



A Guide for Employers

Recruitment and Onboarding

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PENINSULA



About Peninsula

Peninsula is an employer resource for HR and employment advice, offering guidance to small- and medium-sized businesses. For over three decades, we have supported over 50,000 businesses worldwide, across every sector and industry.

Our clients benefit from immediate access to unlimited 24/7 employment advice, legal expenses insurance, on-site HR audits, a suite of employer documents and templates, online employee management tools, and legislation updates, all of which are custom-tailored to your business. Simply put, Peninsula is an affordable alternative solution to having your own in-house human resources team. We're here to help you, anytime.

For more information, visit www.peninsulagrouplimited.com/ca.



Who is this guide for?

The essential guide for HR and employment topics dedicated to small business owners.

If you are a business owner or employer, this guide is for you.

The content is designed to address employment-related topics and provides basic information and answers to frequently asked questions.

Use this guide as a reference point for:

- Employer need-to-knows
- HR best practices
- Employment-related facts
- Legislation updates

If you require help to apply this information to your particular situation, please contact Peninsula to speak with our expert HR and employment advisors. Our dedicated employer's advice line is a complimentary service that's available 24/7 at **1(833) 247-3651**.

General Disclaimer: Peninsula is an employer resource for HR and employment advice. Employers are advised that this guide is for informational purposes only. Peninsula is not licensed to practice law in Ontario. The content in this guide is not intended to replace licensed services and the information is not intended to be legal advice.



Recruitment and Onboarding

A Resource Dedicated to Employers

This employer guide provides an overview of the basics of recruitment and onboarding from an employer's position, and offers guidance on how to avoid common pitfalls.

Your business is growing and you are adding employees. Whether your organization is big or small, a long-established firm or a new startup, the efficient onboarding of employees is part of your continued success.

It's an unrelenting task. As an employer, you'll be constantly recruiting, hiring and training new people. That's the reality of a growing enterprise.

Take note of the key points you should know about bringing employees onboard and getting them up-to-speed as quickly as possible.

Success starts early; it starts with the right processes and procedures during recruitment and onboarding.





Recruitment

Human rights legislation applies to the recruitment process to cover employer and employee rights. You can minimize any legal risks in recruitment by understanding the law and following HR best practices.

Recruitment and the Law

As a potential employer, it is essential to know the law that's put in place to ensure equal treatment. These legal requirements protect people from discrimination and help to promote a diverse workforce.

Considerations include:

- Sex
- Sexual orientation
- Gender identity or expression
- Race
- Colour
- Age
- Physical or mental Disability
- Marriage and civil partnerships
- Family status
- Citizenship
- Religion
- Political belief

Hiring Advertisements and the Law

When preparing your hiring ad, the **Ontario Human Rights Commission** recommends employers to consider the following checklist:

- Does the job description use non-discriminatory wording?
- Are the essential responsibilities of the job clearly explained?
- Is neutral language used wherever possible?
- Does the job posting state that you are an equal opportunity employer and that accommodation will be provided during the hiring process?

These recommendations are aligned with Ontario's Code for human rights at work. Of particular importance are Sections 23(1) and 23(2), which outline the right to equal treatment and prohibited grounds of discrimination.

Your obligation and responsibility as an employer is to engage in fair and non-discriminatory recruitment practices. It is important to develop a job posting that does not create barriers or deter potential applicants. Take the time to review all job specifications, postings, and application forms to ensure that you are following the law. When in doubt, consult an HR or legal professional.



Onboarding Employees



Effective onboarding begins before you hire your first employee.

Before you advertise the position, recruit candidates, choose your people and make an offer of employment, think about these relevant issues on how your workplace should function.

Let's have a look.



Onboarding

Effective onboarding starts before you hire your first employee.

What you need to know

It's important to have a system for identifying the requirements of the positions you want to fill, as well as policies for recruitment and selection that are inclusive, fair, and aimed at hiring the most qualified people while achieving equality in your workplace.

As a first step, familiarize yourself with the **Employment Standards Act (ESA)**. Determine the following:

- What is your pay period?
- What is the minimum wage you must pay?
- What vacation time must you provide?
- What will be your working hours?
- What does the ESA say about overtime?

Perhaps most importantly, remember that employee termination is the leading reason organizations end up in legal battles. As such, use this time to review the rules on terminating employees and developing your company protocols for handling termination.

The following section on probationary periods outlines some effective practices for onboarding people while reducing your own liability for potential legal battles.

Probationary Period

Many organizations hire employees on a probationary period as a trial to assess his or her suitability for the position. The probationary period must be set out in the employment agreement and clearly communicated to the employee.

How long should a probationary period be?

The ESA does not create a probationary status for employees, nor does the common law impose any limit on the length of the probationary period.

However, many employers choose a three-month probationary period because that's the minimum period under the ESA that an employer may terminate the employee by providing at least minimum notice. Six months is also a common probationary period.

Always refer to the “probationary period.” Other terms do not communicate that the employee is on probation.

When the Onboarding Starts

Onboarding has some standard parts: payroll, taxation, employee records, and the Employee Handbook.

When you hire someone, the government rules require you to:

- Ensure your recruitment and interviewing practices are not discriminatory
- Create an employee record with basic information about the person
- Verify your employee's Social Insurance Number
- Have the employee complete certain tax forms for payroll

Remember: new employees must produce a SIN card within 3 days of being hired.

SINs beginning with “9” are temporary workers who are not Canadian citizens nor permanent residents. As an employer, you must ensure that anyone hired with a SIN beginning with a “9” can legally work in Canada.

Many of these items are described in greater detail in Peninsula's reference materials on Employee Documentation and Payroll Deductions.

Managing Payroll and Deductions

When it comes to your staff payroll, follow these important steps:

- Open a payroll account number
- Get key information from new employees
- Calculate and remit deductions
- Keep proper records

What payroll deductions must you collect?

Employers are required to collect, remit and report payroll deductions for:

- Employment Insurance premiums
- Canada Pension Plan
- Personal Income Tax
- Other deductions authorized by the employee in writing

For more information and resources on payroll deductions, call Peninsula's 24/7 employer helpline to speak with employment law and HR experts.

Workplace Safety and Insurance Board (WSIB)

The Workplace Safety and Insurance Board (WSIB) supports workers and employers with a no-fault collective insurance program for workplace safety. Most employers are required to register with the WSIB within 10 days of hiring an employee.

Pay Equity

Ontario's Pay Equity Act requires that if your company employs ten or more people, you must pay your male and female employees the same salary for equal or comparable work.

Employer Health Tax

Ontario has an **EHT**— a payroll tax deducted from an employee's pay. As a business owner, there are certain obligations in paying EHT. In some cases, your business might be exempt from these requirements.



Summary

Recruitment and Onboarding

Successful recruitment and onboarding begins before you hire your first employee. It begins by understanding the rules that will ensure compliance with government requirements, and the practices that will make your employees engaged and productive.

Successful onboarding is also compliant with rules on discriminatory practices and pay equity, as well as being responsible and thorough in keeping records, administering deductions and remitting taxes.

Remember: your industry and the work environment is constantly changing. Be diligent in the recruiting and hiring processes because your future competitiveness requires you to stay alert and continue adjusting your way you lead your employees to meet the shifting challenges.

Questions?

Our employment advice and HR helpline is complimentary for small business owners to call 24/7. Ask our trusted advisors your employer questions and how we can help your business grow.

For more information about recruitment and onboarding, contact Peninsula today.

1(833) 247-3651

We've got you covered.



Employer's Checklist

Do you check all the boxes during recruitment and onboarding?

Follow these key steps when recruiting prospective employees and onboarding new hires.

- Ensure your recruitment and interviewing practices are not discriminatory.
- Before recruiting, write your Employee Handbook. Use this document to outline your expectations and the company's policies.
- Determine your company's probationary period and ensure your employees know they are starting on a probationary status.
- When hiring, create an employee record with basic information about the person – name, contact information, start date, rate of pay.
- Verify your employee's Social Insurance Number (SIN).
- Have the employee complete the proper tax forms for payroll.
- If your employee wants extra deductions from their paycheque, get their request in writing.
- Sit down with each employee and review the Employee Handbook and the Employee Agreement, making sure they understand your expectations and the company's processes.



Employer Resources

Get 24-hour access to complete HR support that's affordable, immediate, and right for your business needs.



Are you a small business owner looking for HR advice? You're in the right place.

For additional information, you can continue browsing:

- [The Employment Standards Act, 2000 \(ESA\)](#)
- [Peninsula Employment Services](#)
- [Peninsula's Free Employer Downloads](#)

Or, save time and money with a quick solution. Give us a call, instead - **1(833) 247-3651**