

# Recruitment 101

Attracting and Hiring Top Talent



## Introduction

- Mia Gardiner
- Kootenay Childcare Initiative
- Agenda Review
- Housekeeping

# Hiring Challenges

Shortage of ECE's in Canada and in BC

Competitive job market

Advertising costs and effectiveness

Reviewing resumes can be exhausting

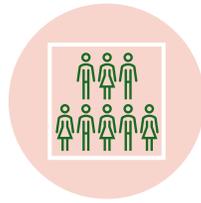
Finding the right person – not just filling a seat

Temporary foreign workers- immigration considerations

# Before you Post



Think about the role and what you really need



Team Structure and Training



Wages and benefits- are you offering everything you can- creative ideas



Prepare your job description



Prepare a Posting



Marketing for the Role

# Posting the position

Transparency-  
posting  
wages, hours,  
expectations

Your  
advertising  
plan

What to  
highlight

Consider what  
you don't want

# Seeking Candidates Proactively



Make a list of people you know and send to your contacts



Use Facebook and Linked In to look for Early Childhood Educators and connect with them



Post the role to your social media channels



Get your staff to send it to people they know

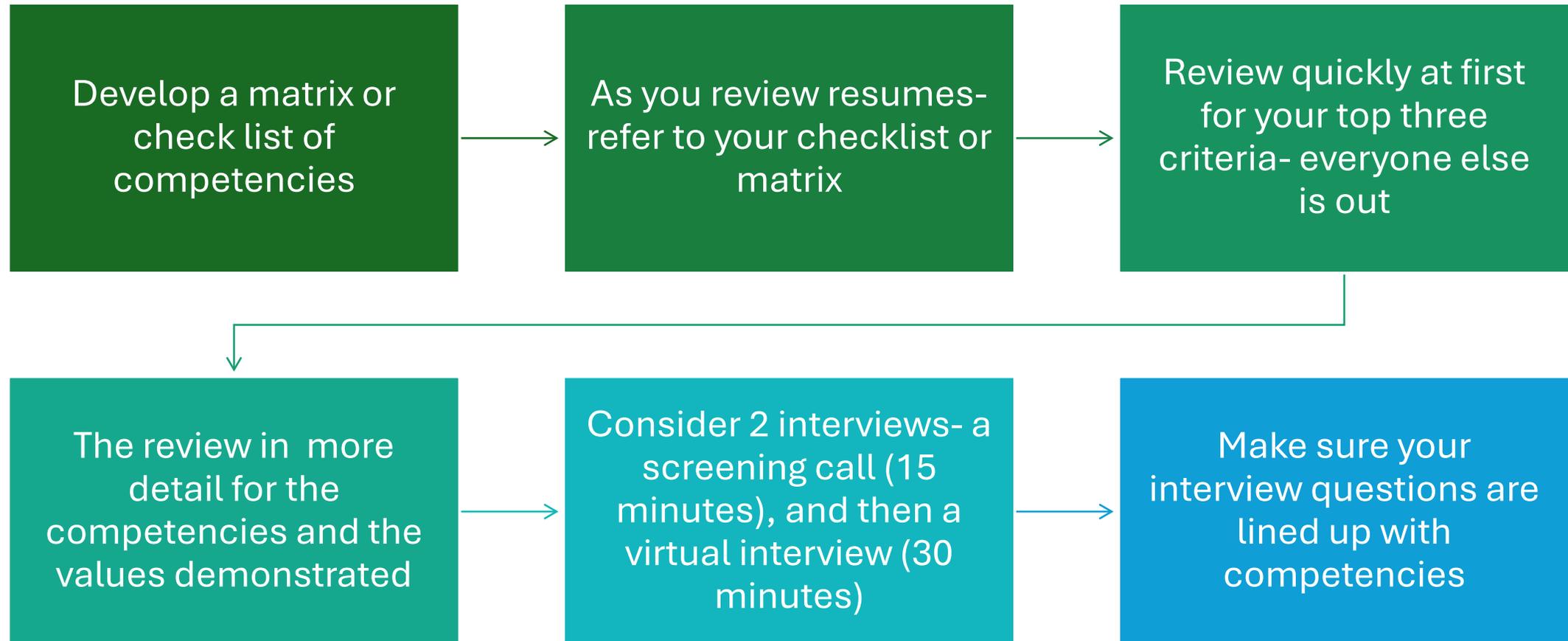


Tell people you meet with that you are looking for someone, and who you are looking for



Talk about the great things you offer

# Vetting Candidates





# What You Are Looking For- Alignment

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- Competencies- your expectations of the role
- Values- connection to the way you do childcare and how your team functions
- Commitment- the candidate's interest in your particular centre, their interest in childcare and the children
- Mutual understanding of what the expectations and values are
- Agreement on logistics- working hours and scheduling, pay and benefits, availability to start, wages and benefits



# The Screening Calls

1

INTRODUCE  
YOURSELF

2

TALK ABOUT WHAT  
YOU ARE LOOKING  
FOR

3

CLARIFY ANY  
QUESTIONS YOU  
HAVE FROM THE  
RESUME

4

CONFIRM ECE  
LICENCE, WORK  
PERMIT OR OTHER  
RELEVANT  
CERTIFICATES

5

ASK ABOUT THE  
MOVE TO YOUR  
TOWN IF  
APPROPRIATE

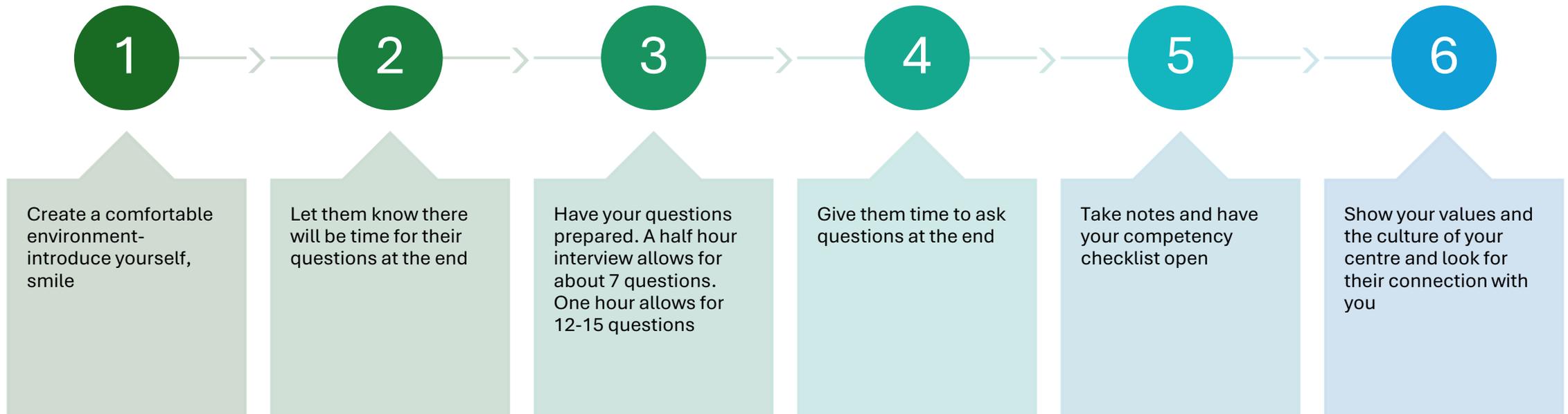
6

ASK IF THEY HAVE  
ANY QUESTIONS  
ABOUT THE  
POSITION OR THE  
CENTRE

7

GET A SENSE OF  
INTERVIEW  
AVAILABILITY

# The Interviews



# Making Decisions and Offers

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Go back to your original requirements and check in with yourself if this is the right person

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Are they committed to working with you for more than a year?

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Be excited when you offer the job

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Collect and check references quickly

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Don't leave your candidate waiting- move quickly once hiring

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Secure the start date

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You may have to support in finding housing

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# When the New Person Starts

- Have an onboarding plan- understand it takes a couple of weeks to impart your knowledge
- Build trust, check in frequently if they are getting what they need to settle in
- Respond to any questions or concerns
- Check in with other staff and address any concerns immediately
- Create a warm responsive environment where your staff know what is expected and have opportunities to ask questions



# Discussion and Questions

Contact me: [mia@kootenayrecruitment.ca](mailto:mia@kootenayrecruitment.ca)

## Upcoming Recruitment Sessions:

1. Top Three Roadblocks for Hiring and Practical Solutions -April 9
2. Retention Strategies- May 14