



Preparing the Nanny Performance Evaluation

Typically, the performance evaluation for a nanny is due one year from nanny's anniversary date. 4nannies.com recommends that the parents also complete more frequent evaluations of the new nanny, at one month and again at three months. Well before that date, begin to prepare for the evaluation. The preparation process involves review of the Nanny Log, holding a preliminary meeting with the nanny, and nanny preparation of a self-evaluation. In two-parent households, we recommend that BOTH parents be involved in this process. The following steps are suggested:

1. Before meeting with the nanny, review his or her job description and the Nanny Log for the review period. Review your observations, notes, and the previous performance evaluation. Locate and have ready any supporting information.
2. Give the nanny advanced notice of the performance evaluation so that he or she has the chance to review and prepare.

Performance evaluation time should not be the point at which you begin to document performance discrepancies or deal with performance problems. **Ordinarily, no problems should be raised with the nanny during the evaluation that you have not discussed with her during the review period.**

3. Hold a preliminary meeting with the nanny in private. The first meeting should take place before you write or deliver the formal performance evaluation. At this meeting, explain or review what will happen during the evaluation process and review the *Performance Evaluation Form*. Do this even if you have evaluated the nanny's performance in the past. With the nanny, review his or her work agreement. Discuss which essential functions will be evaluated for the period.
4. Conclude the meeting by scheduling the performance evaluation. Invite the nanny to complete the written self-evaluation prior to the next meeting. A self-evaluation may be used as the basis of discussion during the formal evaluation process. The self-evaluation is a valuable tool through which to discover the nanny's perspective on her performance, as well as to identify interests related to goals and career development.