

INTERVIEW GUIDE – 10 tips that might help you get the job

(1) What You Need

- Know the correct date and time and who you are meeting
- Have all documentation you have been asked to bring
- Have planned your journey in advance: (If you do run late, give a courtesy call to the Family and make your apologies)
- Are dressed appropriately - Always be smart and tidy, (wear minimal make-up and jewellery – you are working with children)

(2) What all Employers look for

- Enthusiasm: Knowledge: Professionalism: Caring
- Neat: Tidy: Dress code appropriate for working with children
- People Skills: Confidence
- Able to promote themselves: skills, experience, achievements, strengths & weaknesses
- POTENTIAL – right for their children
- ARE YOU THE RIGHT CANDIDATE FOR THEM

(3) What they don't want to see

- Dressed inappropriately to work with children
- Uninterested: lacks enthusiasm;
- Being negative about your current employer or other employers/nurseries
- Breaching confidentiality – discussing children / events from your previous roles
- BEING TOTALLY UNPROFESSIONAL

(4) Arriving at the interview

- Arrive early – 10 minutes is just about right
- Relax and be yourself
- Greet the person interviewing you with a smile and a handshake:
- Look enthusiastic, confident and interested
- If the children are present, introduce yourself and engage with the children
- Look Professional – you are after all - 'A Professional Childcare Practitioner'

(5) The Interview

- Sit up and do not slouch:
- Keep smiling and maintain eye contact with the person who is interviewing you – this shows you are confident:
- Answer their questions in a clear and concise manner: Umms and Arhhs are not good!
- Ask your questions at the end of the Interview:
- End the interview by asking when the decision will be made about your application:
- Thank them for their time and the opportunity for the interview, and shake their hand:

(6) Interview Tips

- Parents start making their decision about you from the minute you walk in: So Smile, introduce yourself & keep smiling.
- If the children are there introduce yourself to them too.
- Discuss what you enjoy about being a nanny : Be confident about yourself/your experience
- Explain any gaps in your CV and be positive
- If you have circumstances to discuss, be open and honest
- If this is your first position, explain why you want to be a nanny
- Remember this is a two way process with the family and they will be wanting to know as much about you as you do them
- Discuss what your duties would be: What activities the children like to do: how the children's day is structured: Discipline and parental rules for the children: School / Activities routines etc.

(7) Some questions you may be asked

- **What activities would you do with a 1 year old? 3 year old? 7 year old?**
- **Our eldest goes to School in April, mornings only**, what activities would you do that you could do with both our Eldest and the baby who is 18 months?
- **On occasions I am kept at work for meetings, and might not know this until about 1 hour before I am due to leave for home**, would this be ok for you to stay with the children at such short notice?
- **Both children have swimming on Mondays and Thursdays**, I would like my son to go to Tennis on Fridays and I would like you to arrange other activities out of the house on Tuesday and Wednesdays, for my daughter who is a baby, what kind of activities would you do?
- **Both my husband and I would like to go away for a weekend at least three times a year, and therefore we would like you to have the boys whilst we are away**, how do you feel about this?
- **We would like you to work 7.00 am to 7.pm Monday to Thursday and on Friday 6.15 am to midnight**, is this fine with you?

(8) Some questions you may wish to ask

- **House Rules, Accommodation and Privacy**(live in nanny)
- **Hours of work: Additional duties such as babysitting?**
- **Annual Leave – taken when they state / or you request?**
- **Family car / own car: Insurance and mileage – who pays?**
- **Live in Nanny – Accommodation – what do you get?**
- **Salary – Tax who is responsible?**
- **Ofsted Childcare Register?**
- **Meeting the children; (if you have not already met them)**
- **Start date: Probationary Period**

(9) After the Interview

- **Some jobs are offered on the spot** – if this happens and you want the position then thank them and make arrangements for the next steps :
- **Parents may wish you to come back and meet with the children.**
- **You may be invited back for a second interview** – prepare yourself with more questions / answers – second interviews are quite often trial sessions – so ensure you dress appropriately and perhaps have some questions/activities for the children
- **Or, offer you the position / say that you were unsuccessful** (if this is the case ask for feedback so you know for next time)
- **If offered, ensure you keep in touch with regards documentation, references and start date**

(10) Final Tips

- **You have chosen this career path because you care and want to work with children, not for money**
- **You have worked hard for your qualification so take care of it, and keep it updated**
- **Your CV is with you for life: so try and not change jobs too often or have gaps in your employment – this will not help you in the long run**
- **In this career tomorrow will not be the same as yesterday – not many careers can boast that one!**
- **Nannying is rewarding, you will be part of another family, and may meet other nannies**
- **Every minute you are making a difference to each child – they are our future – so be proud and privileged to say you are a ‘Childcare Practitioner’**