

# SKILLED TRADES AGENCY

CONSTRUCTION EMPLOYMENT



The Executive's Guide to  
Hiring Success

This eBook is designed to highlight the strategy and process needed for executives and hiring managers interested in implementing a talent management system in their company. This eBook will cover 3 critical functions of how to build and retain a strong workforce as the organization grows.



Preparation & Search



Screening & Selection



Offer, Placement &  
Onboarding

Read the entire eBook to get an appreciation for the steps necessary for successful hiring. Each and every step is directly intertwined in the overall outcome of your team building strategies.

“Any company aiming to grow has little hope of achieving its goals without the ability to put the right people on the ground, and fast”

- Harvard Business Review



The costs may be hidden but the evidence is very clear

## Turnover and vacancy is expensive

**Training Costs** - Who is training the new hire and how much was spent for them to be trained

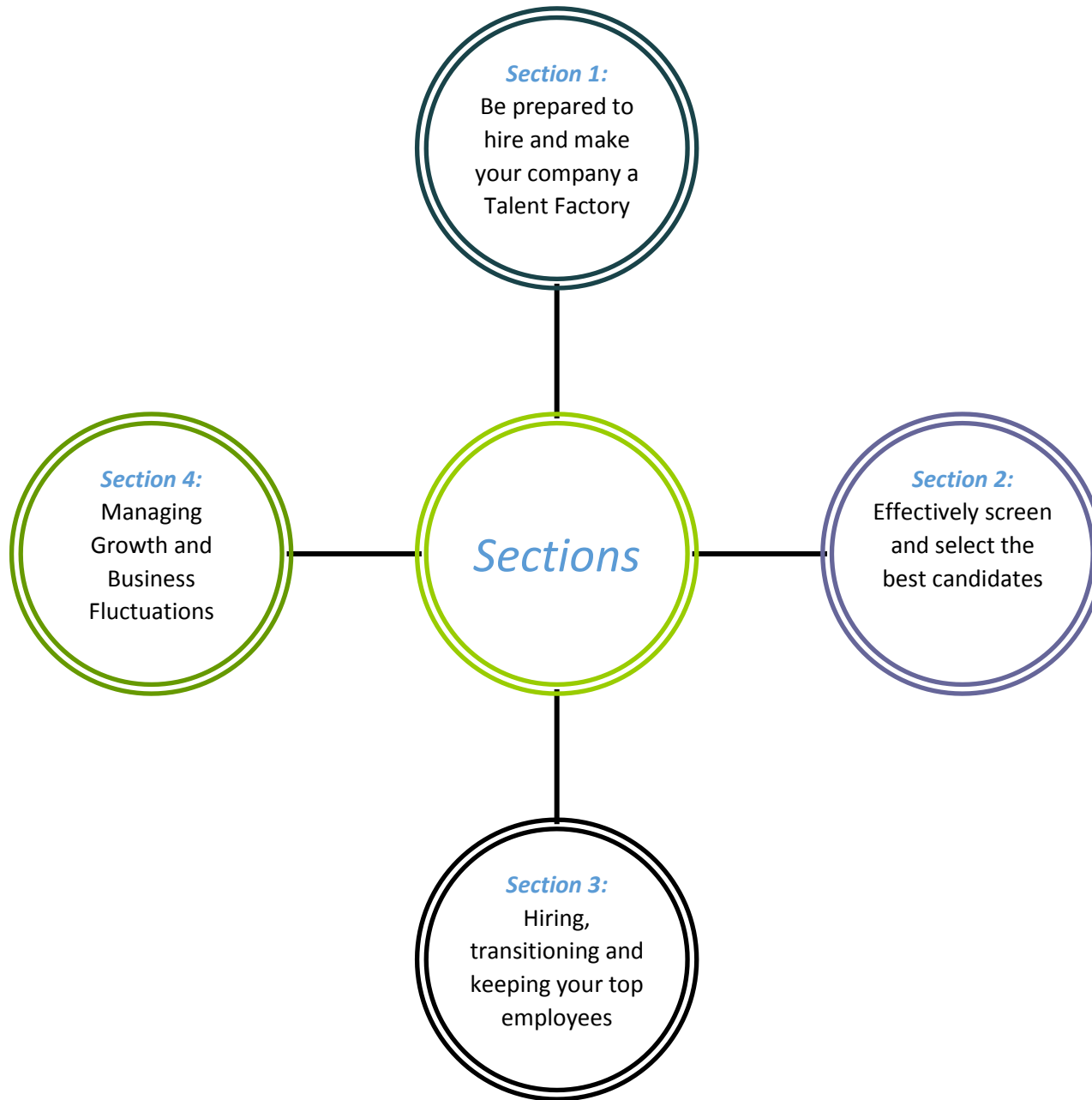
**Interviewing Costs** - You have to take the time to go through resumes, phone screen candidates and conduct formal interviews

**Overworked Remaining Staff** - Who is going to take over for the lost employee? Overwork your other employees and risk their quality of work going down and even worse, they start looking for a new job!

**Lost Knowledge** - You lose more than just an employee when someone quits. You lose their contacts, relationships, specialized knowledge and access to detailed and significant information

**Lowered Productivity** - When you lose an employee or have a need to hire, important tasks or projects get placed aside and productivity is lost. Having business placed on hold or lost due to lack of workforce is the most detrimental cost to vacancy and turnover

Stop losing out on business opportunities because you are not prepared or do not have the workforce and talent to develop

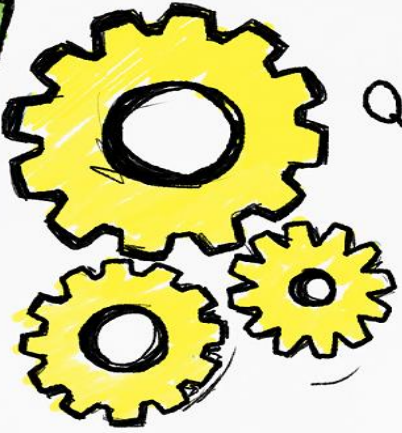




# RECRUITMENT

Experience  
Skill  
Talent

**INTERVIEW**



QUALIFICATION  
MISSION  
APPLICATION

30% Benefits  
Bonus

“From productivity and profitability to recruiting and retention, hardworking and happy employees lead to triumph”

**Inc.**

## SECTION 1:

Be prepared to  
hire and make  
your company a  
Talent Factory

## WARNING:

# Companies Must Stop Treating Recruitment as a Big Surprise

Regardless of the size of your company, one fact remains true; if you are not growing, you are dying. Sales is a key component to any business' growth and survival. It is difficult for any company to be successful without a plan to continue to drive business their way.

With that said, you can have all of the clients in the world wanting to do business with you but if you cannot provide the product or service due to your lack of resources, you are better off without.

Equally as important as a sales and marketing plan should be a plan to hire good workforces in a short period of time.

How?

1. Prepare your company for future staffing needs
2. Develop a large pool of candidates
3. Create a streamlined process to allow yourself for fast quality hires
4. Keep record and analytics





# DEVELOP YOUR POOL



**EMPLOYMENT  
ONTARIO**

Your job is out there. We'll help you find it.



monster®

**Linked in**

**indeed®**

**facebook**



**twitter**



**eluta**  
Canada

**SECTION 2:**  
Effectively  
screen and select  
the best  
candidates



## HOW TO HIRE A BAD CANDIDATE ☹️

- ❌ Conducting unstructured interviews
- ❌ Make judgements based on your “gut” feeling
- ❌ Settling on the first candidate
- ❌ Having the wrong person conduct the interview
- ❌ Using unreliable and unrelated filters
- ❌ Looking endlessly for the perfect candidate

## HOW TO HIRE A GOOD CANDIDATE 😊

- ✅ Using experienced and qualified interviewers
- ✅ Conduct interviews that are directed specifically for the candidate and position
- ✅ Conduct detailed reference checks
- ✅ Include direct managers in assessment
- ✅ Educate and train interviewers with interviewing techniques

A construction site with several workers in the foreground carrying a long metal beam on their shoulders. They are wearing yellow long-sleeved shirts, orange safety vests with reflective stripes, and green hard hats. In the background, there are cranes, a yellow excavator, and a building under construction. The sky is overcast.

**1 IN 3**

High-potential employee admits to not putting all his effort into his job

**1 IN 4**

Believes he will be working for another employer in a year



## Never assume that the new hire is a 'plug and play'

Support and mentoring is vital in the successful transition no matter what level or position

### Prior to start

Ensure all information and conditionals have been complete  
Welcome introduction with guidelines on what to expect on the first day and week

### First day/week

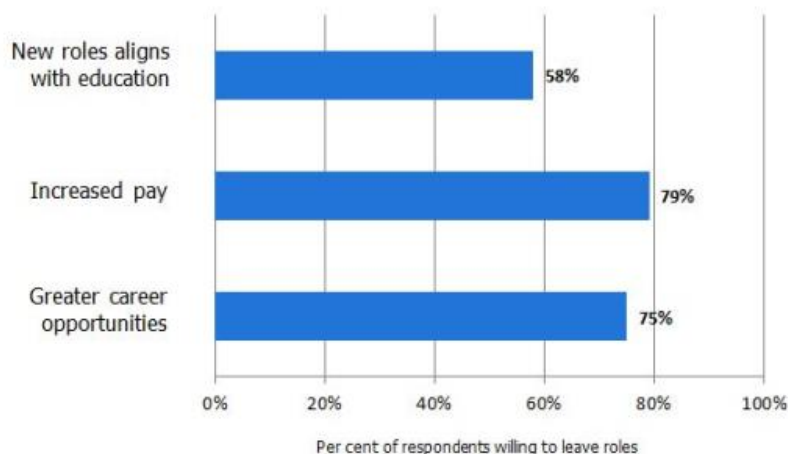
Provide adequate training and guidance to new hire to ensure highest level of success  
Provide list of contacts, tools and support resources needed to perform and initiate transition  
Encourage questions and feedback

### Ongoing

Evaluate performance  
Provide feedback

Find out what the candidate wants and figure a way to provide it or have them earn it

## Why Canadians Leave their Jobs



“Talented new hires should not be given the freedom to sink or swim; more often than not, they sink”

# 20-40%

Of construction revenue lost to competition due to lack of workforce



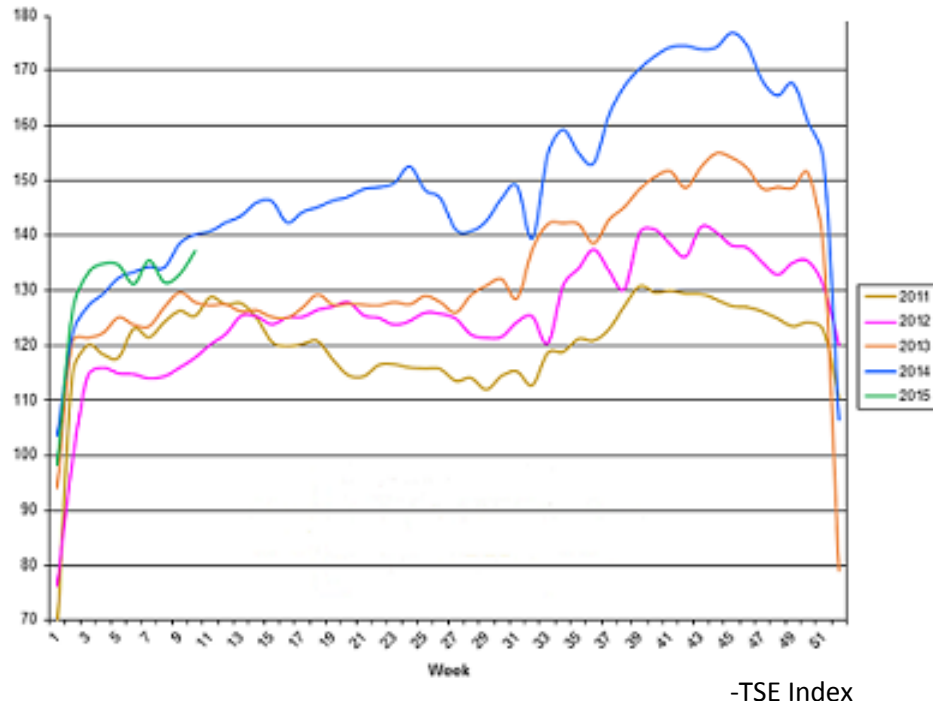
**Section 4:**  
Managing  
Growth and  
Business  
Fluctuations

## Its feast or famine in many construction sectors.

As business fluctuates during different construction seasons, so does the supply and demand of skilled and semi-skilled workers. Finding reliable, strong candidates during time of need has been the strongest pain point for most construction firms.

Positioning your company to be able to take on a new level of business knowing that you have the manpower is a great feeling. Developing a strong relationship with a temp agency that allows you to have the confidence to know you are prepared is critical. Open and transparent communication with your temp agency is vital in allowing for both your company and the agency to be ready for sudden business demands on the workforce.

### Staffing trends



You need to feel like your temp agency is an extension of your human resource department



# SKILLED TRADES AGENCY

## CONSTRUCTION EMPLOYMENT

- [Skilledtradesagency.com](https://www.skilledtradesagency.com)
- 416.628.9408
- [info@skilledtradesagency.com](mailto:info@skilledtradesagency.com)