



Congratulations! Our team has hand-selected you as a potentially perfect match for one of our families. You are on your way to becoming an Adventure Nanny.

Childcare and education are two of the most important jobs on the planet, but both have historically been undervalued. Here at Adventure Nannies, we are working hard to break the status quo and ensure the people who choose these invaluable careers have the respect and compensation they deserve.

The families that choose to work with us recognize the great importance and skills required to be a high-level educator or caregiver. They are more than happy to pay their employees handsomely, and are looking for the very best nannies and educators. If you are lucky enough to land one of these highly competitive jobs, you will be out-earning professionals in other fields. These are serious jobs that require serious preparation, and we are here to give you all the tools you will need to succeed.

Before being presented to a family, there are several more steps in our competitive vetting process. The families we choose to work with are extremely selective, and many nannies who are experienced caregivers do not advance to our final stages of screening. ***Here is what we are looking for along the way:***

### **Timely and Professional Communication**

When requesting a form, resume, application, or interview confirmation from you, we expect to hear back within the same business day. Treat the agency and our employees as you would treat your future employers. We like reading emails that begin with a 'hello' and end with a formal sign-off. We also note your spelling, capitalization, punctuation, and tone. Candidates who choose to communicate unprofessionally or are consistently difficult to get in touch with are not successful in finding a position through Adventure Nannies.

## **Following Directions and Self-Reliance**

At each step of the application and screening process, we will send out detailed guidelines and instructions to help you succeed and move to the next round. Please add Adventure Nannies' email addresses to your contacts so our messages don't go to spam! A huge part of any nanny or private educator role is the ability to follow directions. As such, we expect you to be able to complete your Candidate Profile, sign our Applicant Agreement, and provide us with at least five childcare-related references who are ready to be contacted. We are happy to answer tech-related questions as they come up, but encourage you to try to find a solution on your own first. We are unable to work with candidates who are unable to complete our application materials on their own.

In order to complete your screening call and application packet, you will need access to a computer and a smartphone/tablet or webcam.

## **Good Manners**

Realize that we are providing a service and our main point of focus is finding the right match between our amazing families and applicants. There is no room within our roster for candidates who are entitled, aggressive, or rude. Our process has been fine-tuned over hundreds of placements and there are no corners to cut when moving through our application process. Because of this, we do not invest time into vetting applicants who are impatient, demanding, insulting, or threatening to any member of our team.

## **Clean Social Media**

One of the first steps in our screening process while preparing to present you to families (and one of the first things our families will do when deciding whether or not to interview you) will be reviewing your social media and web presence. We recommend privatizing your accounts.

### **We screen for the following:**

Lots of 'partying' photos

References to overconsumption of alcohol or drug use (including smoking cigarettes)

Speaking negatively about a past employer

Inappropriate language (any words you would not say in front of a child)

Hate speech

Disclosures of possibly confidential information

Nudity / inappropriate dress

Anything else that exhibits poor judgment for a professional nanny

## **Screening Call**

Everyone who is being considered for an Adventure Nannies position must first pass a preliminary screening call. This is the first of several interviews you will have throughout the process.

After confirming a time for your screening call, set a calendar alert for yourself and note the time zone that it has been scheduled for. If you need to re-schedule it for any reason, please notify us within 24 hours. Failure to make this appointment will result in immediate disqualification from future positions.

During your screening call, you should be in a well-lit room free of distractions. Do not schedule your call during a time that you are working, distracted, with other people in the room, or in your car.

The position you are applying for is a professional job, and we are looking for candidates who are able to conduct themselves professionally. Wear whatever you would wear to your first day of work at a high-level nanny or teaching position.

Be prepared to answer questions about yourself, your resume, and why you are interested in pursuing a professional childcare career.

At the time of your screening call, we are simply determining if you will be a good representative of Adventure Nannies and possess the qualities our families are seeking. At this stage of the process we are unable to disclose additional information that is not already noted in the job description. Questions that you may have about a job or a family will be answered once your initial vetting has been completed and we are preparing to introduce you to families.

## **Summary**

We truly value each one of our candidates and appreciate the amount of time and education you have invested into your childcare and teaching career. If, for some reason, you do not pass your screening call, we encourage you to review the standards outlined here and re-apply with Adventure Nannies after six months have passed.

Best of luck with your career search, and we hope to work with you!