

Hiring: 10 Tips To Avoid Pitfalls And Ensure Success

1. Register As An Employer

Administrative important part: make sure you have your employer number and be registered with the CSST, Revenue Quebec and Revenue Canada. It is the responsibility of the employer to inform, upon hiring, the various departments and agencies.

2. Gradually Hire

As you move quickly see, an employee is expensive and consumes a lot of time looking for the candidate, training, supervision, pay withholding each month, etc..

3. Employee Or Self-Employed?

Self-employed control schedule and execute the work, often at a distance. It also provides its own equipment. If you use an employee, then you take the financial risk and provide the equipment. This will affect the payment or non-insurance and withholding. When in doubt, it is best to contact Revenu Québec.

4. Use Your Network

It is advantageous to hire someone you already know or that was recommended because it can be extremely expensive to hire the wrong person. But beware: if others around you can not fill the position, it is important not to overlook the hiring process: needs assessment, definition of the position and responsibilities, interviews and evaluation of the various candidates.

5. Prevention Is Better Than Cure: Write A Contract

Have a solid employment contract with the employee avoid misunderstandings. Write down the written details of the remuneration, commissions, expenses paid, responsibilities and rules of the company.

6. In The Case Of Self-Employed

Take the time to talk to other clients to know their level of professionalism. It must also ensure that the person has the technical skills and knowledge to do what is asked. It is essential to have a detailed contract of employment, including a description of the term, price and timelines. It should be understood early on a working method when you will hold meetings? How many times a week will he inform advancements?

7. Document Your Dissatisfaction

If serious problems arise with the employee, it is always better to keep written to avoid prosecution in case of dismissal traces. For example, send e-mail alerts and take notes on the mistakes.

8. Be Vigilant

To pay the withholding tax at the provincial and federal time or penalties add up quickly.

9. Stay Tuned

At least once a month, a meeting with the employee should be organized to the point. Let him know your assessment of areas for improvement and are listening to their comments, opinions and expectations. As a young leader you must be willing to constantly improve. Receive feedback from employees can be a great way to be aware of its shortcomings ... and remedy.

10. Make Room For Them

To promote retention and engagement of your employees, include them in decision-making, be sure to inform them of important issues and consider their recommendations.