



This self-assessment questionnaire addresses issues related to human resource management and staying in school projects based on **10 approaches advocated** for employers committed to the educational success of their student employees.

1. We have a process for **welcoming** and **integrating**.
 - We provide pertinent documents and equipment;
 - we explain our rules and show how to perform tasks; and
 - we pair an experienced employee with the new student employee.
2. We are aware of our employees' **school** and **career aspirations**.
 - We discuss their goals and dreams with them.
3. We are **flexible** and **open** when it comes to work schedules.
 - We adapt schedules to key periods, such as back to school and exams; and
 - we accommodate sudden needs to adjust schedules due to school, family or health considerations.
4. We adapt our **communications** and we use **technology** such as text messaging, Facebook and Messenger.
 - We keep meetings short and well-structured; and
 - we focus on transparency and authenticity.
5. We are aware of the **expectations** and **needs** of the new generations. For instance, we know:
 - they want a stimulating work environment; and
 - they want recognition for work well done.
6. We organize regular **meetings** with our employees to:
 - highlight their good behaviour;
 - remind them of the organization's goals and expectations; and
 - ensure their wellness.
7. We have an **HR policy** specific to **educational success** based on, among other things:
 - work schedules;
 - performance assessments; and
 - annual leave.
8. We encourage staying in school through **tangible measures**.
 - We provide a certificate or bursary that validates staying in school; and
 - we make special mentions to student employees during the company's social activities or on its social media.
9. We encourage **returning to school** or **professional development**.
 - We prepare a professional development and school plan with every employee;
 - we encourage employees without a diploma to resume their studies; and
 - we have a training budget.
10. We offer **internship opportunities** in our company.

Information:

- tableeducationoutaouais.org;
- employeursengages.ca.



This content is based on the document of 15 questions to assess and strengthen actions in support of educational success prepared by the Réseau québécois pour la réussite éducative.