

The New Brunswick Small Business HR CONNEXION

2 Finding the Right Workers 

Checklist Tips Tools & Templates Links



1 Basic HR Tools 

3 Keeping Employees 

4 Employee Performance 

[Home](#) » [Finding the Right Workers](#) » [Links](#)

LINKS

Note: These websites are not published by the Restigouche CBDC. The Restigouche CBDC is not responsible for their content. Please report broken links or recommend a link to a relevant Website to: info@nbhrportal.ca.

1. HIRING POLICY AND PROCEDURE

No specific links for this topic for now. BUT these links to government programs could help you find the right workers.

New Brunswick Post-Secondary Education, Training and Labour Employment Development Programs

[Employment Assistance Services](#)

- The purpose of Employment Assistance Services is to provide access to employment-related services to individuals experiencing barriers.

[Employment Counselling](#)

- An Employment Counsellor will help individuals search for permanent employment, starting with an employment action plan. Based on interests, skills and hopes for the future, the Employment Counsellor will help define career goals and assist in making a plan to achieve them.

[Self-Employment Benefit](#)

The Workforce Expansion Self-Employment Benefit Program helps unemployed individuals create a job for themselves by starting a new business.

[Employer Wage Subsidy](#)

The Employer Wage Subsidy program builds employer/employee relationships that promote the development of the unemployed to gain skills that ultimately result in long-term sustainable full-time employment. This program also aims at encouraging the hiring of individuals from select groups.

[Work Ability Program](#)

The Work Ability Program provides work experience opportunities to unemployed individuals who require a job placement to overcome a barrier as identified through their employment action plan.

➤ Training and Skills Development

The Training and Skills Development (TSD) program has been introduced in an effort to ensure that case-managed individuals, whose employment action plan identifies skill development as being necessary, have access to funding to assist them in achieving their goal.

➤ Workplace Essential Skills (WES)

The Department of Post-Secondary Education, Training and Labour has collaborated with business, industry, community and labour organizations to introduce Workplace Essential Skills (WES) training to employed individuals and job-seekers throughout the province. This training maximizes the skills and resources of New Brunswickers to ensure the competitive edge, innovation and efficiency needed to lead business into a prosperous future. Training is customized to respond to the specific needs of the work environment and the current or future needs of employees. Newly-learned skills can be applied immediately with visible results. On-site training is customized to identify labour-force gaps and assist with workforce recruitment, retention and adaptation. WES provides the foundational skills necessary for everyone in today's workplace and everyday life. There are nine essential skills: Reading, Writing, Numeracy, Oral Communication, Document Use, Computer Use, Thinking Skills, Continuous Learning, Working with Others

➤ Training and Employment Support Services

Training and Employment Support Services assists individuals with permanent or long-term disabilities to gain access to training and employment opportunities.

➤ Adjustment Services

The Adjustment Services component of the Employment Services Program is a measure used by the Department to encourage, support, and facilitate human resource management and labour force adjustments.

➤ Student Employment and Experience Development (SEED)

- SEED Summer Employment Placement
- SEED Co-op Work Term
- SEED Employer Application

Recruiting Employees

➤ Recruiting Employees

How to analyze and write job descriptions, interview job applicants, and more ...

➤ Hiring New New Brunswickers

Link to the Population Growth portal, where information is provided on hiring newcomers to New Brunswick

➤ Hiring Temporary Foreign Workers

A guide for employers looking to hire temporary foreign workers

➤ New Brunswick Employer Support Service

New Brunswick Employers are quickly realizing that **employees with disabilities** are among the most reliable and capable in today's marketplace. Discover the ABILITY and talent that is available in this untapped workforce.

➤ Recruiting and Retaining Women Workers in Non-Traditional Workplaces INFOSHEET

- Why Should You Hire Women Workers?
- Workplace diversity is good for business.
- How to Recruit & Retain Women Workers
- When and Where to Start?

➤ NextGenNB

The NextGenNB project's mandate is to share youth friendly best practices and strategies to New Brunswick employers in order to attract and retain youth within their organizations.

➤ An Employer Guide, which lists best practices and strategies for youth-friendly workplaces.

➤ EMPLOYER'S ROADMAP TO HIRING AND RETAINING INTERNATIONALLY TRAINED WORKERS (ITWs)

This roadmap is a guide for employers in small to medium-sized enterprises interested in hiring ITWs for their

organizations.

In the roadmap, you'll find:

- Different routes you can take to hire and retain ITWs
- Helpful tips on issues you may encounter on the way
- Answers to questions you may have
- Practical tools you can use at each step
- Resources to help you on the journey




[Back to Top](#)

2. Describing the Job

[Job Descriptions: An Employers' Handbook](#)

This easy-to-use reference is designed to help small and medium-sized organizations with their human resources management activities.

Based on National Occupational Classification (NOC 2006) content, this handbook can help users develop job descriptions:

-  To hire employees
-  Evaluate employee performance
-  Identify training needs





3. Posting the Job

NEW RECRUITING METHODS:

● Social Media

-  <http://www.facebook.com>
-  <http://www.twitter.com>
-  <http://www.youtube.com>
-  <http://www.linkedin.com>
-  <http://www.meettheboss.com>

● Internet Recruiting

-  <http://www.jobbank.gc.ca>
Looking for the right employee? Job Bank is fast, easy and free of charge! By advertising in Job Bank, your posting will be seen by thousands of job seekers across Canada!
-  <http://www.workopolis.com>
-  <http://www.monster.ca>
-  <http://www.careerbeacon.com>

4. Selecting the Right Candidate


[Hiring Checklist](#)

This tool is designed to support employers' hiring decisions. Finding out which Essential Skills a potential employee would bring to the workplace is important. It can help determine if the skills a candidate demonstrates

match the skills required for the position being filled.

5. Making a Job Offer

MORE LINKS TO BE POSTED SOON

 [Recruiting Employees](#)