



Best Practices for Hiring

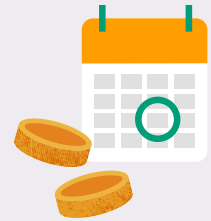
AFTER YOU HIRE

Best Practices for Hiring: After You Hire

Managing and retaining employees effectively is important to the success of your business. Not only is hiring a time-consuming and costly process, but a high turnover affects productivity and employee morale. Some things that you have to think of after you hire a new employee are listed below.

Payroll

As a business owner, you should have a process set up for how you're going to pay your employees. You will have to collect your employee's payroll information, and determine if you need to open a payroll account and make payroll deductions. Remember that as an employer, you also have to fill out, file, and distribute tax information slips for your employees. The [Government of Canada website](#) provides some great information on payroll and unemployment benefits.



Benefits

A good benefit plan helps you retain employees by ensuring your employees' health and happiness. There are some benefits that are required by law like holiday pay and workers compensation in case of injury.

There are also other optional benefits listed below:

- Extended healthcare and dental plan
- Life and disability insurance
- Pension or retirement saving plans
- Wellness and mental health programs
- Paid time off

A good benefit plan is a combination of what your employees need and what you can afford. For example, retirement plans are more important to older employees than younger ones. Work with an insurance provider to set up a benefits package that you can offer to your employees.

Human Resource Policy and Procedures

As your organization grows, you need clearly defined policies and procedures that guide the relationship between you and your employees. This can be incorporated into an employee handbook or a policy that your employee signs off on at the time of onboarding.

HR policies should outline how employees are compensated, establish expected workplace standards of behaviour, protect employee's rights and needs, and create pathways for voicing and addressing complaints.

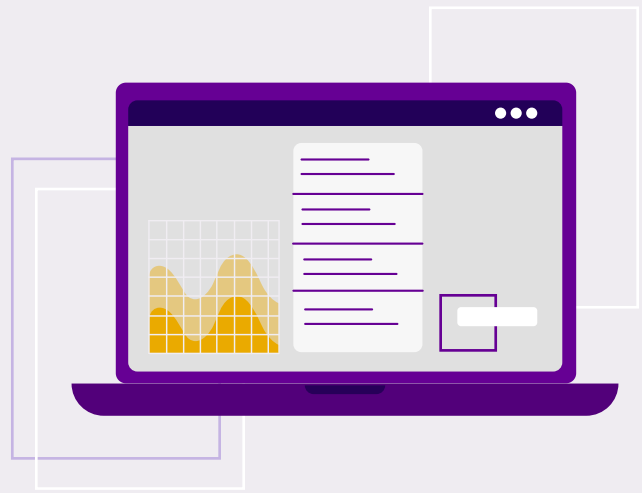
To start, you can refer to the federal, provincial and territorial legislations and guidelines to create a list of policies that you would like to implement. Some examples are the [Canada Human Rights Act](#), [Canada Federal Labour Standards](#), and other Provincial and Territorial Employment Standards.

Some commonly established policies cover the following topics:

- Recruitment and termination
- Health and safety
- Remote Work
- Employee conduct
- Pay and benefits
- Confidentiality and conflict of interest
- Leave and time off
- Anti-discrimination and anti-harassment
- Use of technology

Record keeping

Employers are required to maintain employee records so that they can track employees' progress in the organization over time. You should also document important forms and decisions like hiring forms, resumes, references, performance and disciplinary records. There are some tax forms that you are legally required to store. As best practice, you should store these for a minimum of six years.



Training employees

When you onboard a new employee, you will have to train them so that they can do their jobs well. The type and length of training will vary depending on the employee, the role, and the organization.

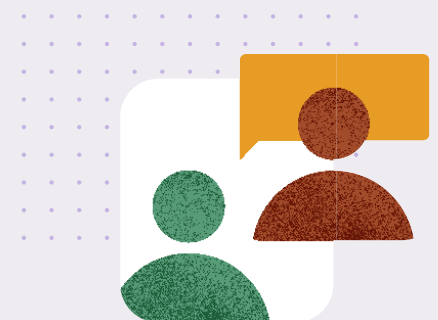
Employee orientation is the process of introducing the employee to the organization. This involves filling out the necessary paperwork, introducing employees to their coworkers and the work environment, educating them about company policy and their job responsibilities, and making them feel welcomed and prepared.

The steps to create a training program is listed below:

1. Assess the training needs of the employee by reviewing their job description and experience
2. Identify the training objectives i.e. what skills need to be learned
3. Decide on a method of delivery i.e. through presentations, hands-on activities, or books
4. Decide who conducts the training i.e. through internal or external staff
5. Finalize the date, time and duration of training
6. Communicate training expectations with the new employee
7. Evaluate the success of your training and review if the employee has necessary skills

Employee evaluation

Every few months or annually, you should meet with each employee personally to evaluate how well they are doing their jobs. If an employee is underperforming, this can be an opportunity to understand if there are any barriers to their success. For employees performing well, this is a chance for you to show your appreciation and encourage them. Try to structure your employee evaluations as a discussion so that your employees have an opportunity to discuss any concerns they may have about their roles or performance.



Employee retention

Taking care of your employees' needs will encourage morale and help with employee retention. Motivated employees are efficient and contribute to the overall success of the company. In addition to a safe and healthy work environment, it is important for your employees to know that you care about them and their needs. You can offer perks like flexible work hours, professional development opportunities, social events, promotions, or bonuses to motivate employees. When doing that, it is important to remember that everyone has different needs. Some employees may be motivated by pay and benefits, while others may stay on because they love what they do.



Best Practices for Hiring is a three-part guide on employee recruitment, management, and retention. Check out our other guides to learn more about how you can support your staff.

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