

Guardian Angels Sitting Service
Orientation Quiz

Name: _____
Date of Orientation: _____

Please answer questions that pertain to the position you are being hired for.

- 1) What is our Child Sitting Philosophy? _____
- 2) What is our Elderly Companionship Philosophy? _____
- 3) What is our Pet Sitting Philosophy? _____
- 4) How much does a child sitter make per hour for one child? _____
- 5) How much do they make for each additional child? _____
- 6) How much \$ would a child sitter make per hour for 3 children? _____
- 7) How much \$ does an elderly companion make per hour? _____
- 8) How much \$ would a Pet Sitter be paid for a 30 minute Dog Walk for 3 dogs? _____
- 9) Who pays the sitters? _____
- 10) What form of payment is to be given to the sitter? _____
- 11) How much does a child /elderly sitter get paid for an overnight job? _____
- 12) How much would a Pet Sitter get paid for an overnight job on a Holiday? _____
- 13) How much does a child sitter make in a group setting per hour? _____
- 14) What day of the week and how often is the sitter schedule due? _____
- 15) How do you turn in your schedule? _____
- 16) If you are available all day, how would you indicate that? _____
- 17) If you are unavailable, how would you indicate that? _____
- 18) Is it okay to decline a job if called when you are supposed to be "available"? _____
- 19) How long do you have to return a call/email for a job request? _____
- 20) How many minutes before your scheduled start time should you arrive?
Child/ Elderly Sitters? _____ Pet Sitters? _____
- 21) Time sheets are to be filled out for EVERY job and mailed/turned in within _____
- 22) What is the difference between a 15 min and 30 minute Pet Sitting Visit? _____

- 23) If you clean litter or a cage, where do you dispose of the dirty material? _____

24) Can the sitter accept Credit Card or Foreign Currency as payment? _____

25) What can you accept in the case of a payment collection problem? _____

26) Pet Sitters can find their payment where? _____

27) List 3 unacceptable behaviors that could jeopardize your reputation, the reputation of our agency and may prevent you from receiving future referrals from our agency?

28) What could you do to be immediately terminated with our agency? (unless emergency documentation is provided?) _____

29) While on a job you are required to do what with the children/ elderly 100% of the time?

30) How should you leave a home prior to leaving? _____

31) Where are you allowed to take the elderly person or children while you are sitting for them?

32) Is it okay to give a family your phone number or contact information? _____

33) As a member of Guardian Angels Agency, are you permitted to work outside of the agency for any client that you are introduced to thru our agency? _____

34) What would you say to a Family Member who asked you to work directly for them vs. going thru the agency? _____

35) What happens if a sitter and family member go outside of the agency?

36) Who do you call when there is an emergency and you need assistance from the Police or Fire Dept?

37) Failure to adhere to ALL of the agencies policies and procedures results in what?
_____ which when repeated over and over, may end up with probation or termination with the agency?

38) What is our cancellation policy? _____

39) What do you wear to a job? _____

40) What do you do with the Guardian Angels Bags? _____

I, _____ have read, understand and agree to abide by all policies and procedures set in this manual. I agree and understand that failure to abide by these policies and procedures could lead to harm of a child, elderly adult or animal and understand that I can and will be held responsible for any or such harm caused by not following all policies and procedures set forth by Guardian Angels Sitting Service.

Signature: _____ Date: _____

