



# WEEKLY CHECK-IN INSTRUCTIONS

The weekly check-in is the single most important aspect to ensure your new employee is adjusting well to their role and meeting or surpassing your expectations.

This should be used as a tool to communicate about issues as they arise and create a long-lasting open line of communication between your family and your new employee.

Honest feedback from both sides is encouraged. Be prepared to have a conversation about anything that has come up over the last week.

A weekly check-in is also a great time to discuss upcoming schedule changes, travel, and/or holidays.

We recommend setting aside about an hour for each check-in and record the answers to keep a copy on hand and track any re-occurring issues and lessons learned over time. The check-in works best when held in a space with no children present and everyone's full attention whenever possible.

If a follow-up conversation is needed after a weekly check-in, please set up a separate meeting time to address any action items or changes and refer to our Family-Nanny Communication Guidelines with any questions.



# WEEKLY CHECK-IN FAMILY

How do you feel like everything went this week?

What feedback do you have for your nanny this week on any or all of the following:  
timeliness, child engagement, organization, general home stuff, etc

Are there any changes to the usual schedule this week?

Are there any additional tasks you anticipate needing help with this week?

Anything else?



# WEEKLY CHECK-IN NANNY

What were your highlights of the week? What is the funniest thing that happened?

Did anything come up with the kids that you'd like to talk about?

Has anything come up that you'd like clarification on?

Do you need reimbursements for any activities this week?

What fun/educational activities are you planning for next week?

What are you going to focus on improving next week?