

Questions to Ask a Potential Employer in the Early Childhood Education Field

- Can you describe a typical day for someone in this position?
- Do you have a written job description? Could I have a copy?
- What should be the top priority of the person who accepts this job?
- What does your school/center value?
- What is the mission and vision of this organization?
- What are some of the skills and abilities necessary for someone to succeed in this job?
- How will my leadership responsibilities and performance be measured? By whom?
- What is the center/school's policy on providing seminars, workshops, and training so employees can keep up their skills or acquire new ones?
- How much guidance or assistance is made available to individuals in developing career goals?
- How much opportunity will I have for decision-making?
- Is there a process for advancement in this organization?
- What is the pay for this position (2nd interview question)?
- What are the hours?
- What are the fringe benefits (2nd interview question)?
- When does the position start?

For more information on advancing in your career, contact GAYC's Advancing Careers Project at 1-888-405-2238 or visit us online at www.gayconline.org.

Adapted from:

Educational Career Services Office-College of Education at the University of Illinois at Urbana-Champaign (2007). *Interviewing*.

<http://www.ed.uiuc.edu/ecso>.