assuming the reference is a someone they worked for or with in the past.)
- Please describe the candidate's overall job performance.
- What are some of the candidate’s strengths?
- Where are some of the candidate’s areas for growth?
- In your experience, how does the candidate respond to feedback?
- Tell me about the candidate’s reliability.
- Tell me about the candidate’s ability to work with/interact with children and adults.
- Tell the reference a little bit about the position and then ask the reference how they see the candidate performing in this role.
- Given the opportunity would you hire the candidate again?
- Is there anything else I should know about the candidate?

You may have other things that you will want to know or some of these questions may not be as relevant to your position. Spend some time thinking about what's most important for you to know about this candidate. For example, do you want to confirm any training this person reports to have?

Tips for Conducting Reference Checks:

- Be clear in your purpose of calling or reaching out to the reference.
- Briefly describe what will be asked.
- Plan the questions carefully and ask them in an open-ended way.
- Take detailed notes.
- Thank the reference for their voluntary time.

Conducting a Background Check

In addition to conducting professional reference checks, you should also conduct a more thorough background on your potential nanny. A background check involves obtaining relevant information about their criminal history, driving record, and other pertinent records. Keep in mind that background checks must be conducted in compliance with state and federal laws, including privacy and anti-discrimination regulations. Here are some things to think about as you consider conducting a background check on a nanny:

Obtain Consent:

Before initiating a background check, you must obtain written consent from the nanny. Provide them with a disclosure form that explains the nature and scope of the background check and their rights under the law. **If California's TrustLine check for criminal and child abuse is the only check you are requiring, this background check requires the participation of the nanny (submitting fingerprints and an application form) so that a consent form is not necessary.** If you are conducting any other background check, it is important to get consent from the nanny/babysitter.

- A consent form for conducting a background check on a nanny is an important document that outlines the purpose and scope of the background check, as well as the nanny's agreement to undergo the check. (Example on the next page.)

TrustLine: In California, parents and families can utilize the [TrustLine](#) Registry background check. TrustLine was created by the California Legislature to give parents an important tool to use when selecting a caregiver for their children. It is the only authorized screening program of in-home and license-exempt caregivers in the state with access to fingerprint records at the California Department of Justice (DOJ) and the FBI and access to California's Child Abuse Central Index.

TrustLine is a powerful resource if you want to hire a nanny or license-exempt child care provider. However, it is still your responsibility to make certain that a caregiver is cleared by TrustLine. Once you have hired a caregiver, you also should call TrustLine from time to time to see that the provider is still in good standing. It is required by law that nannies and babysitters placed through an employment (nanny) agency must have cleared the background check and be registered on the TrustLine Registry or be current applicants to TrustLine. Call 1-800-822-8490 with the individual's name and driver's license or I.D. number to confirm the individual's status on TrustLine.

If your caregiver will be driving your child(ren) places, you can get more information about driving records in California at this DMV page:

<https://www.dmv.ca.gov/portal/customer-service/request-vehicle-or-driver-records/online-driver-record-request/>.

- **While the TrustLine Background check is recommended for Californian's**, if you choose to use a different service, choose a background service that's accredited through the [Professional Background Screening Association \(PBSA\)](#) or one who follows similar standards.
 - Professional background screeners are regulated by both the Federal Trade Commission and the Consumer Financial Protection Bureau at the federal level as well as subject to state attorney general enforcement actions. Screeners must comply with the [Fair Credit Reporting Act](#) as well as state privacy and consumer protection laws.
- Use the information obtained from the background check solely for the purpose of evaluating the nanny's suitability for the role. Do not misuse or share the information without proper authorization.

Once you receive the results of the background check, review the information carefully. If any concerns or discrepancies arise, discuss them with the nanny and allow them to explain.

It's important to note that while background checks can provide valuable information, they are just one aspect of the hiring process. Combine the information from background checks with thorough interviews, reference checks, and in-person interactions to make an informed decision about hiring a nanny for your family. If you have any concerns about conducting background checks related to hiring your nanny/babysitter, consider consulting legal professionals to ensure that you're conducting background checks in compliance with all relevant laws and regulations.

Example Consent for Nanny Background Check

I, [Nanny's Full Name], hereby provide my consent for [Your Name] ("Employer") to conduct a background check for the purpose of evaluating my suitability for the nanny position with [Your Family's Name].

I understand and agree to the following:

1. The background check may include, but is not limited to, criminal history, driving record, child abuse registry, and sex offender registry checks.
2. The background check will be conducted by a third-party background check service chosen by the Employer.
3. The information obtained from the background check will be used solely for the purpose of evaluating my qualifications for the nanny position.
4. I have the right to request a copy of the background check report, as well as to dispute and correct any inaccurate information.
5. My consent is voluntary, and I am not required to provide this consent as a condition of employment. However, my refusal to provide consent may affect my eligibility for the nanny position.
6. I release the Employer, their agents, and the background check service from any liability arising from the background check process, provided they act in compliance with applicable laws and regulations.

I acknowledge that I have read and understand the terms of this consent form. I have had the opportunity to ask questions and seek clarification, and I willingly provide my consent for the background check to be conducted.

Signature: _____ Date: _____
(Nanny's Signature)

Printed Name: _____ Phone: _____
(Nanny's Full Name)

Address: _____ Email: _____
(Nanny's Address)

Witness: _____ Date: _____
(Signature of Witness, if applicable)

Final Thoughts

Finding the ideal caregiver to care for your children requires an investment of time and diligence in the hiring process. Take it step-by-step and trust your instincts. Thoroughly screen candidates, conduct insightful interviews, observe the caregiver with our child(ren), to determine qualifications and fit, and check references to verify the information you've gathered. You are looking for someone you can trust completely with the safety and development of your little ones - Don't compromise or rush the process! With focus and patience, you can find the nanny/babysitter that best meets your child(ren)'s and your needs to welcome into your family's lives.

This informative resource was created for the California Child Care Resource & Referral Network by Civitas Strategies.

About the California Child Care Resource & Referral Network

The [California Child Care Resource & Referral Network](#) (Network) is a membership organization of the state-funded child care resource and referral programs in California. It addresses the needs of parents and child-care providers throughout California. The Network works with the child care resource and referral agencies in all counties in California to inform families about quality child care, to assist child care providers to serve their communities, and to encourage positive policy changes on the local, state, and federal levels. The [TrustLine Registry](#) is one of the programs administered by the Network in partnership and under contract with the California Department of Social Services (CDSS).

Disclaimer: The Network hired Civitas Strategies Early Start to create documents and videos that will provide parents/guardians with information they can use as a guide when hiring caregivers in their home. We do not guarantee the accuracy, completeness, adequacy or currency of this information. If you are hiring a nanny, babysitter or other person to work in your home, please use the content provided for general information, and contact an accountant, attorney and/or other professionals to assess and provide you with guidance specific to your hiring/employee/contractor situation. Wishing you the best in your journey to provide safe, reliable and nurturing child care for your children.

About Civitas Strategies

Civitas Strategies is a national management consultancy that has helped mission-driven organizations increase their impact for over 13 years. Founded in 2009 with a vision that no child grow up in poverty, Civitas Strategies' work has impacted over one million children and families collectively served by its clients. The firm's mission is to provide high-value support to help organizations become more efficient, effective, and sustainable. Today, Civitas Strategies specializes in providing training and technical assistance for the child care industry and has conducted more direct coaching and technical assistance for providers than any other organization in the US. To learn more about Civitas Strategies' services and work, visit www.civstrat.com.

The content included in this guide has been adapted from *Lean Recruitment: Finding Better Talent Faster* (2017), by Gary Romano and Alison LaRocca.

Disclaimer: The information contained here has been prepared by Civitas Strategies and is not intended to constitute legal, tax, or financial advice. The Civitas Strategies team has used reasonable efforts in collecting, preparing, and providing this information, but does not guarantee its accuracy, completeness, adequacy, or currency. The publication and distribution of this information are not intended to create, and receipt does not constitute, an attorney-client or any other advisory relationship. Reproduction of this information is expressly prohibited. Only noncommercial uses of this work are permitted.

Copyright © 2023 Civitas Strategies, LLC