

Job Search and Interview Checklist

This simple checklist can help you think about what decent work practices look like while you seek out employment opportunities or enter into the interview process with a potential employer. This checklist has been adapted from the [AECEO's Early Childhood Sector Decent Work Charter](#) and its [Supporting Document](#) to help Early Childhood Educators, child care workers and ECE students identify decent work practices in early learning and child care environments.

When reading a job posting, searching an organization's website and/or engaging in the interview process with a potential employer, you may find it useful to look for some, ideally all, of the following key indicators of an organization's commitment to high quality working opportunities, environments, policies, practices and structures.

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Recognition of Staff as Valued Professional	Y/N
Does the organization have a fair and transparent process for recruitment and promotion, including equity and diversity policies (and/or statement in a job posting)?	
Does the organization have policies that support succession planning and practices that cultivate and recognize leadership; including strategies for mentoring and coaching staff?	
Does the organization have policies and practices that recognize and support educators in fulfilling the Code of Ethics and Standards of Practice required by the Province/Territory, registration and/or certification requirements?	
Is there organizational recognition and reinforcement of the valued role of early childhood educators in all workplaces (ex. staff have an appropriate level of autonomy in daily decision making and are recognized as knowledgeable, professional teaching team partners)?	
Professional Pay/Compensation	Y/N
Does the organization offer fair compensation aligned with education, experience and level of responsibility?	
Does the organization have a plan for annual salary increases to adjust for the cost of living?	
Does the organization offer a comprehensive Benefits Package (Extended Health, pension/RRSP)?	
Does the organization have a creative strategy to facilitate full year	

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salaries/employment and does it limit split shifts and/or short term contracts?	
Does the organization participate in available funding opportunities designed to support wages (ex. Wage Enhancement Grant, Government Bursaries, etc)?	
Professional Learning	Y/N
Does the organization provide resources (including time and funding) to participate in professional learning opportunities along with other colleagues?	
Does the organization offer professional learning and development opportunities on-site?	
Does the organization provide support and resources to employees who take on mentorship roles for peers, students and/or volunteers?	
Does the organization have performance appraisals that provide opportunities to both recognize accomplishments and to identify and support career development aspirations and strategies?	
Quality Work Environments	Y/N
Does the organization have a Board of Directors who have the diverse experience and skills to set the vision and direction of the organization and to provide effective leadership based on sound principles and practices?	
Does the organization have practices & strategies that promote effective upward and downward communication, and open and transparent communication amongst staff, families, communities and volunteers?	
Is the organization committed to creating accessible, inclusive, collaborative, responsive, respectful and safe work cultures, including fair and transparent policies and procedures? If yes, how?	
Does the organization have clear, detailed and meaningful job descriptions?	
Does the organization provide resources and equipment to support staff in meeting quality standards (ex. paid planning time, portfolio building opportunities, paid document and observation time)?	
How does the organization ensure that accessible complaint and dispute resolution practices are clearly articulated and consistently implemented?	
Does the organization have comprehensive policies and practices that promote health and well being? Including policies detailing: <ul style="list-style-type: none"> ● Paid wellness and sick days, and vacation time ● Programming time and break time are separated ● Policies that promote consideration for employee schedules 	

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<ul style="list-style-type: none">● Staff rooms contain space for rest and professional resources● Stress reduction strategies (ex. team building opportunities)● Anti-violence and anti-harassment policies, practices and codes of conduct, including zero tolerance for disrespectful behaviour● Joint occupational health and standards committees● Access to qualified, consistent supply educators to replace educators	
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