



Inclusive Hiring

Indigenous Peoples
Newcomers
Youth

Content has been adapted from these sources:

StepUp BC. “Attract and Hire Youth.” Retrieved from <https://www.stepupbc.ca/sites/default/files/downloadable-material/Attract-and-hire-youth.pdf>

Workforce Planning Board of York Region & Bradford West Gwillimbury. (2009). “Newcomers: A resource for your business.” Retrieved from http://www.wpboard.ca/english/pdfs/Newcomers_-_a_resource_for_your_business.pdf

Joseph, Bob. (May 14, 2014). “7 First Nation Worker Retention Strategies.” Indigenous Corporate Training Inc. Retrieved from <http://www.ictinc.ca/blog/7-first-nation-worker-retention-strategies>



Hiring Indigenous Peoples

Indigenous people are an important source of new entrants to the labour market as they represent one of the fastest-growing segments of the population in Canada and Ontario. In addition to a perfect opportunity to find the right people for the jobs they need,

hiring
Indigenous
employees
will help your
business
reach and
service a
diverse client
base.



Local Employment
Planning Council
www.nswpb.ca/lepc

Below are some useful tips on how you can build an inclusive workforce within your organization:

- 1. Recognize cultural interests and expectations. A prime example is traditional pursuits such as hunting and fishing - these are time honoured and sometimes necessary activities (the family and or community relies on an individual to complete this activity) and for some Indigenous workers, could take precedence over a job.
- 2. Consider implementing bereavement policies that are cognizant of Indigenous cultures. In most organizations, only the death of an immediate family member warrants bereavement leave – but, in many First Nation communities the concept of family can be much larger than mainstream culture resulting in the need for more flexible policies. Bereavement policies should be clarified with incoming employees early on to create a common understanding.
- 3. Recognize that the lack of a high school diploma does not render a person unable to work. A stable employment situation often inspires workers to take high school completion courses online or in the evening. Some companies that maintain a stable Indigenous workforce offer incentives for workers to complete their Grade 12 education while working.
- 4. Implement a program that matches new employees with a culturally aware co-worker. Having a “go to” person on site to answer questions and help new employees establish relationships within the workforce will foster a sense of belonging. Indigenous workers may be more comfortable discussing issues with this person than they would with authority figures.
- 5. Recognize that new-to-employment Indigenous people may need cultural support. Being away from their community for extended periods of time can be stressful. Having Indigenous councilors, or Elders from the workers’ community on site or in the community provides a safety net as the worker adjusts to his or her new environment.
- 6. Recognize that previous work experience may have been more lenient. Remote Indigenous communities have fewer employment options, so a worker’s previous experience may have been through the band office or from a member of the community. This work experience may not have required some of the more typical expectations placed on workers in a traditional workplace. Thus, it is important to make sure your expectations as an employer are clear and explain the reasoning behind these expectations.
- 7. Try to offer cultural awareness training for all of your staff. A workforce that maintains an appropriate level of cultural awareness will ensure that non-Indigenous workers understand and support cultural values and diversity.
- 8. Conduct exit interviews. If a company’s retention efforts fall short and Indigenous employees decide to leave, try to sit down and have an informal exit interview with the departing employee to find out the reasons that the individual has decided to leave. This will help you learn from past experiences and make changes for the future.

For more information about services in your community that can help you hire indigenous peoples, visit
nswpb.ca/lepc/employers

Hiring Youth

Hiring youth can offer a number of benefits to your organization.

Youth bring
new perspectives
and fresh ideas to
the table.

Youth bring
up to date and relevant
skills from their education,
and tend to be **adaptable**
to change and are more
comfortable with technology.
In addition to the benefits of
hiring youth, employers may
also be eligible to access
various training incentives.



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Below are some useful tips on how you can build a more youth-friendly business or organization:

- Learn about government incentive programs that exist for hiring youth by speaking with your local Employment Ontario service provider
- Review your hiring and interviewing processes to ensure an open, bias-free and inclusive system is in place
- Use various social media channels and platforms like Magnet, to promote career opportunities
- After hiring, consider implementing a buddy system to match the new employee with someone who can act as a mentor and provide information on how the the organization works.
- Consider offering flexible work options, opportunities for professional development and training, as well as advancement.

For additional resources, visit
www.civicaction.ca/escalator

Hiring Newcomers

Newcomers,
including
internationally
trained
professionals,
are a resource
for your
businesses.

The demand for labour in Northern Ontario is growing and Newcomers will continue to be a valuable source of talent for businesses in the region, especially those with specialized skills, and multilingualism.



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Below are some tips on how you can build an inclusive workforce within your organization:

Consider new strategies for sourcing Newcomers

- Try local community centres, connecting with service providers who work with Newcomers, and using word of mouth

When posting a job, consider the following

- Emphasize competencies rather than past experience
- Be sure that the qualifications for the position are really needed to do the job, and not based simply on historical assumptions
- Be open to international equivalencies.
- Use plain, clear language and avoid slang terms and acronyms. If you are unsure, ask for help from an employment resource centre.

Try out these strategies for interviewing

- To reduce potential for personal bias ensure that two or more people interview each candidate
- Outline the process right at the beginning or beforehand if possible so people will know what to expect (e.g. panel-style, written portion, any specific tests that will be given)
- Choose a location that is quiet and private, so people can feel free to speak and so you aren't interrupted
- Develop job descriptions and interview questions based on the exact qualifications required for the position

Creating a culturally inclusive workspace

- Host training for all of your employees on cultural competency
- Develop a buddy/mentor program to connect your new hires with current employees. This can help your new employee learn about the workplace culture and ask questions confidentially that they may not ask otherwise.
- Be aware of, and consider providing time off for, culturally significant events and holy days. Learn what you can about the cultural backgrounds of your employees by asking questions.

Conduct exit interviews

- Sit down and have an informal exit interview with the departing employee to find out the reasons that the individual has decided to leave.
- This will help you learn from past experiences and make changes for the future.

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