

HR TOOLKIT

YOUR GUIDE TO BUILDING YOUR WORKFORCE



HOW DO YOU PLAN FOR SUCCESS?



YOUR OBLIGATIONS

Are you clear on employment standards and other legislation that applies to your business?

- Ontario Employment Standards
- Occupational Health & Safety
- Workers Safety Insurance Board
- Human Rights Legislation
- AODA Requirements
- Employment Equity Act
- CRA Reporting & Payroll



DEVELOP HR PLAN

Have you identified what skills your business needs to achieve its goals and created the right jobs?

- Identify Business Needs
- Determine HR Requirements
- Write a Job Description
- Establish Salary
- Determine Feasibility of Hiring

HOW DO YOU GET THE BEST TALENT?



FIND PEOPLE

Are you recruiting in ways that will attract the right people to your jobs?

- Get Recruitment Support
- Explore Subsidies and Other Funding
- Prepare the Job Ad/Posting
- Find Candidates
- Diversify Your Workforce



SELECT PEOPLE

Are you selecting the best candidate for your job opening and organization?

- Learn Effective Techniques
- Pre-screen Applicants
- Conduct Effective Interviews
- Make the Right Hiring Decision
- Embrace Diversity
- Onboarding & Orientation

HOW DO YOU RETAIN AND GROW TALENT?



KEEP PEOPLE

Are you providing a work environment and leadership that fosters engagement and retention?

- Build Your Desired Culture
- Create a Positive Work Environment
- Deal with Problem Behaviour
- Manage Rewards
- Recognize Success & Excellence
- Lead & Motivate Your Team
- Communicate Effectively
- Manage Time & Stress
- Handle Conflict
- Deal with Change



DEVELOP PEOPLE

Are you fostering performance excellence and providing career development opportunities?

- Foster a Learning Culture
- Discuss and Assess Performance
- Give and Receive Feedback
- Provide Ongoing Coaching
- Focus on Mentoring
- Understand How Employees Learn
- Promote On-the-Job Learning
- Offer Learning Opportunities
- Look at Career Development

HOW DO YOU HANDLE DEPARTURES?



REBUILD & RESIZE

Do you know how to effectively deal with succession planning, downsizing and other departures?

- Develop a Succession Plan
- Plan for Retirements
- Address Employee Turnover
- Conduct Exit Interviews
- Handle Terminations
- Deal with Downsizing

**EXPLORE
OUR HR
INFORMATION,
TIPS & TOOLS
ONLINE**



OTHER EMPLOYER RESOURCES ONLINE



Staffing Support

FREE SERVICES provided by community employment agencies and schools to access job ready candidates and broaden your search for talent.



Financial Incentives

GET MONEY to support your talent needs; find out about hiring incentives, wage subsidies, training grants, tax credits, and more.



Workplace Training

FREE TRAINING and workshops for personal development and creating more effective workplaces.



Community Engagement

OPPORTUNITIES to share your knowledge and showcase your organization by giving back to the community.



Business & Job Statistics

LABOUR MARKET INFORMATION to help you understand the world of work. Explore our LMI Library or contact your Employer Help Desk.

FREE PROGRAMS AND SERVICES YOUR BUSINESS CAN ACCESS INCLUDE:

- ✓ Staffing support
- ✓ Outreach to diverse talent pools
- ✓ Financial incentives
- ✓ Workplace training and upskilling
- ✓ Community engagement and corporate visibility
- ✓ Business and job statistics
- ✓ Online HR toolkit



EMPLOYER
RESOURCES

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