

RECRUITMENT READY ONLINE SESSION

Presentation to Cape Breton Tourism Operators
March 6, 2023



NSTHRC is...

- Tourism Sector Council for Nova Scotia (14 Sector Councils through Association of Industry Sector Councils – AISC)
- Developed in 1989 as the training division of TIANS
- Founding Member of the National Sector Council – Tourism HR Canada
- Mission: *Development of a skilled and professional workforce*
- Focused on HR and labour market

LABOUR AND SKILLS

- Attraction/Retention Tools – Tourism Talent, HR Toolkit, Webinars
- Alignment with National Initiatives – Propel, Tourism Recovery Toolkit, Now Hiring, New Skills Frameworks
- Research – Provincial Labour Dashboard, Sector Surveys
- Online and In-Person Training – including occupation-specific
 - 5000+ participants annually
 - 50 *emerit* Certifications available
 - eCornell programs & Certificates – ecornell.cornell.edu/portal/tians



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HR online Tool Kit

- ▶ The HR Toolkit contains guides, templates, tools, and tips for developing internal policies, recruitment plans, and optimizing resource allocations. It comes with 24 customizable templates such as:
 - ▶ job offer letters
 - ▶ training plans
 - ▶ employee manuals
 - ▶ wellness surveys,
 - ▶ job descriptions, and much more

HR online Tool Kit

- ▶ You also get 39 tools including:
 - ▶ interview checklists
 - ▶ staffing reminders
 - ▶ and other HR forms that make managing people that much easier
- ▶ The tools and templates are ready to download the moment you complete your purchase. You also get instant access to online learning, which provides you with everything you need to:
 - ▶ select
 - ▶ recruit
 - ▶ hire
 - ▶ train
 - ▶ coach
 - ▶ and manage employees more effectively

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HR online Tool Kit

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- ▶ HR Tool Kit - [Module A - HR Planning](#)
- ▶ HR Tool Kit - [Module B - Staffing and Orientation](#)
- ▶ HR Tool Kit - [Module C - Training and Professional Development](#)
- ▶ HR Tool Kit - [Module D - Performance Management](#)
- ▶ HR Tool Kit - [Module E - Retention](#)
- ▶ HR Tool Kit - [Module F - Termination and Separation](#)
- ▶ HR Tool Kit - [Module G - Occupational Health and Safety](#)
- ▶ HR Tool Kit - [Module H - All Templates and Tools](#)

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► HR Tool Kit - [Module H - All Templates and Tools](#)

► Module 1

Overview

Module 1 Templates & Tools

HR Planning Checklist

HR Planning Template

Job Description Template

Sample Job Description

Point System Matrix

Salary Scale Template

Communication Tips

1-on-1 Meeting Checklist

Facilitation Checklist

Accommodation Policy Checklist

Anti-Harassment Policy Checklist

Resources for Work Relations

Complaint System Evaluation

Conflict Resolution Policy Sample

Sample Employee File Policy

Module 2 Templates & Tools

Module 3 Templates & Tools

Module 1 Templates & Tools

HR Planning Checklist

next

Do you need help customizing Word documents? Click on the "Customize Your Documents" button at the end of the menu.

Click to Download

1. What are my business goals and needs, and their HR implications?

- What are the organization's priorities (e.g., market share, revenues per customer)?
- What emerging directions or organizational changes will have an impact on HR issues (e.g., company expansion, higher-level skill requirements)?
- Is my plan consistent with other organizational policies such as our business plan and our HR manual?

2. What are the pros and cons in my human-resource environment?

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► HR Tool Kit - [Module H - All Templates and Tools](#)

► Module 2

The screenshot displays the 'HR Planning Checklist' tool interface. On the left is a sidebar menu with a green border, containing a list of templates and tools categorized by module. The 'Overview' tab is selected at the top. The main content area is titled 'HR Planning Checklist' in green text. Below the title is a yellow informational banner with a lightbulb icon and text about customizing Word documents. A large grey button with a green download icon and the text 'Click to Download' is prominent. Below this, the checklist content is shown in a box with a grey header for the first section. The second section is visible but faded. Navigation buttons labeled 'next' with right-pointing arrows are located at the top right and bottom right of the main content area.

Overview

Module 1 Templates & Tools

Module 2 Templates & Tools

- Job Profiling Template
- Language Skills Checklist
- Application Form Template
- Job Advertisement Guidelines
- Sample Job Advertisement
- Application Screening Grid
- Employment Barriers Checklist
- Interview Guide Template
- Reference-Check Guide Template
- Job Offer Template
- Job Offer Attachment Template
- Rejection Letter Template
- Employee Sign-on Checklist
- Employee Orientation Checklist
- Employee Manual Template
- Labour & Employment Standards

Module 3 Templates & Tools

HR Planning Checklist

next

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Now Hiring: A Guide to Help Employers

[Now Hiring: A Guide to Help Employers](#) - *complementary Resource to HR Tool Kit*

► Section 1: Essential HR Practices: New & Tried Strategies

Build a blended workforce

Overhaul your recruitment strategies

Diversify your workforce

Invest in digitalization to build up your workforce

Rethink and rework work arrangements

Work on retention strategies

Pay attention to your HR/employer brand

Be a centre of meaningful learning

Optimize your current workforce

Get good at and prioritize partnerships

Use unconventional, flexible work schedules

Increase your HR IQ

Emphasize the Total Compensation Package



Now Hiring: A Guide to Help Employers

[Now Hiring: A Guide to Help Employers](#) - *Complementary Resource to HR Tool Kit*

► Section 2: Practical Forms and Checklists to Help Tackle Key Issues

Develop Workforce Action Plan

Rethinking Work, Workforce, and Workplace

Helping Employees Transition Back to Work or
to New Job Roles

Manage a Remote Workforce

Build Strategic Community Partnerships

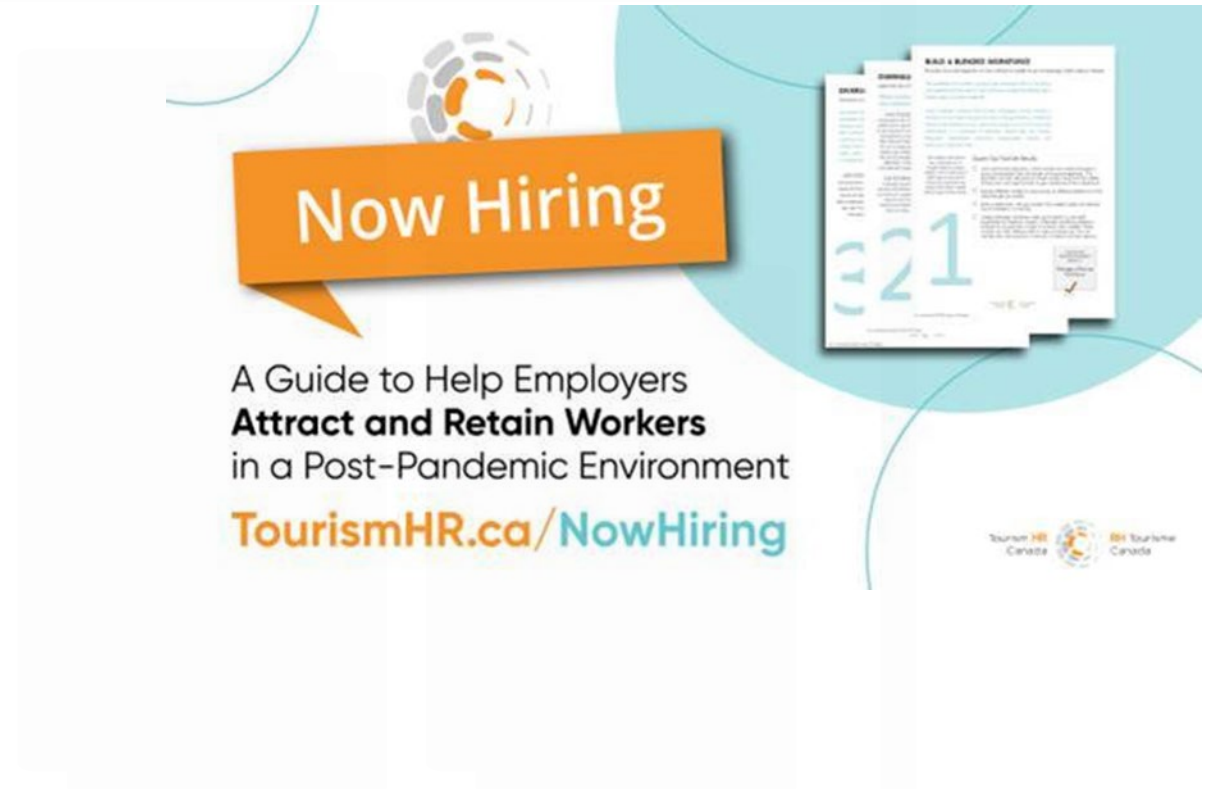
The Real Cost of Replacing People

Gaining Insights on Employee Retention

Guidance on Terminating Employees

Essential Technology Practices for Employees
Working Remotely

Total Compensation Template



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