

## Recruitment Prompter

### Points to cover in your job ad

These are points nannies usually find relevant in job ads so just pick and choose based on the style of ad you decide to post:

- **Minimum Criteria:** The checks, clearances, and certifications required for the role.
- **Start date:** If urgent, put ASAP. List an actual date if you have one in mind or if you're still considering it, you can specify early/mid/late \*month\*.
- **Location:** List the suburb. If you're posting on a national job board, make sure you list the state as well.
- **Days:** List the days required.
- **Hours:** List the times required. If you have different days with different hours list each day with its times as a new line.
- **Children:** List age (you can also add gender or any other specifics).
- **Employment:** Will the employment offer be full time/part time/casual? (more covered on this in module 2)
- **Pay rate:** List the pay rate or range. If paying super on top of the rate, be sure to list + super for clarity.
- **About us:** A small paragraph to introduce the family.
- **Your new role:** A paragraph summary of the nanny's new role (responsibilities, expectations, duties etc).
- **Additional support:** List the additional tasks to make it clear what extra support you need (some nannies have tasks they won't do).
- **We are seeking a nanny with the following traits:** What are some personality or work traits that your family will click with.

### More information

Struggling to find the words? Here's our cheat sheet to nail the job description.

### About Us

Not sure what to write about your family? Here are some prompts.

- What do you do for fun?
- What profession do you work in? Do you work from home?
- What activities do the children enjoy?
- Do you have any pets?
- How will a nanny help your work/life balance?
- How would you describe your parenting style?
- Is routine and structure important to you?
- What are some goals you hope to achieve with your nanny's support?

### Additional Tasks

Remember the more you list, the higher the pay

- Folding Laundry
- Grocery Shopping
- Children's meal prep
- Entire family meal prep
- Ironing
- Tidy and organise the house
- Vacuum/mop floors

### Traits and Qualities

Who's going to be right for you?

- Calm and patient
- A proactive self starter
- Strong initiative
- Excellent communication skills
- Tidy and organised
- Creative
- A strong passion for working with children
- Fun and entertaining
- Extroverted or introverted
- Loves to cook!
- Safe and careful