



**CANADIAN FEDERATION
OF INDEPENDENT BUSINESS**

In business for your business™



The Scotiabank Women Initiative™ and CFIB: *Performance Management Best Practices*

Scotiabank
WOMEN
INITIATIVE



About CFIB

- Non-partisan, not-for-profit political advocacy organization
- 95,000 independently owned and operated businesses across Canada
 - 6,000 Agri-businesses
- Leaders in grassroots understanding of small business owners
- Members set policy – one member, one vote
- Deals with federal, provincial, and municipal issues
- A strong voice for farmers for 50 years



In business for your business.



ONBOARDING

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OFF-BOARDING

Onboarding to Offboarding

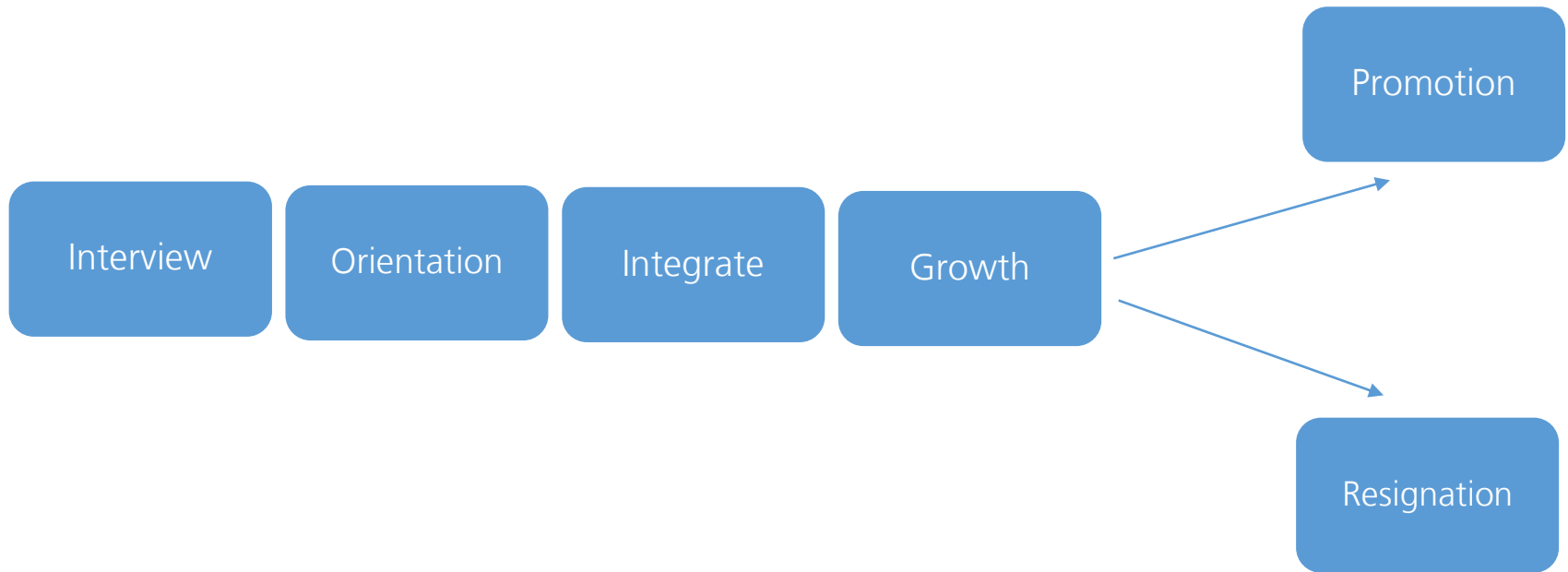
- Hiring Process
- Employee Agreement
- Workplace Policies
- Health & Safety Training
- Managing Performance
- Termination exposure



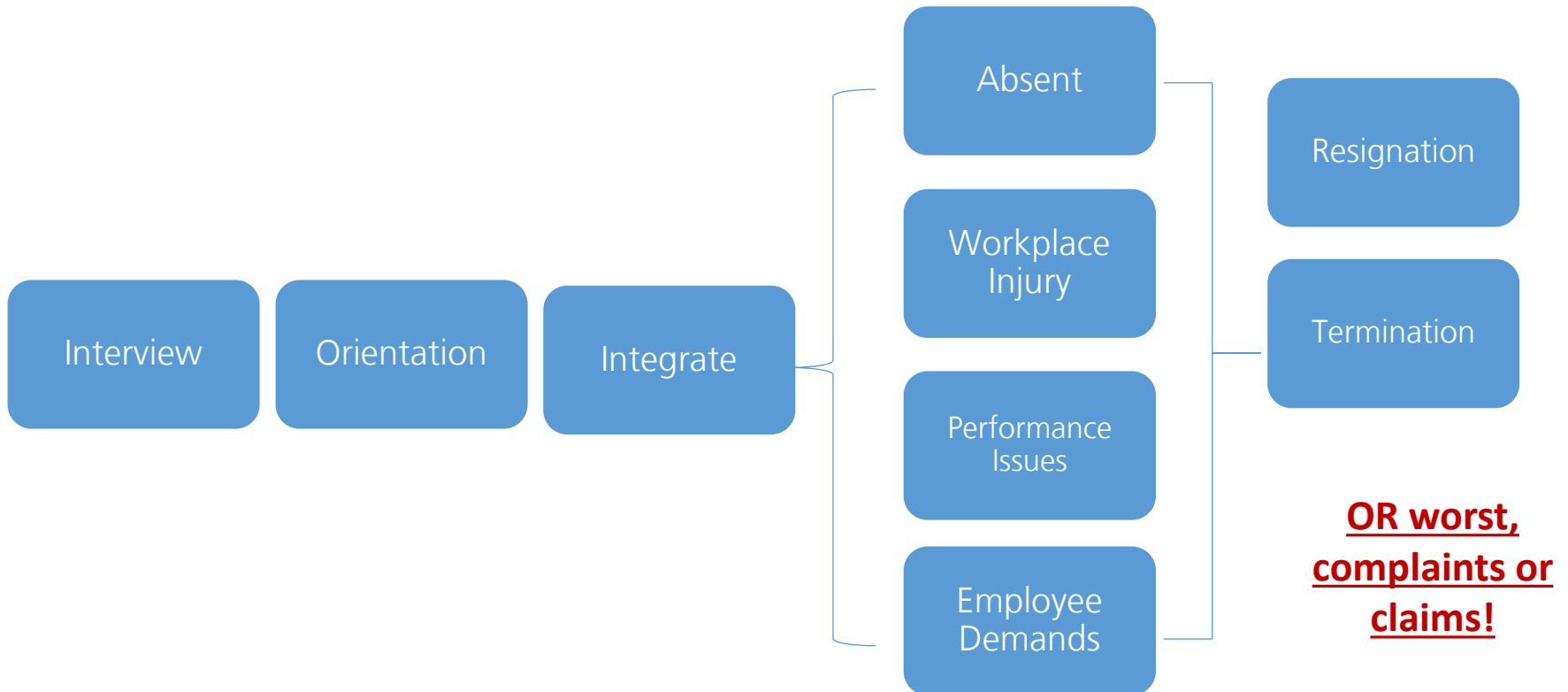
Common HR Mistakes

- Poor hiring practices
- Misclassification of employees
- Not having an employee contract
- Lack of understanding in government compliance
- Outdated or incomplete employee handbook
- Failure to document performance
- Terminating a sick employee

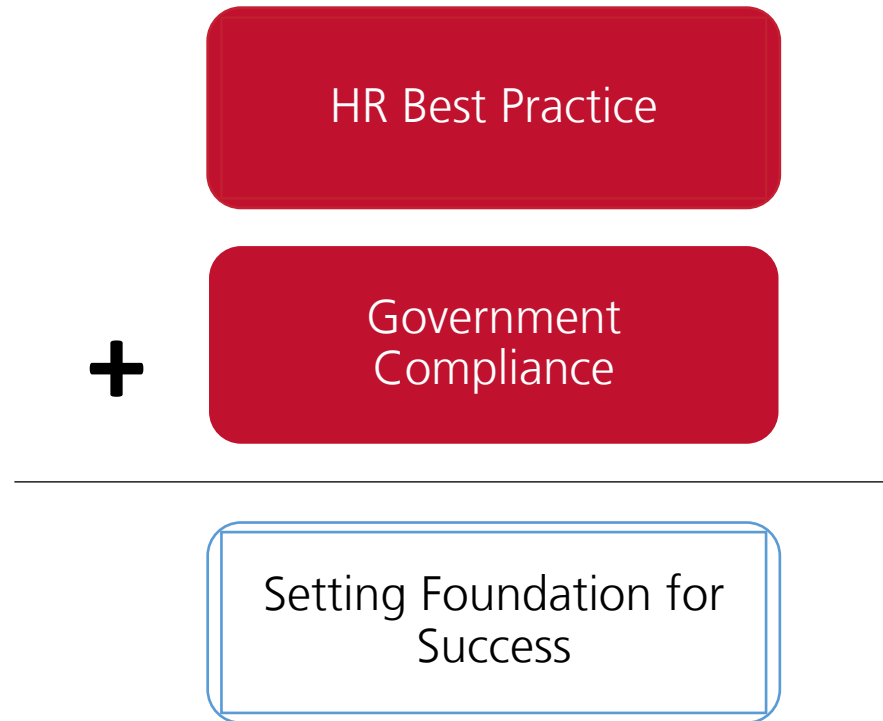
The ideal path of an employee



The reality...



How do we avoid complaints.



What do you need?



✓ Number 1 - Create a job description:
Tailor job description and explain the terms and conditions such as: salary, vacation entitlement, benefits, hours of work, etc.

Question: is your business practice in line with your provincial ESA?



Considerations

- Asses the role and the ideal candidate
- Create a job description and outline your expectations
- Be careful with your words. Human rights consideration.
- Do you need a criminal background check ?
- Run an effective AD. What makes you stand out ? Where should you post?
- Find talent outside Canada



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Questions

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