



supporting Labour Market Attachment

Recruitment Planning Tool – The Perfect Hire

Description:

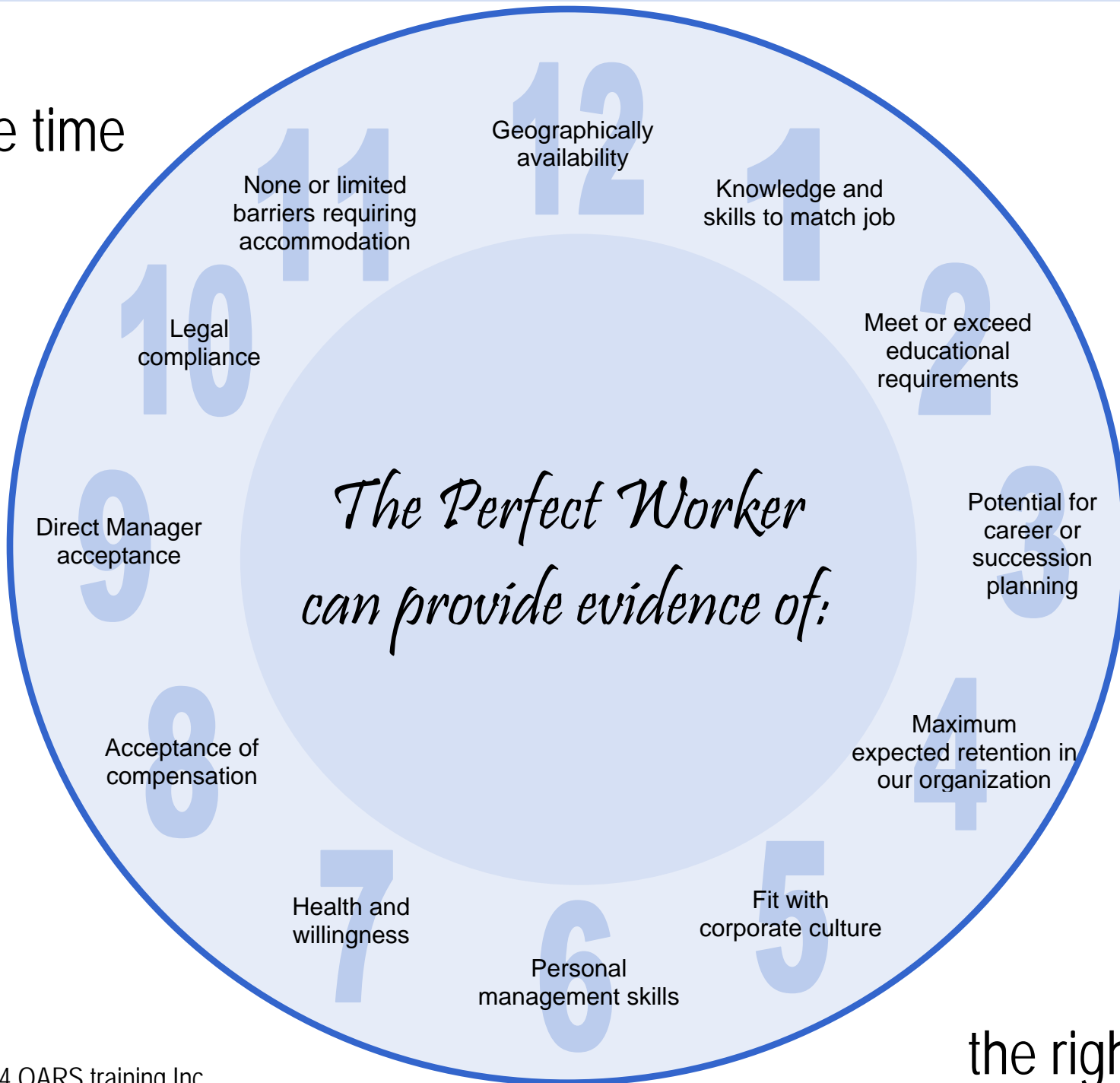
This planning tool will help those responsible for the hiring process to quickly assess and address the 12 key employee/job matching factors. The more key matches a potential candidate presents, the closer he/she is to being “The Perfect Hire”.

This tool is easily customizable for use in any organization.



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Take the time



to make
the right match!



Ensuring new hires are the best “fit”

Area of Importance:	The Ideal Employee Would:	Considerations:	Action Item:
<p>These 12 areas are of higher or lower relevance in each company. Consider the overall level of importance (LOI) in all 12 areas.</p>	<p>Customize the perfect fit for your organization.</p>	<p>Use the questions in each area to influence planning.</p>	<p>Highlight key people, questions, initiatives, or activities that need to happen to move this hire to the next stage.</p>
<p>Sufficient compensation</p> <p>Is the individual under consideration for hire willing to work for what you offer?</p> <p>Level of Importance (LOI) H M</p>	<ul style="list-style-type: none"> Willingly work for the wages and benefits provided by the organization. 	<ul style="list-style-type: none"> Are we offering the market rate for the skills we need? Can we attract those willing to work for less? Can we pay more? How can we reduce wage gaps Can we provide other types of compensation 	<p><i>Insert your own information in this column</i></p>
<p>Knowledge and skills to match the job</p> <p>Is the potential employee capable of providing the work you need?</p> <p>LOI – M</p>	<ul style="list-style-type: none"> Demonstrate job skills required and be able to match their skills to a particular job in your organization. 	<ul style="list-style-type: none"> Can this person show their skills? Have we asked questions to ensure they have the knowledge we need? 	



Area of Importance:	The Ideal Employee Would:	Considerations:	Action Item:
<p>Meet educational requirements</p> <p>Does this person have proof of education and training required for the work you need?</p> <p>LOI – H M L</p>	<ul style="list-style-type: none"> • Possess required certification or education to qualify for the specific job. 	<ul style="list-style-type: none"> • Are existing educational and training certification requirements relevant and legitimate to organizational needs? • Do we offer or have access to training, re-training or pre-training? • Has job analysis been done on this position? 	
<p>Legally compliant</p> <p>LOI – H</p>	<ul style="list-style-type: none"> • Follow all general government or organizational policies. 	<ul style="list-style-type: none"> • Do we ensure that all new employees comply with the right to work in Canada? • Do we ensure the employee can provide the standards as prescribed by law to operate and provide service in our organization? 	
<p>Limited or no barriers (accommodation)</p> <p>LOI – M L</p>	<ul style="list-style-type: none"> • Adjust to the job with minimal accommodation necessary to do the job, i.e., limited mental or physical barriers. 	<ul style="list-style-type: none"> • Have we made accommodations for differently labelled employees in the past? • Is this an area we should be investigating? 	
<p>Fit with corporate culture</p> <p>LOI - H M</p>	<ul style="list-style-type: none"> • Be willing to work according to the organization's overall values and goals. 	<ul style="list-style-type: none"> • How do we determine if this individual will "fit in" with other employees? • Have we asked about individual beliefs and values? 	
<p>Maximum expected retention</p> <p>LOI - H M L</p>	<ul style="list-style-type: none"> • Progress within the organization instead moving from job to job. 	<ul style="list-style-type: none"> • How long do we expect the new hire to stay with the company? • What is the current retention for this job? 	



Area of Importance:	The Ideal Employee Would:	Considerations:	Action Item:
Potential for career or succession planning LOI – H M L	<ul style="list-style-type: none"> Be able to fill future positions as the changes or vacancies develop. 	<ul style="list-style-type: none"> Is there a long-term expectations for this hire? Where do we seem their position in 2 or 5 years from now? 	
Personal management skills LOI – H M L	<ul style="list-style-type: none"> Manage time to accomplish tasks. Arrive when scheduled. 	<ul style="list-style-type: none"> Have we determined this potential hire has adequate social and emotional skills we expect? What are the organization's behaviour expectations? 	
Geographically available LOI – H M L	<ul style="list-style-type: none"> Work wherever the work is available. 	<ul style="list-style-type: none"> Is there a need to re-locate a new employee? How will this individual get to work? Are there shifts to consider? 	
Management acceptance LOI – H M L	<ul style="list-style-type: none"> The direct supervisor likes this employee. 	<ul style="list-style-type: none"> Are the direct managers or co-workers included in the hiring process? 	
Healthy and willing LOI – H M L	<ul style="list-style-type: none"> Have the physical characteristics required for the job. Be adaptable to work under the conditions prescribed by the job. 	<ul style="list-style-type: none"> Does the candidate have the physical health to do the job we need now? In the future? In a different location? 	

