

# THE NANNY LEAGUE

COLLEGE-EDUCATED NANNIES+

## NANNY REVIEW TEMPLATE

To be used as a tool to maintain open communication between nanny and family. Reviews should be conducted after 30 days, 90 days, and annually at the nanny's work anniversary. It is also important to conduct a review if the nanny's job responsibilities need to be changed or adjusted.

**Employer Name:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### SECTION 1: FAMILY/NANNY RELATIONSHIP

- Openly and honestly communicates with employer about child & responsibilities
  - 1   2   3   4   5
- Is respectful and cooperative with employer
  - 1   2   3   4   5
- Maintains positive relationships with the children
  - 1   2   3   4   5
- Responds well to constructive feedback
  - 1   2   3   4   5
- Respects family's property
  - 1   2   3   4   5

### SECTION 2: WORKING WITH THE KIDS (rating 1-5, with 1 being poor and 5 being excellent)

- Attention to child safety
  - 1   2   3   4   5
- Attention to child hygiene
  - 1   2   3   4   5
- Engages children in developmentally appropriate play and activities
  - 1   2   3   4   5
- Preparation of nutritious meals and snacks

- 1 2 3 4 5
- Effective and appropriate discipline/exercises good judgment
  - 1 2 3 4 5
- Effective and appropriate attitude toward children
  - 1 2 3 4 5
- Creates pleasant, enthusiastic environment
  - 1 2 3 4 5

SECTION 3: JOB PROFESSIONALISM (rating 1-5, with 1 being poor and 5 being excellent)

- Punctuality: arrives on time ready for work
  - 1 2 3 4 5
- Reliable and dependable
  - 1 2 3 4 5
- Appropriately dresses for the job
  - 1 2 3 4 5
- Shows initiative, puts effort into the job
  - 1 2 3 4 5
- Demonstrates trustworthiness, good judgment and confidentiality
  - 1 2 3 4 5
- Handles life stresses in a capable manner
  - 1 2 3 4 5

SECTION 4: OTHER JOB RESPONSIBILITIES (rating 1-5, with 1 being poor and 5 being excellent)

- Cleanliness and tidiness of home after shifts
  - 1 2 3 4 5
- Child related chores completed properly and punctually
  - 1 2 3 4 5
- Home related chores completed properly and punctually
  - 1 2 3 4 5
- Additional responsibilities completed properly and punctually
  - 1 2 3 4 5

SECTION 5: NANNY COMPENSATION

- Previous Compensation:
  - \$\_\_\_\_\_/hour -OR- \$\_\_\_\_\_/week -OR- \$\_\_\_\_\_/year
  - Vacation Policy: \_\_\_\_\_
  - Sick Time Policy: \_\_\_\_\_
  - Mileage Policy: \_\_\_\_\_
  - Additional Benefits: \_\_\_\_\_
- New Compensation: (Starting date: \_\_\_\_\_)
  - \$\_\_\_\_\_/hour -OR- \$\_\_\_\_\_/week -OR- \$\_\_\_\_\_/year
  - Vacation Policy: \_\_\_\_\_
  - Sick Time Policy: \_\_\_\_\_
  - Mileage Policy: \_\_\_\_\_
  - Additional Benefits: \_\_\_\_\_

SIGNATURES

**Employer:**

\_\_\_\_\_

Signature

Print

Date

**Employee:**

\_\_\_\_\_

Signature

Print

Date