

A New England Applicant Recruitment Procedure for CANDIDATES

STAGE:

You Contact A New England Nanny	Review of your Application by ANEN	Pre-screening process	Review of your Application by Families	Family Interview	Hiring Decision	Setting Up the Working Arrangement	You Begin Work
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WHAT YOU DO:

<p>Enter your information online (name, address, experience etc)</p> <p>Answer job description questions.</p>	<p>Provide ANEN with any other details that are needed when ANEN phones you.</p>	<p>ANEN arranges an interview with you in person and you come into our offices to meet with us and perform any screening procedures. You provide all references etc.</p>	<p>You wait while families look at your profile, bio and determine whether they are interested in interviewing you.</p>	<p>You are interviewed by the family on the phone and then, usually in their home.</p>	<p>A family decides to hire you and you are informed of their decision.</p> <p>If you receive an offer you want to accept, you sign a candidate agreement.</p>	<p>You receive all you need to know about becoming a household employee:</p> <ul style="list-style-type: none"> • Job description form • Payroll and tax advice • Job confirmation form • Employee benefits information • Work agreement advice 	<p>You begin working for your chosen family.</p> <p>You can phone ANEN with any concerns or questions.</p>
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WHAT A NEW ENGLAND NANNY DOES:

<p>Information sent immediately to ANEN team for review.</p>	<p>ANEN team emails you confirmation of application.</p> <p>ANEN sets up phone interview asking further questions.</p>	<p>ANEN interviews you, performs screening procedures and checks your references.</p> <p>If all OK, you become part of the ANEN applicant pool for families to review and select from.</p>	<p>ANEN team looks at current job pool to see if any are a good fit.</p> <p>ANEN begins outside recruiting for your specific job needs with new families signing-up.</p>	<p>ANEN provides assistance with interview questions and techniques and can help arrange interview times with you and the family.</p>	<p>ANEN performs background screening on you prior to start date.</p>	<p>ANEN provides human resources consultation to help you set up a successful employment relationship with your employer and makes sure that you understand your rights and any legal issues.</p>	<p>ANEN is available at any time if you wish to phone for advice.</p> <p>ANEN contacts you and your employer 2 weeks after you have started to check how everything is going.</p>
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