



Nanny Appraisal

Appraisal of _____ Nanny Name _____ on _____ Date _____

Review for period _____ Date to Date _____

Job description for the nanny _____ Job Title _____

The appraisal process

The nanny should fill in her sections at least a few weeks prior to the Appraisal date. The nanny should then pass the document, with her comments, to the employers for them to complete their section. Once completed, all parties should receive a copy of the document prior to the appraisal date, at which time all parties sit down together to go through it.

Please add your comments using the prompts provided. Please add as many comments as you think are relevant. Strengths, weaknesses, things you have done well, things you would like to have done better, evidence demonstrating your comments. Remember that one of the purposes of this exercise is for both the employee and the employer to make changes if necessary to the working relationship.

General

| Area | Nanny's Comments | Employer's Comments | Future Action |
|---|------------------|---------------------|---------------|
| <p>Time keeping and absences due to sickness etc. For example:</p> <p><i>Have you been on time for work?</i></p> <p><i>How many days have you taken off for sickness or for anything other than holiday?</i></p> | | | |
| <p>General appearance. For example:</p> <p><i>Have you been presentable at work?</i></p> <p><i>Have you worn appropriate clothing and minimal jewellery</i></p> | | | |
| <p>Honesty and discretion. For example:</p> <p><i>Have you kept your work confidential?</i></p> <p><i>Have you not discussed your work on social media?</i></p> <p><i>Have you always been honest with your employers?</i></p> | | | |

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|---|--|--|--|
| <p>Flexibility and adaptable to change. For example:</p> <p><i>If your employer has been home late, have you accommodated those later hours?</i></p> <p><i>If your employer has asked you to do something that is above and beyond your normal duties, have you been happy to do that?</i></p> <p><i>Have you fitted into the household routines?</i></p> | | | |
| <p>Household duties. Think about what duties you are asked to perform and how you have performed them. For example:</p> <p><i>How do you think you have performed when carrying out household duties?</i></p> <p><i>Have you been able to produce fresh home cooked healthy meals for the children?</i></p> <p><i>Have you cleaned up the house properly?</i></p> <p><i>Have you been a safe driver?</i></p> <p><i>Have you kept the children's bedrooms clean?</i></p> <p><i>Have you kept the car clean?</i></p> <p><i>Have you emptied the dishwasher?</i></p> <p><i>Have you done the laundry?</i></p> | | | |

Care of the Children and Working with the Parents

| Area | Nanny's Comments | Employer's Comments | Future Action |
|---|------------------|---------------------|---------------|
| <p>Love and kindness shown to the children. For example:</p> <p><i>How do you think you are with the children?</i></p> <p><i>Have they responded well to your care?</i></p> | | | |
| <p>Activities for the children. For example:</p> <p><i>What activities have you organised for the children.</i></p> <p><i>If they are at school, have you organised any after school activities?</i></p> <p><i>If they are at home, how do you plan their week?</i></p> | | | |
| <p>Specific questions relating to the care of babies or young toddlers. For example:</p> <p><i>If caring for babies, how have you implemented the following:</i></p> <p><i>Sleep routines</i></p> <p><i>Feeding routines</i></p> <p><i>Weaning from breast to bottle</i></p> <p><i>Weaning from milk to solids</i></p> | | | |

With toddlers, how have you implemented the following:

Potty training

Weaning off dummies

Sleep routines etc.

Discipline of the children. For example:

How have you approached the discipline of the children?

Have you had to deal with a difficult discipline situation and how did you handle it?

Educational development of the children. For example:

How have you kept on top of the children's work?

Do you think you have helped the children improve in their education or development and if so, how?

Your working relationship with your employers. For example:

How well do you work alongside the parents?

Do you update them on what their children have done during the day?

Do you keep a nanny diary?

Use this to add any comments that may not fit into the subjects covered above, or to talk about any specific concerns you may have

Strengths and Weaknesses

| Area | Nanny's Comments | Employer's Comments | Future Action |
|--|------------------|---------------------|---------------|
| What are your strengths in this position? | | | |
| What are your weaknesses in this position? | | | |
| What do you love about this position? | | | |
| What do you love about this position? | | | |
| Is there anything you would like to change in this position? | | | |

Other comments from the nanny

Use this to add any comments that may not fit into the subjects covered above, or to talk about any specific concerns you may have

Other comments from the employers

Use this to add any comments that may not fit into the subjects covered above, or to talk about any specific concerns you may have

Signed by the Employer: _____

Signed by the Nanny: _____