



In-Home Caregiver Interview Checklist

Caregiver **1** _____ *Date* _____

Caregiver **2** _____ *Date* _____

Caregiver **3** _____ *Date* _____

Before you interview a potential caregiver in person, it is a good idea to screen applicants by telephone first. Describe the position and the duties required and tell them how many children you have and what their ages are.

- 1 2 3** **What to ask the In-home child caregiver.**
- Can they work the required hours?
 - Do your children seem to like them?
 - Will they take your children outside on nice days?
 - Will they pick up and comfort a crying baby?
 - Will they change diapers promptly?
 - Do they understand the importance of holding and talking to babies?
 - Will they talk, play and interact with your children?
 - How would they handle a toddler's temper tantrum?
 - How would they handle toilet training?
 - Will they read to your children?
 - Will they help with homework?
 - How would they handle sick children?
 - Can they work late if needed?
 - Will they accept the salary you offer?
 - Will they take children to playdates or other activities?
 - Do they understand the type of discipline you use?
 - Do they know what to do in an emergency (fire, flood or other natural disaster, physical injury to child)?
 - What kinds of meals do they feed the children?

- 1 2 3** **References. Try to check at least 3 references.**
- Were they reliable?
 - Did they have a good relationship with the employer?
 - Did they have a good relationship with the children?
 - How long were they at the previous job?

- Why did they leave?

Some people also check for any criminal record with state or local police. Remember, trust your instincts. If you have any doubts, don't hire the person, even if interview answers and references are good. You are the best judge of what your child needs.

Finalize your arrangement.

When you've decided on an applicant, you'll need to:

- Draw up a contract. Outline hours, salary, overtime rate, leave days, benefit arrangements and caregiver responsibilities. Both parties need to sign and date.
- Have a trial period. Start with a part-time arrangement to test the relationship, familiarize the caregiver with your home, your routines, your children and neighbors. Observe carefully

Leave emergency information.

Post the phone numbers of your office, your spouses office, your pediatrician, ambulance, poison control center, health information, allergies information or any special health conditions that your child has.

Have backup care available.

All child care arrangements need a back-up plan for emergencies. Make sure you have someone who can fill in on an emergency basis and never leave children home alone. For information and guidance, call the Child Care Resource Center at 440-960-7187 or 1-800-526-5268.

Remember these responsibilities.

Contact an accountant or the IRS to get the most current information on taxes, minimum wage and benefit levels. You can expect to be responsible for the following:

- Employer ID Number - File with the IRS
- Employment Eligibility - Verify that caregiver is a US citizen or legally permitted to work in USA.
- Social Security Tax - If you pay over \$50 per quarter, you and/or employee must pay a percentage of gross wages quarterly.
- Income Tax - You don't have to withhold taxes unless requested by the caregiver and you have to complete W-2 forms at the end of the year.
- Federal Unemployment Tax - If you pay \$1,000 or more per quarter, you must pay Federal Unemployment Tax payments and file form 940.
- State Taxes - Expect to pay both income tax and workers compensation. Call Ohio Department of Taxation at 1-800-282-1780 and Ohio Worker's Compensation Bureau at 216-787-3050.

***Call the Child Care Resource Center if you have questions or need advice or help.
440-960-7187 or 1-800-526-5268.***