

Disclaimer: Free Resources

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Thank you,

Ashlee Huggins





Suggested Use:

Review all of the questions on the list. Pick your top 10 to ask during the interview. You are welcome to ask more or less, depending on what is important to you. Some questions you may be able to answer before the interview by viewing the company's job posting, website, etc.

Interview Guide – Questions to Ask Employers

For Early Childhood Educators

Question List

Compensation & Benefits

- Hourly Wage? (Wage Enhancement?)
- If the government removes the Wage Enhancement, how will wages be adjusted?
- How do raises work? Yearly? Percentage?
- Are there benefits (medical/pension) offered?
- How is overtime calculated and paid out?
- How often are staff paid/what is the method of payment (direct deposit, e-transfer, etc.)?
- Do you reimburse any professional development costs (workshops, conferences, etc.)?

Scheduling & Shifts

- What are the available shifts (set, rotating, etc.)?
- What is the typical length of a shift and break?
- What age group will I be working with?

Scheduling & Shifts Continued

- What room will I be working in, or will I be a float working in all rooms?
- Are there options for part-time work?
- If child enrollment numbers/daily numbers are low, are staff sent home early/is there a reduction in hours?
- How does the centre handle break coverage or staff being away (substitutes, floaters, etc.)?
- Can staff leave the centre for their break?
- Are breaks paid or unpaid?
- Are there blackout periods when time off or vacations are restricted?
- What holidays is the centre closed for, are staff paid for these days?
- How does the centre handle emergency closures (weather, power-outage, pandemic, etc)? Are staff paid for these days?

Sick Days & Time Off

- What is the process for calling in sick?
- Are there paid sick days? How many are provided each year?
- How is unpaid time off handled?
- Are there policies regarding taking extended leave for health/personal reasons (maternity, bereavement, etc.)?

Work Environment & Policies

- What is the staff turnover rate? Why did the last staff member leave the team?
- How long has the longest-serving staff member been employed here?
- What is the centre's guidance policy for managing challenging behaviours?
- How are children with extra needs supported?
- What is the centre's nutrition policy? Are educators involved in preparing or serving meals?
- Is there a class pet? Who is responsible for its care (feeding, cleaning, etc.)?
- What is the centre's philosophy approach to Early Childhood Education (Play Based, Reggio Emilia, Montessori, etc.)?
- What is the centre's view on circle times?
- What is the centre's view on worksheets?
- What is the centre's view on art activities?
- Are outdoor play and exploration emphasized? How frequently do the children go outside?
- Does the centre record a child's day on an app/paper? What are the expectations around this for staff?
- When do staff have time for documentation/prep? Is it expected that staff complete this at home?

Operational & Organizational Structure

- Does the centre have an HR department or designated HR contact?
- How do staff clock in/record hours worked?
- Are there regular staff meetings? Are staff compensated if they attend?
- Are there performance reviews for staff? How often are they conducted?
- Is there an opportunity for staff to give feedback on management or policies?
- How is communication handled between staff and management?
- What is the budget for classroom supplies? How often are supplies ordered? Who is in charge of ordering?

Family Involvement & Special Days

- Are parents invited to participate in classroom activities/field trips?
- Are there family days/special events?
- Are staff expected to help children make gifts for their families (Mother's Day, Father's Day, Christmas, etc.)?
- Does the centre hold parent-teacher conferences/meetings?
- Does the centre organize fundraising or community engagement events?

Health and Safety

- What is the centre's policy on illness prevention and control?
- How does the centre handle accidents and injuries (incident report, parent calls, etc.)
- How does the centre handle injuries to staff at work (contact person, WorkSafe BC forms, etc.)
- Where is the information about emergency drills (fire, earthquake, etc.) located?
- Are staff required to have immunizations or follow certain health guidelines?
- How are medications administered to children? Who is responsible?

Training & Professional Development

- What type of onboarding/training is provided for new staff?
- Are there opportunities for continued education/professional growth?

Curriculum & Programming

- What's the centre's approach to curriculum planning (theme based, emergent, blended, etc.)?
- How involved are staff in creating/adapting lesson plans?
- Are there specific expectations for documenting children's learning (portfolios, daily reports, etc.)?

Curriculum & Programming Continued

- How are special days/cultural celebrations incorporated into the curriculum?

Specific For Interviewees with Children

- Can I work in the same room as my child if they are enrolled in the daycare?
- Is there a staff discount for enrolling my child?
- Can I have a copy of the Parent Handbook to review?
- If I have the day booked off for vacation or otherwise, can my child still attend the program?

Interview Questions

Write down your more important questions below.

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Notes:
