



Thank you for downloading this resource.

I guarantee this toolkit will save you hours of work so you can post that job and get someone hired.

I am going to walk you through the 10 steps you need to take to go from wishing you had more staff to onboarding a new team member!

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Step 1. Create a Contract

Contracts may seem like unnecessary formalities for small businesses, but they are an important step to protect both you and your employees. Employing someone is a formal contract in and of itself.

Our contract template that was reviewed by several Canadian lawyers gets you started. We use the same contract for all positions and refer to the job description and title in the contract.

Creating clear agreements is a way to ensure everyone starts off on the same page and feels safe.

Ensure you are familiar with the labour standards that govern employers where you live.

- [Overview of the Canada Labour Code](#)
- [Labour Standards for Provinces & Territories](#)



Step 2. Write a Job Description

Using the **job description** templates in this kit modify them to suit your preferences for new staff.

The **job description** is separate and different than your **job posting** but it is something we do first so you can get crystal clear on your offering.

If you are hiring for multiple positions you should have separate **job descriptions** for each position but you can use a single **job posting**.



Step 3. Create a Job Posting

This is the fun part!

Your job posting will potentially be seen by job seekers around the world so make sure it is an example of how you want your organization to be perceived.

For jobs with similar requirements, it is better to post a single job and then filter applicants based on availability etc in the first phase of your hiring process.

Again, our template helps guide you through the process.

This is where you get to shine.

Your job posting is often the first impression of your organization - make it magnetic, clear, and aligned with your values so the *right* people feel called in.

For similar roles, use one strong posting and filter applicants for details like availability later - it saves time and keeps your pipeline full.

Our template makes it easy to craft a posting that attracts the kind of staff you want.



Step 4. Post the Job

Currently in 2023 the industry standard is to post with Indeed.

You can create a free account and if you are in a small community or niche industry your ad will definitely be seen.

Indeed offers a lot of additional tools to help take some of the headache out of the hiring process such as easy applications, approving candidates, pre-screening, and messaging.

Of course, there are other options here are some suggestions:

- Canada JobBank
- Your provincial/territorial job board
- Kijiji/Craigslist (highly local dependent and costs a fee)
- LinkedIn
- Goodwork.ca
- Glassdoor, Monster, Workopolis, ZipRecruiter (cost a fee)

Regardless of which option you choose I **strongly recommend** you create a consistent way for candidates to apply. Whether you send them back to your Indeed posting or ask them to email you directly make absolutely 100% sure there is **only one way for candidates to apply**.

If you anticipate a lot of applications it is a good idea to create some simple filters so you can easily eliminate poor candidates. One of my favorite ways was to ask for a specific email subject line in the job posting. Any candidate who send an application without that subject line I immediately filed in the rejection folder.

Which brings me to our next step.



Step 5. Review Candidates

The job market is currently so competitive that an application is considered stale once it is only a few hours old!

So respond to candidates you like ASAP. Preferably within **minutes** and definitely under 4 hours.

It is good practice to keep ALL applications and thoroughly document your screening process steps.

This helps to protect you from potential litigation arising from a candidate who feels they were treated unfairly.

If you are accepting email applications create a folder for applications and put a subfolder in it called rejections. Applications with incorrect subject lines or inadequate qualifications can be immediately filed into the reject folder. Good applications should be collected in a single place that is easy for you to review.



Step 6. Screen Candidates

This is where you start contacting potential hires in two phases.

1. **Long-listing candidates** is a step where you setup a phone call with a few brief questions to clarify whether your needs and the candidates needs are a good fit for one another.

In the Guide to Interview Questions there are some sample long-list questions.

2. Candidates who are a good fit go on your **short-list** and you set up an interview with them. Preferably face-to-face but webcam meetings are also the norm these days.

In the Guide to Interview Questions there are some sample interview questions.

When you are conducting both short-list and long-list interviews make sure you have a method of recording the candidates' responses. As mentioned above this is a way to protect you from potential litigation due to perceived discrimination.

Some organizations audio record phone calls. Some take notes in a file or on a sheet of paper. Find a method that works for you and use it **consistently**.



Step 7. Check References

You've found someone great. You've clicked, things feel good and you want to hire them on the spot.

However....do not skip this step!

So many small business owners avoid the discomfort of calling a reference and I feel you; I have been one of them.

Calling a reference has saved me from more than one poor hire in my decade of being a business owner.

For example I've called references who never called me back. Which tells me one of two things about the candidate. Either they didn't let their references know someone would be calling or the reference wasn't likely to give a positive review of the candidate anyway.

Typically, I will email references to request 5 min of their time and give them my phone number.

For references, I only have a phone number for I make sure to specify that this will be a 5 min phone call. These days I often follow up with a text message if I haven't heard from them in 24 hours.

A great reference will feel great and you will have 100% absolute confidence that the person you are hiring is a great employee.

So many small business owners avoid calling references—I get it, I used to as well. But in my decade of business, those calls have saved me from more than one bad hire.

I've had references never call back, which tells me a lot: either the candidate didn't prepare them, or the reference isn't eager to vouch for them. Both are valuable signals.

I keep it simple—email to request 5 minutes and share my number. If I only have a phone number, I clearly state it's a quick 5-minute call, and follow up with a text if needed.

When a reference is great, you'll feel it—and you can move forward with real confidence in your hire.



Step 8. Write Job Offer!

Get super clear on the details of the job you are offering. It is ok to simply fill in the blanks below before you go to the trouble of editing contracts etc.

1. Rate of pay _____
2. Hours of work _____
3. Job description _____
4. Pay dates _____
5. Start date _____



Step 9. Offer the Job!

I like to **phone the candidate** so I can get a read on how they feel about the job offer.

I've sent emailed job offers that left me wondering if I'd made the right choice.

Tell them you will follow up with an email highlighting the specifics of the job and a contract for them to sign and then make sure you send that email within 24-48 hours.

I ensure my email has all of the details mentioned above TWICE.

My email looks like this:

*Hello **Jane!***

*I am delighted to formally offer you the position of **Outdoor Adventure Camp Mentor** with a start date of **June 26th**. According to our wage grid we can offer you a starting wage of \$22/hr.*

*Paydays are every second Friday and this **coming/past** Friday **is/was** payday.*

*I've attached a job description and contract to this email for you to review and return as your formal acceptance of the position. We ask that the offer be accepted before **Tuesday at 1pm**.*

For clarity the details of the position are reiterated below:

6. Rate of pay _____
7. Hours of work _____
8. Job title _____
9. Pay dates _____
10. Start date _____

Once we receive your signed contract I will forward you a copy and begin the onboarding process.

*Thank you so much for applying to join us in our important work.
I very much look forward to working with you.*

Talk Soon,

Krystal



Step 10. Begin Officially Onboarding

At this point it is HR time. This employee needs to have their paperwork completed and entered into a training workflow.

These are my 5 onboarding steps

1. Once I receive the contract, I print it out and sign it.
2. Then I scan/photograph it and begin another email to my new hire that looks something like this:

Thanks so much Jane!

We need a few more things to make sure you are all setup and officially a part of our team.

1. Criminal Record Check (I include a link with instructions or attach a letter they can take to the RCMP)
2. First Aid
3. TD1 <https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1.html>
4. TD1 BC <https://www.canada.ca/en/revenue-agency/services/forms-publications/td1-personal-tax-credits-returns/td1-forms-pay-received-on-january-1-later/td1bc.html>
5. A Blank cheque

When I have those 5 things I'll send you a link to our orientation and training documents so you can get started!

Kind regards,

Krystal



3. I create a digital folder with the employee's name in my HR folder.

I download the contract and file it in the folder.

Every employee has the following things in their file.

- Resume and cover letter
 - Interview questions
 - Reference responses
 - Signed Contract
 - CRC
 - First Aid
 - TD1
 - TD1 BC
 - Blank cheque
 - Headshot
4. Once I receive the 5 things I then file them in the folder and add the employee to my Payroll system.
5. Finally, I send one more email with instructions on how to enter their hours if I am using a timesheet program.
- And I direct them to our website new staff page to collect their bio and headshot and begin our training.

After that they are officially on staff with us and training commences.

And that's how you hire an employee!

Krystal



If you enjoyed this guide and found it helpful consider making a donation to krystal86@gmail.com

Or if you would like to purchase my training series for outdoor educators you can find it in our shop.

<https://sproutingknowledge.com/shop/>

The training is a series of emails designed to ensure your staff have the awareness and skills to facilitate programs that are physically and emotionally safe.