

HIRING YOUTH AND OTHER ENTRY LEVEL EMPLOYEES: Resources and Tips for Employers

RECRUITMENT OPPORTUNITIES

SERVICE CANADA – JOB BANK
www.jobbank.gc.ca
(accepts online job postings)

EMPLOYMENT SERVICES
(hard copy and/or online job postings):

- Beacon Community Services:
Employment. www.beaconcs.ca
 - (Saanich) Ph: 658-7207
 - (Sidney, Peninsula) Ph: 656-0134
 - (Gulf Islands) Ph: 537-5979
- GT Hiring Solutions
www.gthiringsolutions.ca Ph: 388-0858
Also an employment resource for
construction and tourism
- Reger Group www.regergroup.com
Ph: 475-2225
- Sooke Works Employment Centre
(Sooke to Port Renfrew)
www.sookeworks.bc.ca Ph: 642-3685
- Spectrum Job Search Centre (Victoria,
Esquimalt, View Royal, Oak Bay)
www.spectrumjobsearch.com
Ph: 381-9074

- WorkLink Employment Society
(Colwood, Langford, Metchosin,
Highlands) www.worklink.bc.ca
Ph: 478-9525

EMPLOYMENT SERVICES FOR SPECIFIC
POPULATIONS
(hard copy and/or online job postings):

- CNIB
www.cnib.ca Ph: 519-1121
- Island Deaf & Hard of Hearing
www.idhhc.ca Ph: 592-8144
- John Howard Society
www.johnhoward.victoria.bc.ca
Ph: 386-3428
- Société Francophone de Victoria
www.francocentre.com Ph: 388-7350
- Triumph Vocational Services
www.triumphvocational.com
Ph: 384-9283
- Victoria Disability Resource Centre
www.drcvictoria.com Ph: 595-0044
- Victoria Immigrant & Refugee Centre
www.vircs.bc.ca Ph: 361-9433

OTHER RESOURCES FOR
RECRUITMENT AND JOB POSTINGS

- Inter-Cultural Association of Victoria
www.icavictoria.org Ph: 388-4728
- Community Casual Labour Pool -
Victoria Cool Aid Society (day labour,
workers for hire) www.coolaid.org
Ph: 388-9296

JOB COACHING AND SUPPORT FOR SPECIFIC POPULATIONS

Employment service providers that offer job
coaching with client job placements:

- Capital Mental Health Association -
NetWorks Employment Solutions
www.miravictoria.ca/workassistance.html
One-to-one employment counseling, job
search support and ongoing post-hiring
assistance. Ph: 386-6011
- Transition Youth Employment Services
(T.Y.E.S.) www.tyes.ca
Employment services for people with
any kind of disability, includes preparing
for work, job search, job coaching and
job development. Ph: 381-7582

WAGE SUBSIDIES

- All Federal Employment Assistance Centres provide Wage Subsidy information, e.g. Beacon Community Services, Spectrum Job Search Centre, WorkLink, Sooke Works (for contact information, see “Employment Services”).
- For youth (aged 15-30) who have not completed grade 12 and/or face barriers to employment, the SkillsLink program provides funds for training and/or wage subsidies. Employers may contact any of the Centres listed above to enquire about prospective applicants who are eligible for subsidy.
- Business Victoria – WorkSource www.worksource.ca Provides for up to 50% wage subsidy for up to 6 months, for EI eligible clients. Ph: 479-8066

HR TIPS FOR HIRING AND RETAINING YOUTH

- Communication: Many youth have difficulty communicating their needs or concerns to employers. Don't assume that an absence of questions means your instructions have been understood.

- Encouragement:: Support and encourage young employees to ask questions, provide check-in times to boost communication, and assign an individual they can ask questions of and receive feedback from.
- Training: Provide a clear training plan, as well as supervision and a reasonable time to learn skills. Be aware youth may take longer to grasp skills or concepts, particularly if this is their first job.
- Clarity: Lay out clear expectations for youth and be willing to provide repeated explanation of your expectations. Also provide a regular check-in person they can report to and ask questions of.
- Stability: Provide a predictable number of hours per week that youth can rely on. Some youth want full time work - 25 hours or more.
- Safety and Security: Provide reasonable shifts. Youth who rely solely on public transit may not be able to get home safely after night shifts. Youth may also be fearful of working later shifts alone.
- Support: Youth may need extra help to get through until the first pay cheque (e.g. meals, cash advance, bus tickets, uniform cost, work boots, etc.).
- Financial incentives: for example, payment for training (Squirrel, Foodsafe

WHIMIS...), wage increases, medical and dental coverage, regular shifts.

- Awareness: Some youth don't have a phone, making it difficult for them to call in sick or respond to shift changes. Be flexible where feasible and try to look beyond appearances.
- Respect and accountability: Teach youth about accountability and let them know that their contributions matter to your business.

Our thanks to Spectrum Job Search Centre for their contribution to this section on hiring and retaining youth.

HR RESOURCES

Quality of Life Challenge publication:

- *HR Options for Action* (tips and examples on how to boost employee productivity, reduce turnover, develop employee knowledge and increase workplace morale)
<http://www.qolchallenge.ca/pdf/HROptions200606.pdf> Ph: 383-6166



Government of Canada
Gouvernement du Canada

The Government of Canada has contributed funding to this initiative

Additional copies of this resource can be obtained from Volunteer Victoria, 306 – 620 View Street, Victoria, BC. T: 386-2269, F: 386-2279 or downloaded from our website at http://www.volunteervictoria.bc.ca/news_other.html