

## QUESTIONS TO CONSIDER BEFORE HIRING:

Busy employers who are short-staffed quite often find themselves jumping into the hiring process as an immediate need arises to fill a position. Increase your success rate by considering the following questions before you begin the recruitment process:

### **How many employees do I need? What type of employees do I need?**

By planning as far in advance as possible, you will be able to determine how many new employees are needed and when. Consider upcoming business volumes, employee leaves and vacation coverage. Do you require full-time, part-time, permanent or seasonal employees? What skills or experience do they need to have? What skills can you teach? Do you really need more employees, or can existing employees be cross-trained to cover shifts or tasks? Consider hiring individuals who may bring new skills or a diverse mix to the workplace.

### **What do I need to budget?**

Your budget for a new employee will need to cover base wages/salary, and be sure to factor in statutory requirement costs such as Canada Pension Plan (CPP), Employment Insurance (EI), WorkSafeBC, vacation pay, benefit costs, if you offer a healthcare plan, uniforms (if applicable), training, and other on the job required resources.

Note: Actual costs will vary significantly between employers, depending on the benefits provider, benefits packages, employer size, etc.

### **What will the new employee(s) do, and when should they start?**

Do you have a job description in place? Have a clear understanding of the duties and responsibilities for each position, and use this information to create a job posting. A great job description can help you craft a job posting that stands out from the rest. Depending on labour market conditions, it could take several weeks or months to find the right candidate, so be sure to plan accordingly.

### **Where can I find the ideal candidate?**

Sell your business! Similar to consumer marketing, think of recruitment as marketing for potential employees. Target your recruitment efforts in places where qualified candidates can be found. Be creative and open to hiring a diverse workforce. See [Tips on Where to Find the Ideal Candidate](#).

### **Why should a candidate work for you?**

Think about what your business can offer to encourage candidates to apply. Consider offering flexibility in scheduling, benefits such as support in mental health, perks and discounts.