

## A New England Recruitment Procedure for FAMILIES

**STAGE:**

Contact A New England Nanny	Signing of Contract and Payment	Recruiting Process Begins	HR Consultation	Review of Applications	Family Interview with Candidates	Hiring Decision	Candidate Begins Work
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**WHAT YOU DO:**

<p>Enter family information online (name, address, billing information).</p> <p>Answer job description questions.</p> <p>Pay application fee (online or call and arrange payment)</p>	<p>An automatic contract is generated from ANEN website for you to sign</p> <p>You fax the contract back to ANEN.</p>	<p>You wait a few days for ANEN to provide you with candidates.</p>	<p>You receive a personal call with an HR and payroll expert and are given these materials:</p> <ul style="list-style-type: none"> <li>• How to Hire a Nanny &amp; Other Household Help book and guide (free)</li> <li>• Job description form</li> <li>• Payroll and tax advice</li> <li>• Job confirmation form</li> <li>• Employee benefits information</li> <li>• Other HR advice e.g. employee handbook</li> </ul>	<p>You receive about five of the best pre-screened, pre-qualified candidates to review.</p>	<p>You interview candidates by phone and then usually at your home.</p>	<p>You decide on one candidate in consultation with ANEN and make an offer.</p> <p>You inform candidate and sign candidate agreement.</p> <p>Payment of agency fee is due (either initial monthly fee or one-time buy-out fee).</p>	<p>Your candidate begins working for you.</p> <p>You can phone ANEN with any concerns or questions.</p> <p>If paying an ongoing agency fee, the second payment is then due (and on an ongoing weekly basis, unless you opt to buy-out).</p>
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**WHAT A NEW ENGLAND NANNY DOES:**

<p>Information sent immediately to ANEN team.</p> <p>ANEN collects application fee.</p>	<p>ANEN team receive contract.</p>	<p>ANEN team looks at current candidate pool (already pre-screened) to see if any are a good fit.</p> <p>ANEN begins outside recruiting from new applications, local colleges, daycare centers, former candidates etc. These are then screened and interviewed for you.</p>	<p>ANEN provides human resources consultation to help you set up a successful employment relationship.</p>	<p>After carefully selecting all potential candidates, ANEN writes up profiles and bios and emails this to you. ANEN calls you to discuss.</p>	<p>ANEN provides assistance with interview questions and techniques and can help arrange interview times for you.</p>	<p>ANEN performs background screening on candidate prior to start date.</p> <p>ANEN collects agency payment.</p>	<p>ANEN is available at any time if you wish to phone for advice.</p> <p>ANEN contacts you and your employee 2 weeks after candidate has started to check how everything is going.</p>
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