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- Review hiring regulatory requirements. Available at CanadaBusiness.ca (search [hiring requirements](#)).
 - Write a job description.
 - Post the job internally.
 - Contact a recruiting agency and/or Employment Ontario Agency
 - Place help wanted ads.
 - Accept resumes.
 - Accept completed job applications.
 - Screen applicants.
 - Conduct pre-interview questionnaire.
 - Prepare interview questions.
 - Conduct interviews.
 - Complete applicant appraisal form.
 - Call references (employers, schools, etc.).
 - Perform background checks (credit, criminal background, driver's license if required etc.).
 - Find out about any trade secret or confidentiality agreements with former employers.
 - Write the offer or rejection letter.
 - Give necessary pre-hire drug, skill, physical and psychological tests.
 - Memorialize the terms of employment and have the employee sign it.
 - Have employee review and sign employee handbook, trade secret agreement and any other contracts.
 - Introduce employee to training and orientation program.

Home-Based Employee Checklist

Technology has boosted the popularity of telecommuting or home based working and remote work-sites. In addition to the principles and strategies suggested elsewhere in this program, when employing home based or off-site workers you should:

- Review hiring regulatory requirements. Available at CanadaBusiness.ca (search hiring requirements).
- Test the workers' technical skills, including ability to use a computer.
- Train in the use of network software and electronic mail.
- Give detailed assignments, hours of work and time for completion.
- Have workers keep their time separately for each assignment.
- Use performance agreements and benchmarking standards.
- Make sure workers have a separate work area and a way to manage young children or elders in need of care.
- Have them come into the office at least once every other week.
- Have them sign all agreements and handbooks normally signed by regular employees.
- Make sure they have automobile insurance and homeowners or rental property insurance. Make sure your insurance policies cover these workers.
- Spot-check employee availability.
- Make sure all home equipment and furniture is ergonomically designed and in compliance with Occupational Health and Safety Act and Ministry of Labour standards.
- Investigate all accidents immediately and completely.
- If independent contractors, make sure they have a business license and sign an independent contractors agreement.