

GoForth's Guide to Hiring A First Employee

Before hiring employees for your business, open a [Payroll Account](#) with the Canada Revenue Agency and be sure to refer to the [Human Resource Regulations](#) listed on the **Canada Business website**.

Tips to Hiring:

Step 1: Prepare the necessary Job Descriptions:

- Analyze the activities or work to be performed and determine how many jobs need to be filled.
- Identify the Job Requirements to allow for a more intelligent selection of the candidate. For sample job descriptions click [here](#).

Step 2: Use application Forms for all applicants

- Application forms (in addition to collecting resumes and cover letters) ensure necessary employee data has been collected ie. education, work history, rate of pay, benefits, employee/employer remittances, skills, job classifications, etc.
- Questions regarding an applicant's colour, race, religion, age, marital status, disabilities or criminal history are either not allowed or not suggested

Step 3: Interview Applicants

- Prepare job-related questions ahead of time and conduct the interview in a quiet, private space
- Keep the conversation comfortable for the applicant and don't engage in heated discussions or arguments
- Listen closely and observe their mannerisms, attire, speech, etc.
- Prepare to answer questions asked by the applicant and present the opportunity for him or her to do so

Step 4: Check references and other background information

- Check all references listed and have detailed questions prepared for each of them
- Also conduct reference checks on prior employment records

Step 5: Test the applicant if testing applies

- Use valid and reliable tests to ensure that those who score well are in fact the best candidates for the position



- Psychometric tests are a good measure of knowledge, abilities, attitudes and personality traits

Step 6: Prepare an offer of employment letter for selected candidate

- Not required by government but useful for administration reasons
- Include job salary, job duties, terms of relocation, benefits, work hours, probation period and commencement date

