

# Challenging Current Practices Checklist



This checklist will help you examine your current workplace practices. If you answer “no” to any of these questions, use the resources here to explore ways to expand your reach to attract your ideal apprentice.



## Am I using innovative hiring practices?

Innovative hiring practices can help you access top talent who have new ideas that can bring innovation and creativity to your business.

- ➔ Expand your reach to include a range of hiring tools, such as
  - [ApprenticeSearch.com](https://www.apprenticesearch.com)
  - [Ontario Youth Apprenticeship Program \(OYAP\)](https://www.ontario.ca/youth-apprenticeship-program)
  - [Canada Job Bank](https://www.canada.ca/job-bank)
  
- ➔ Network with local organizations who help job seekers connect with employers, including
  - your local [Employment Ontario](https://www.employmentontario.com) providers
  - [Find Employment and Training Service \(FEATS\) Tool](https://www.employmentontario.com/feats-tool) - choose the “support for employers” tab to explore services that can help you find top talent
  - your local [Workforce Planning Board](https://www.workforceplanningboard.com)

Click the underlined links to visit the websites!



This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario.

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## Are my current hiring practices working?

**Hiring practices should change as your business needs change.**

- Use barrier-free recruitment practices.
- Check out the [Inclusive Recruitment Practices resource sheet](#) for tips on barrier-free recruitment.



## Does my workplace reflect the diversity of my community?

**Candidates are more likely to feel connected to a business when they see themselves represented in the hiring panel or workforce.**

- Hire for diversity.
- Expand your hiring panels.
- Make a commitment to, or develop a strategy for, inclusive hiring.



## Is recruitment and retention the same for people from underrepresented groups when compared to other employees?

**If you notice a pattern of low recruitment or retention for candidates/employees from underrepresented groups (such as women, newcomers, Indigenous peoples), there may be a reason.**

- Explore the cause(s) of low retention. You may need to make changes to your workplace or provide training to support retention.
- Ask employees for feedback - how can you improve on equity, diversity, inclusion and accessibility?

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## Do I have enough employees for the workplace to run effectively?

**Employee retention and productivity increases when they feel respected, appreciated and valued.**

- Explore ways to build retention.
- Check out the [Apprenticeship Hub](#) to learn more about how to be an employer of choice for all.



## Does my workplace offer proper accommodations and support for employees?

**Employers have a duty to accommodate when**

- an employee requests it, or
- you see that an employee would benefit from extra tools and support

- Use barrier-free recruitment practices.
- Include accessibility training and policy review during onboarding.
- Ask candidates if they need accommodations during the hiring process and on the job (if hired).



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## Are current practices barrier-free?

It's important that your practices are inclusive to attract a diverse range of talented candidates.

- Use barrier-free recruitment practices.
- Check out the [Inclusive Recruitment Practices resource sheet](#) for tips on barrier-free recruitment.



## Does my business have Equity, Diversity and Inclusion (EDI) statements, policies and/or practices?

Candidates want to see that a potential employer has clear EDI policies and practices in place. Candidates are more likely to apply to jobs if the business aligns with their values.

- Write an EDI statement that reflects your business.
- Include your EDI statement on job postings, applications and your website.
- Incorporate your EDI policies into your daily practices.



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