



## Quick Reference Page

### To begin your search:

- Complete the Parent Information Form and the Contract
- Remit the \$250 (\$500 if out of state) application fee by check, or we will invoice you by email

### What happens next:

- As soon as we receive your information and payment, we will begin your search.
- We recommend a search time of two to four weeks, although we have made successful referrals in as little as 24 hours. Everything depends upon timing, how many candidates are in the “pool,” and how many of them fit your profile. If we do not have the perfect candidate in our pool at the time you submit your contract, we will do a search specifically geared to your needs.
- We will send candidate information to you by email, and will schedule interviews.

### What we ask of you, the Client:

- Be as detailed as possible when filling out your information. Include job start times and ending times, as well as duties.
- Contact NannyQuest Household Staffing by email or phone after each contact with one of our candidates. Your feedback after each interview is very important to us. This helps us fine-tune our search.

### Tips on finding (and keeping) a good candidate:

- Nannies are for children. Housekeepers are for homes. Rarely can the two positions be done well by one person.
- On-duty time usually does not exceed 45 - 50 hours per week. Clients who need more hours have found that a combination of employees works well to prevent burnout.

- Create a job description and stick to it. The main reason nannies come back to us is “the job grew.”
- NannyQuest Household Staffing can help with all areas involving the home or family. Finding it hard to put nutritious meals on the table every night? Hire a personal chef! Need help with filing insurance, paying bills, running the house? Hire a home manager or personal assistant! We have a solution for every need.

### We love pictures!

Please email a picture of your child so we can see who we are working for! Family pictures are also welcome!