



## Au Pair in America Extension Program - The Placement Process



Now that you have been approved for a second year placement, the staff in our Stamford office will distribute your application to potential host families and work to find you a new match for your second year. The following information is intended to help guide you through this process.

Interested host families will call or email you at the contact information you provided in your extension application. If there are any changes to your contact information, it is important to let us know. **You should take some time to prepare yourself for your interviews - always have your list of questions ready!**

When you accept to join a Host Family you are making the commitment to be their au pair for the full extension term. A good relationship with your Host Family will help to make your second year a rewarding one. If you have indicated a location preference, please note that we cannot guarantee that you will be placed in that area and remember that you will still hear from families from all over the US. If you have a location preference, your chances to match may be limited. Remember that you may find the perfect family who lives in an area you may never have considered!

### **The Interview**

Families will ask you questions and share important aspects of their life with you to help determine if you are compatible with each other. Listed below are some topics we recommend you discuss:

#### *The Family and Childcare*

- ✓ The names and ages of the children and their personalities
- ✓ The family's daily activities and what the children like doing
- ✓ Your experience
- ✓ Their needs and expectations
- ✓ Your responsibilities
- ✓ Your daily schedule as their au pair

### *Sharing the family "lifestyle"*

- ✓ Your relationship with them as a family member
- ✓ Your willingness to accept their 'house rules'
- ✓ Feeling comfortable in the kind of place where they live
- ✓ Hobbies and interests you have in common
- ✓ Your overall health and any medical conditions (including allergies)
- ✓ Any dietary restrictions or religious observances
- ✓ Your ability to adapt to a new environment
- ✓ Whether you smoke or not
- ✓ Your goals and expectations for the second year in the United States and what you hope to do when you return to your home country
- ✓ Your driving experience and ability and when, or if, you can expect to have use of a car

Remember to write the Host Family's name and where they live when they call. You and the Host Family will rely on this interview to learn as much as possible about each other so you should avoid giving "yes/no" responses. **Ask questions that encourage conversation!**

If the interview goes well you may make a definite match at the end of that first call, or you and the Host Family may decide to set up a time to speak again. Arrange a mutually convenient time for the Host Family to call again and make sure that you are available to take that call.

Once you accept the invitation from a Family you should not receive any further calls from other prospective host families. If you do, let them know that you have already accepted an invitation from another Family.

If you speak with a Host Family and you feel you are not very compatible, you may tell them politely: "Thank you for taking the time to contact me but I don't think that I can take care of...." <number of> children, a child aged <age> or <number of> children aged <age>. Be honest with them whatever the reason, so they can continue interviewing other candidates. Just like you, they are interested in making the best possible match.

Please note that once you have declined a family, you will not be reconsidered by this family in the future.

### **Starting with Your New Host Family**

Once you have matched with a new Host Family we will begin the preparations for your second year. If your new Host Family is not within driving distance to your current family, Au Pair in America will arrange your transportation by either air or train to your new community. Remember that you will travel to your new Host Family on the first day of your second year. For example: If you arrived August 12, 2014, you will travel and start with your new family on August 12, 2015. You must start on the exact date.

### **Deadline for Matching**

In order to extend for a second year, you must be matched with a new Host Family at least five weeks before the end of your first year. Your match by date is included in the email letting you know that your application is now available to families. Most au pairs do match for their extension term. If unfortunately, you have not matched by that date, we will take your application out of circulation and you will need to make arrangements for your travel home at the end of your year. We will do our best to match you with a new Host Family, but we cannot guarantee a second year placement.