



**THE WORKFORCE
CONSULTANTS**

simplifying Human Resources

A beginner guide to governmental resources

Human Resource Essentials

Considerations when running a successful organizations



Confused about Human Resources?

Not sure where to turn or what to pay attention to? Look no further. We know that navigating the world of Human Resources can be a daunting task. That's why we created this quick guide to inform you of what is necessary to focus on!

Planning and Staffing

One must consider the quantity and quality of employee(s) for hire. It is important to determine the minimum number of employees needed to run efficiently and effectively. Once the number of required employees has been determined, the competencies and capabilities of the employees need to be considered.

It may be helpful and time effective to seek the assistance of a recruiter or placement agency.

VISIT:

www.hrmanagement.gc.ca

Click on "Hiring Employees"

Compensation

Adequate employee compensation is vital to success. It is important to choose the correct compensation amount and method. The surest way to determine adequate compensation is to compare the task and job to local market trends within your region.

VISIT:

www.labourmarketinformation.ca

Click on "Wages & Salaries"

You must consider all your payroll responsibilities along with deductions during the payroll process.

VISIT: www.cra.gc.ca

Type "payroll" into the search bar. Click on the "payroll" link. Scroll down to reach "Topics about Payroll".

Consider whether it is best to hire an external individual to take on the payroll task rather than managing it in-house.

Benefits & Allowances

A large portion of the total compensation package is comprised of employee benefits. In addition to health-related benefits, included in this category are other allowances (e.g., car, lodging) that need to be considered. It is necessary to consider whether it is feasible to provide benefits, which ones, and how much.

VISIT: www.cra.gc.ca

Type "payroll" into the search bar. Click on the "payroll" link. Scroll down to reach "Topics about Payroll"



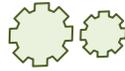
Occupational Health &

Safety

All organizations must ensure that they are providing a safe working environment for their employees. The Canadian Center for Occupational Health and Safety provides occupational health and safety guidelines outlined by the government of Canada.

VISIT: www.ccohs.ca

Employment Standards Act



Employers must ensure they are abiding by the Labour Standards in their respective provinces. The Employment Standards Act includes the rights and responsibilities of employers and their employees. These standards include items such as the number of hours worked, vacation time, etc.

VISIT: www.labour.gc.ca

Click on “Labour Law”. Click on “Employment Standards Legislation in Canada”.

Employment Equity Act

An employer must ensure they are providing equal opportunity without prejudice. The Employment Equity Act was developed to ensure better job opportunities for all regardless of gender, age, appearance, nationality, heritage, or beliefs.

VISIT: www.labour.gc.ca

Click on “Labour Law”. Click on “Employment Equity Legislation and Agreements”.

Employee Orientation

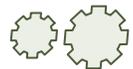
A well-planned and executed orientation process for new employees will serve to welcome any newcomers to the organization, familiarize them with current policies/procedures, and ensure that all the necessary and relevant information is communicated during the first days on the job. It is important that the orientation process help each employee understand the business goals, values, and expectations so that they can ensure their behaviours are in alignment with what the organization expects.

VISIT: www.hrmanagement.gc.ca

Click on “Training Employees”. Click on “Orientation”.



*A note on Accessibility Laws: Ontario is the first jurisdiction in Canada to develop mandatory, province-wide accessibility standards. These standards apply to both private and public sectors.



VISIT: www.accessON.ca

Ongoing Employee Management

Remember that managing employees is an ongoing and involved process. Providing motivation, proper training, and frequent feedback help promote a positive working environment and further employee retention.



For further information and direction, please consult your local and/or regional governmental offices.

Compiled
by:



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About Us

The Workforce Consultants is a network of specialized professionals in the field of Human Resources.

We offer expert consultation with experienced professionals and academics in the field of Human Resources Management.

Our purpose is to assist organizations in developing strategies consistent with their overall business objectives that focus on behavioral practices at all levels and that when implemented, will deliver increased productivity and improved company-wide communication.