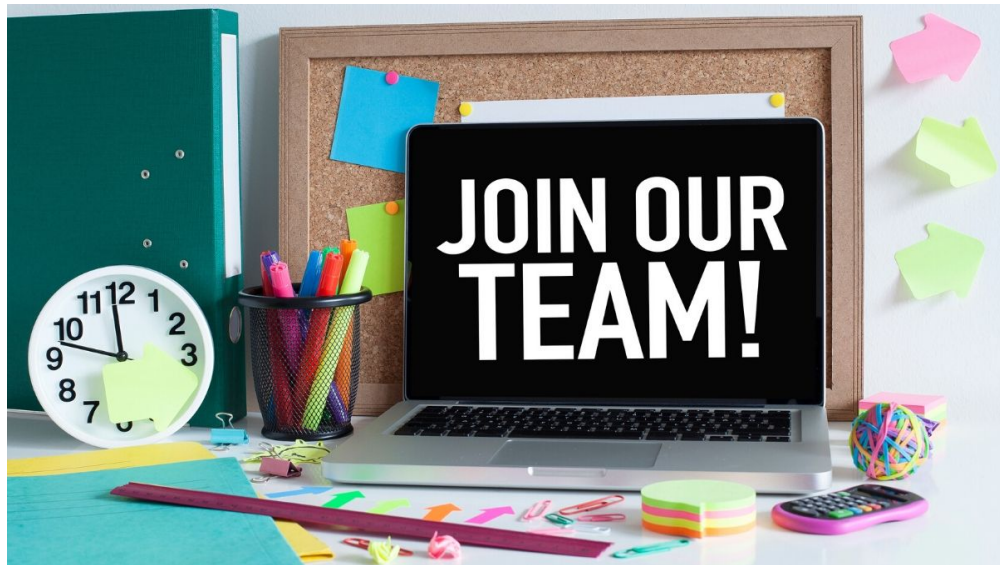


# Hiring Employees

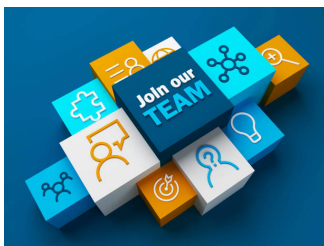
As your company grows, you will likely need to [hire employees](#).

This could be one of your most challenging tasks as an



entrepreneur, especially at a time of labour shortages in many parts of the country.

Check out [our study on labour shortages](#) to learn more about why they are happening and find four strategies you can use to find and keep the best workers. You also can visit [BDC's employees page](#) for a wealth of content on recruiting, retaining and managing employees.



## How to hire your first employee

It's important to resist the temptation to rush the hiring process because you have an immediate need to fill a position. Taking the time to do a thorough job can save you a lot of headaches and wasted time if you hire the wrong person. Here are some tips on hiring employees.

- ★ Write clear [job descriptions](#) for the positions you are hiring for. Make them as detailed as possible to attract the right applicants.
- ★ Post the position on job boards, social media and internally.

- ★ Select the best applicants to call in for an interview.
- ★ Referring to your job description, make a checklist of required skills, personal qualities and education so you can grade the applicants.
- ★ Prepare [interview questions](#) that will delve into an applicant's experience and background. You want as clear a picture as possible of how they would fit into your organization, focusing on what the person would be doing and their ability to fulfill that role.
- ★ Avoid personal questions and questions that are discriminatory (i.e., those that touch on age, marital/family status, race, religion, sexual orientation, etc.)
- ★ Consider getting candidates to do a sample piece of work that reflects what they would be doing at your company.
- ★ Using your checklist, ask yourself how well each candidate meets your requirements and rank them.
- ★ Once you've chosen a candidate, ask for references and make sure to follow up on them.
- ★ Once you have checked references and made a final selection, it's time to draw up a [letter of offer](#). The letter should cover such items as compensation, working hours, vacation and benefits.



- ★ Once the candidate has been hired, you'll need to make the proper [payroll deductions](#) for the Canada Pension Plan, Employment Insurance as well as federal, provincial or territorial income taxes.