

Thank you for applying to PROaupair, the only agency specializing in placing professional au pairs. Now that you have completed your application, you can access our PROmatch system and search our pool of qualified candidates and directly contact the ones you are interested in interviewing.

Overview:



01. Start your application



02. Find your favorite candidates



03. Interview with your favorite candidates



04. Make a match



05. PROaupair coordinates visa, flights & training



06. Au pair arrives to family!

Find Your Favorite Candidates

Login to the PROmatch system and search our pool of carefully screened candidates who meet your family's criteria. You can search on a variety of factors such as:

- ✓ Childcare experience
- ✓ Gender
- ✓ Driving
- ✓ Swimming
- ✓ Available start date
- ✓ Languages spoken
- ✓ Nationality
- ✓ Program Type

You can also use the key word search feature. For example, searching terms such “occupational therapist” will show you available candidates with this background.

Using PROMatch, you can contact your favorite candidates or let your Matching Specialist make recommendations based on your needs and preferences. If we don’t have the perfect fit, we will conduct a customized search to source the right candidate.

Inviting Candidates to Interview

When you have identified a candidate you are interested in, you can send a message to her/him directly from the PROMatch system. The candidate will respond via email if she/he is interested in interviewing with your family. The candidate will gain access to reviewing your host family profile along with your message.

Time Differences

When proposing interview times, keep in mind that candidates will typically be in their home country at the time of the interview. Germany and most other European countries are 6-9 hours ahead of the U.S. depending upon your time zone. Visit www.timeanddate.com/worldclock to look up local times.



Using the Color Code Analysis to Find the Best Personality

Understanding a candidate’s personality is one of the most important factors in selecting a caregiver who will be compatible with your family. Every PROaupair candidate takes the Dr. Hartman Color Code personality analysis during the application process.

Our host families can also take the Color Code analysis in the PROaupair host family application. You’ll receive a complimentary upgrade so that you can use your results to select a candidate who is compatible with your personality. For example, a “red” host mom is likely to have a higher compatibility with a “blue” or “white” au pair.

If you have any questions, please ask us.



Using Skype for your Interview

We recommend using Skype versus telephone to conduct your interviews. Skype is a free video-chat software that can be easily downloaded. The benefits to using Skype are:

- ✓ You can have a face-to-face meeting
- ✓ There is no cost
- ✓ All family members can participate
- ✓ It helps to reduce language barriers
- ✓ You can use video to share what your home looks like, etc.

Conducting the Interview

A thorough, thoughtful interview is a must when hiring your childcare provider. The interview is your opportunity to speak directly with a candidate and learn more about his/her background, experience and compatibility with your family. The interview is also an opportunity for the candidate to learn about your family and whether the position will be a good fit.

Interviewing Tips

- ✓ Consider having your internet browser open to an online translator or language dictionary, in case you need to translate a word or phrase. Google translate is a good option.
- ✓ Have a copy of the candidate's profile available for you to refer to during the interview.
- ✓ Smile and be patient. Candidates are often very nervous during these interviews (even more than in a regular interview because of the language difference), so they may give short answers or forget some words in English.
- ✓ If your Skype connection is slow, you might consider turning off your video connection.

The First Interview

The first interview will allow you to expand your general knowledge about a candidate beyond their profile and to start to get a feel for whether or not (s)he would be a fit for your family.

This section includes many examples of questions you might consider asking. Feel free to modify these or come up with different questions that better fit what you want to know about the candidate.

Opening Questions

- ✓ Why have you decided to come to the U.S.?
- ✓ Have you ever been to the U.S.?
- ✓ When are you able to come to the U.S.?
- ✓ What are the things you wish to do and see in our country?
- ✓ What are your career goals?

Childcare Experience Questions

- ✓ Tell me about your childcare experience.
- ✓ Can you tell me about your professional background?
- ✓ What ages of children are you comfortable caring for?
- ✓ Please describe your experience with children with special needs.
- ✓ Please explain your experience caring for children under the age of two.
- ✓ What do you enjoy most about caring for children?
- ✓ Can you help the children with their homework?
- ✓ Imagine you are given two hours to play with the kids. How would you keep them occupied?
- ✓ How would you handle situations in which the children disobeyed you?
- ✓ What kinds of foods do you enjoy preparing for children?
- ✓ Should you be a vegetarian, would you still be prepared to cook meat dishes for our children?
- ✓ Are you willing to accompany us on our holiday and take care of our kids during this period of time?

Questions about Skills

- ✓ Are you a driver?
- ✓ How often do you drive and in what conditions?
- ✓ What kind of car are you used to driving (manual/stick)?
- ✓ Are you a swimmer?
- ✓ Would you feel comfortable swimming with children?
- ✓ Are you CPR certified?
- ✓ Do you have any other special skills/talents?

Personal Questions

- ✓ What are your favorite foods?
- ✓ Do you have any allergies?
- ✓ How would you describe yourself?
- ✓ What are your hobbies?
- ✓ Is there anything important we need to know about you?
- ✓ Do you smoke?
- ✓ Do you wish to be fully integrated in our family's life or do you prefer to have more space and time for yourself?
- ✓ How do your family and friends feel about you living in the U.S.?
- ✓ Do you take care of your own room, laundry and dishes at home?
- ✓ What are your household responsibilities?

After the First Interview

You may find that after your first interview, you may have a strong "gut" feeling that the candidate will be a good fit for your family. Good next steps are:

- ✓ Send a follow-up email to let the candidate know you are interested.
- ✓ Share additional photos or information about your family.
- ✓ Schedule a time to speak again to offer the position.

The Second Interview

Not every family makes a decision after the first call. Many families and candidates have several conversations before agreeing to match. If you believe you had a successful first interview, set up a time to have a second interview. We recommend sending some questions via email ahead of time so that the candidate can give some thought to your questions and prepare a response. It's likely the candidate will also have questions for you as well. Use the second interview as an opportunity to dive deeper into areas that are important to you.

Extending an Offer

Once you have found a candidate you are interested in matching with, you should extend an offer to match and agree together on a start date (preferably four weeks from the match date). Once the candidate accepts your offer, please contact your Matching Specialist so that we can confirm the match and remove the candidate's profile from circulating to any other families.

We are here to provide you with a great experience

We know that selecting a care provider can be both exciting and a bit daunting. Everyone at PROaupair is highly experienced and you can count on our team to provide you with helpful insights, perspective and proactive support. Please do not hesitate to let us know how we can assist you in finding professional care for your family.