

Your family workbook

A clear plan for finding the right nanny

Work through these five pages together as a family. Define your needs first, compare conversations next and clarify the employment arrangement before the start. This is a planning tool, not an employment contract or individual legal advice.

01 / Your childcare brief

Location, postcode and earliest start

Children's age groups, without names or health information

Preferred languages and the situations where they matter

Three tasks that genuinely belong to this role

Tasks that are explicitly outside the role

Our three most important selection criteria

Keep the completed workbook private. It is not automatically sent to us.

02 / Map your week

Enter the hours you actually need. Separate fixed childcare, optional additions and possible backup arrangements. Include travel and handover time deliberately.

Day	From / to	Place / route	Fixed / flexible
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

School or nursery collection: who is authorised and how is it confirmed?

Holidays, illness and last-minute changes: what is our backup?

Total weekly hours / additional needs

03 / Twelve interview questions

Ask every candidate the same core questions. Record concrete examples rather than relying on an overall impression. Discuss references respectfully and with permission.

01 Which experience fits our children's ages and childcare hours?

02 What might a typical afternoon with our family look like?

03 How would you approach the first separation from the parents?

04 What would you do if two children needed you at once?

05 How do you discuss rules, boundaries and screen time?

06 How would you keep us informed about the day?

07 Which everyday language feels natural to you?

08 How do you organise collections and safe handovers?

09 Which duties would you like to take on, and which would you not?

10 What availability and scheduling certainty do you need?

11 Which references may we contact after discussing it with you?

12 What do you need to know about our family to do your job well?

04 / Meet, observe and decide

Agree on the length, duties, supervision and payment for a trial assignment beforehand. This scale is a conversation aid, not a scientific assessment: 1 = open question, 2 = partly clarified, 3 = a suitable fit supported by examples.

Observation	1 / 2 / 3	Concrete example
Attentive interaction with the child		
Clear and calm communication		
Respect for agreed boundaries		
Reliable handovers		
Fit with duties and hours		
Questions and feedback on both sides		

What already works well?

What must we clarify before an offer?

Next step and agreed date

05 / Clarify before the start

Check the actual duties and the relevant legal classification. These points are an overview, not an exhaustive list of your employer responsibilities.

- ☐ Clarify the contracting parties, work entitlement and actual duties.
- ☐ Record gross pay, workload, workplace, holidays and contract terms in writing.
- ☐ Check registration, social-insurance contributions and administration.
- ☐ Clarify occupational and, where applicable, non-occupational accident insurance.
- ☐ Check pension-fund and withholding-tax requirements for the specific situation.
- ☐ For live-in roles, agree separately on accommodation, private space, working time and free time.
- ☐ Record emergency contacts, collection permissions and communication channels.
- ☐ Discuss trial work, handovers, absences and backup arrangements.

Monthly planning	CHF / open question
Gross salary for the agreed workload	
Employer contributions and administration	
Insurance and any pension-fund costs	
Other agreed costs and contingency	

Fill it in. Discuss it. Choose your next step.

Put your location, hours, start date and budget into a childcare profile. You can view the plan first without contact details. Sending an enquiry is optional and does not guarantee a placement.

Open your childcare profile

Further official information: AHV/IV domestic work, SECO standard employment contract for domestic work and Canton Zurich. Check the scope of each source.

[AHV / AVS](#)

[SECO](#)

[Kanton Zürich: NAV Hauswirtschaft](#)