

# Interviewing for your Dream Nanny Job!

## BE PREPARED!

### If interviewing in Person :

- Take a folder with copies of your photo ID (e.g., Drivers License), your Police Check, References and a brief CV.
- Dress appropriately for the interview, in smart casual clothing.
- Allow plenty of time to get to the interview - particularly if relying on public transport.
- Arrive 5 minutes early for the interview, so you feel relaxed and prepared.

### If interviewing using Technology :

- Check your technology BEFOREHAND Is Camera and Mic working !
- Make sure you are in a quiet place, somewhere you can concentrate and won't be distracted.
- Even if you are completing an interview over Skype/Facetime , make sure you look presentable. Always wear something that you would wear to work.
- Email the family a confirmation /reminder 24 before scheduled interview time
- Prepare some answers to questions that parents are likely to ask (see the list below!), so you will be confident.
- Prepare a list of questions you might like to ask the parents or child, to show that you are interested.
- Keep your resume, the job details and your questions to hand

## BE YOURSELF!

- Be honest and open.
- Make polite conversation before moving onto the interview questions.
- Parents are looking for someone who can fit into their home - so smile and be natural!
- When answering questions, keep it short, simple and stay on the topic.
- Make sure you include the children during the interview - parents will want to see how you relate.
- Be interested in the family and the children – ask lots of questions

## QUESTIONS THE PARENTS MAY ASK YOU:

1. What is your current position (course, university, workplace).
2. Tell me about your past experience of childcare (where, when, who).
3. Do you have any special qualifications? (First Aid?)
4. Why do you want to do be a Nanny

5. What are your career aspirations?
6. What are your interests and hobbies?
7. How would you manage a specific issue (eg separation anxiety when parent leaves, resettling the baby to sleep)?
8. Have you ever had an emergency situation and what did you do?
9. Describe a time when you were faced with a stressful situation and how you overcame the situation
10. What are the types of games and activities would you implement
11. Give an example of how you have managed a particular childcare issue in the past.
12. Why have you left previous jobs?
13. Have you kept in touch with other families you have worked for?

### **QUESTIONS FOR YOU TO ASK THE PARENTS:**

1. Tell me little about your daily routine
2. Tell me about the children's personality.
3. What are his/her likes and dislikes?
4. Does he/she have a comfort toy &/or dummy?
5. Would I be required to feed her/him? What types of food?
6. If he/she is an infant - is the child bottle or breastfed? Will he/she take a bottle from me?
7. Does he/she have any allergies?
8. Does he/she have any special needs?
9. Do you have a routine I should follow? (eg bedtime routine)
10. If I need to resettle the child, what settling strategies do you use?
11. Are there any other duties required, apart from childcare?
12. What other childcare have you used
13. How has your child adjusted to this care
14. What hours would you like me to work? Cover the hours required
15. What is the pay rate?
16. What happens over school holidays and any family holidays planned?

### **For Live in Roles**

- Ask about the family home and what the family like to do to relax
- What do the families like to do in the evenings?
- Do they like to eat together – what sort of meals do they eat?
- Would they like your help to prepare meals?
- What is your accommodation like?
- What is the location like ?
- Local amenities – shops/parks etc ?
- Public transport links – also check GOOGLE Earth

### **BEHAVIOURAL INTERVIEWS – S.T.A.R**

#### **What are Behavioural Interviews ?**

First impressions are everything and Behavioral interviews are becoming the norm . Behavioural interviewing is based on the philosophy that your past actions and behaviors will be a good indicator

of your future behaviors. Therefore, how you acted towards certain circumstances in your previous job is a reliable indicator of how you will act in your new job.

### **What are behavioural questions?**

These types of questions differ from standard interview questions as they focus more on experiences, behaviors, knowledge, skills and abilities. Rather than the standard question of “Do you have leadership skills” a behavioral question is more likely to be “Give me an example OR tell me about a time.” It is important that you are prepared for these questions.

### **How to answer behavioural questions**

The best way to answer a behavioral question is to use the **STAR** format.

**Situation:** The interviewer wants you to present a recent challenge and situation in which you found yourself.

**Task:** What did you have to achieve? The interviewer will be looking to see what you were trying to achieve from the situation.

**Action:** What did you do? The interviewer will be looking for information on what you did, why you did it and what the alternatives were.

**Results:** What were the outcomes of your actions? What did you achieve through your actions and did you meet your objectives? What did you learn from this experience and have you used this learning since?

## **How to nail the behavioural interview**

- 1) Take a blank piece of paper and write down between 5-10 examples from your education, work experience, community work, charity etc. of where you added value in a positive way.
- 2) Now using the STAR format write out the **Situation, Task, Action, Result**

## **Some of the most asked behavioural questions**

- Describe a time when you were faced with a stressful situation and how you overcame the situation
- Provide an example of when you showed initiative and took the lead
- What is your disciplinary approach to children?
- Describe an instance when you had to think on your feet to make a split second decision
- Describe a situation where you knew your boss was wrong – how did you handle it?
- Describe a major change or adjustment to your job and your reactions to the change
- Provide an example of when you had to go above and beyond your normal duties in order to get the job done
- Describe a time when you did not put in 100% into your job or performance and what you did about it
- Tell me about a time when you had to solve a problem with very little guidance or direction
- What is the biggest contribution you made to a family?
- What are you most proud of in your working career?