

Better Business Practices Series

Sound Hiring Practices

Hiring your professional staff is one of the most important decisions you make in your role as a Director or Supervisor. Today's hiring environment has become increasingly complicated in trying to navigate how to comply with current hiring practices under the Ontario Human Rights Code and the Integrated Accessibility Standard Regulation.

When it comes to interviewing potential candidates, most Directors and Supervisors would agree it is a challenge to ask the right questions to find the "right" one. Especially when you look at the potentially high costs of a poor hiring in terms of possible legal claims, turnover, and retention.

This half day interactive seminar will focus on:

- Adopting an effective, performance-based hiring approach
- Reviewing your hiring practices and documentation
- Successful interview practices
- Understanding how the Integrated Accessibility Standard Regulation impacts your hiring practices
- Asking the right questions, and what questions to avoid

Participants will receive the following:

- Template Hiring Policy
- Pre-interview Checklist
- Interview Documentation checklist
- Sample Interview Questions
- Job Interview Checklist
- Interview Scoring Grid



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Registration Information

Thursday June 7, 2018 • 9:00 am to 12:00 noon • ECCDC Conference Room, 3340 Schmon Parkway, Thorold • \$75 includes continental breakfast • Please note the cost of this seminar is far less than the average legal consultation fee • **To register**, please contact the ECCDC at 905.646.7311 extension 304, email eccdc@eccdc.org or visit www.eccdc.org

About the Facilitators

Terri Carr & Joy Lerman – TJ Solutions

Terri and Joy have worked together as consultants and facilitator/trainers working all over southern Ontario for more than fifteen years. They have extensive experience in providing training in the areas of Management, Human Resources, Organizational reviews, and Board Governance.

Terri and Joy's focus is on providing seminars and solutions in managing your Child Care/Family Resource Organizations. Their interactive workshops are creative and energetic combining practical and workable solutions that often include ready-to-use templates you can use in the workplace.

Asha Rampersad – Bernardi Human Resource Law LLP

Asha has represented major Crown Corporations, municipalities, and large private sector clients including Child Care Organizations on a broad range of labour and employment matters, including human rights litigation; grievance arbitrations; AODA and human rights compliance; and occupational health and safety issues.

Equipped with several years of teaching experience at the university level, and conducting numerous training sessions for human resource professionals and child care administrators. Asha has significant expertise in delivering training to both employers and employees on all facets of employment and labour law, including collective agreement interpretation.

Asha has worked with Joy and Terri in the Child Care sector for over seven years. Her main areas of practice include human rights litigation and accommodation issues, labour relations, and all facets of human resources law.

