



HR BEST PRACTICES CHECKLIST

RECRUITMENT CHECKLIST

Does your organization....

- Understand and comply with all required legislation and regulations during the recruitment/selection process?**
- *Review and comply with all related provincial legislation/regulations?*
 - *Review and comply with the Ministry of Community and Social Services' legislation/regulations – Services and Supports to Promote the Social Inclusion of Persons with Developmental Disabilities Act, 2008 and corresponding regulation Quality Assurance Measures - ONTARIO REGULATION 299/10?*
- Perform workforce planning and develop recruitment plans (agency specific, with partners, and/or regional efforts)?**
- *Consider the use of technical equipment and a skill set database?*
 - *To collect and analyze statistics related to the recruitment function as outlined in the document: "Human Resource Metrics: Using workforce information to enhance organizational effectiveness and improve the outcomes for people we support" developed by the Developmental Services Human Resource Strategy (DSHRS)?*
 - *Create a short and long term recruitment plan to reflect predictions of supply and demand of services and workforce trends?*

Timeline

Comments

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- *To address critical workforce segments – the CEO/Executive Director role, key management positions, specific skill-set for direct support positions.*
- *To create a succession plan for all positions.*
- *Use the marketing strategy and materials as developed by the DSHRS?*
 - **Note:** *Agencies can access the resources developed by the DSHRS on-line by Accessing the DSHRS website: www.ontariodevelopmentalservices.ca*
- *Develop partnerships with local colleges for recruiting and to support a curriculum that reflects the educational needs of your workforce, student placements, and the number of DSW graduates each year?*
 - **Note:** *For strategies on building or enhancing relationships with your local college – see the document [“College Recognition of Agency-Based Training: A Reference Guide for Developmental Services Agencies Seeking Formal College Recognition of Agency-based Training”](#)*

Engage in the DSHRS Core Competencies Implementation process and use Core Competencies for recruitment?

- *Use behavioural-based interviewing methods to identify Core Competencies?*
 - **Note:** *Agencies can access information about becoming involved in Core Competencies Implementation at the DSHRS website: www.ontariodevelopmentalservices.ca*
- *Train management and human resources employees on behavioural-based interviewing methods?*
 - *Using the threshold competencies as a minimum requirement for external recruitment, as outlined in the “Building Human Resource Capacity Core Competencies for Ontario Developmental Services Sector” report?*
 - *Ensure that internal employees have the skills to be successful during a behavioural-based interview?*

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Develop and implement strategies/processes to encourage and support the advancement of internal applicants?

- *Create and implement a mentoring program?*
- *Implement succession planning and support internal applicants who have demonstrated advancement potential?*
 - *Use the tools provided by the DSHRS Core Competencies model? – roles/positions and related core competencies have been clearly defined.*
- *Advertise positions internally using a variety of methods and tools created by the DSHRS?*
- *Provide enrichment/learning opportunities for employees to expand knowledge and skills?*
- *Promote and encourage professional development?*
 - *Use the DSHRS Core Competencies Competency Assessment Questionnaire (CAQ) and the Developmental Resource Guide?*
- *Explore the Developmental Services Worker (DSW) Apprenticeship program and connect employees to expand educational opportunities?*

Have an employment brand.

- *Strengthen the awareness and recognition of careers in the DS sector?*
 - *The Awareness and Marketing Committee of the DSHRS developed materials and resources to promote Developmental Services as a career of choice in Ontario. Agencies can access more information about the campaign on the DSHRS website: www.ontariodevelopmentalservices.ca*
- *Attend job fairs and promote Developmental Services as a “Career with Meaning” with the DSHRS tagline “Make a Difference Everyday” with appropriate signage and handouts that reflect the professionalism of the sector?*
 - *The Awareness and Marketing Committee of the DSHRS developed a marketing strategy and resources that can be used by DS agencies. For more information, see the e-tools available on the DSHRS website.*
- *Deliver presentations at your local colleges or universities regarding student placements and other engagement opportunities?*
 - *For strategies on building relationships with your local college see the document “College Recognition of Agency-Based Training: A Reference Guide for Developmental Services Agencies Seeking Formal College Recognition of Agency-based Training”.*

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Use a variety of recruiting methods?

- *Identify modes of recruitment for specific workforce segments?*
- *Use technology to support recruitment?*
 - *Use social media to recruit such as Facebook®, Twitter®, etc.?*
 - *Develop an on-line application process?*
- *Collect and analyze statistics related to the recruitment function as outlined in the “Human Resource Metrics: Using workforce information to enhance organizational effectiveness and improve the outcomes for people we support” as developed by the DSHRS?*

Solicit and utilize input from people supported and their natural support networks in your recruitment process?

- *How does your organization assess what direct support professional qualities are important to people supported?*

Have an on-boarding program?

- *Provide structured orientation sessions for newly hired employees at a variety of levels?*
 - *A general organizational orientation?*
 - *Human resources/health and safety orientation?*
 - *Home/site specific orientation?*
- *Offer a formal learning program that identifies core competency requirements as defined by the DSHRS?*
- *Offer a mentoring program?*

Have recruitment and selection processes that support diversity?

- *Develop and implement policies and training that support diversity?*
- *Work with a diversity officer, local Multicultural Centre or other resources that support diversity?*
 - *Develop partnerships with colleges for accelerated DSW programs that may be particularly attractive to those who already have a related certificate, diploma, or degree?*