

AnswerBar

HR for Start-Ups

New Ventures BC
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Allison Guld and Stephanie Lyster

Agenda

HR Admin
Workforce Planning
Recruiting
On-boarding
Terminations

HR ADMIN

Boring but necessary

HR Admin

- CRA payroll stuff
- Payroll processing
- Pay statements
- WorkSafe BC
- BC Health tax
- Be aware of the BC ESA



HR Admin

Employee Files – are open to your employee

- **Employment agreement**
- **Onboarding forms**
- **Resume**
- **Performance info**
- **Essential signed policies**

HR Admin

Essential signed policies might include:

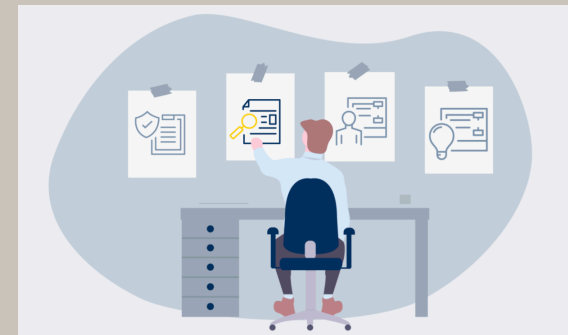
- Bullying and Harassment – legally required
- Code of Conduct
- Travel and Expense
- Work from Home
- Technology and social media use

WORKFORCE PLANNING

Figure out what roles you need and when
– then design them well.

Workforce Planning

- What types of positions do you need?
- How much can you afford?
- What if you can't afford it?



7 CRA TESTS YOU SHOULD KNOW

Employee or contractor?

Compensation

What will it cost?

- fair market value – research it
- compensation package

It's not just about the money

- perks
- vacation
- benefits



RECRUITING PART ART, PART SCIENCE

Knowing what to look for

You Can't Teach Smart!

Look for smart, adaptable people
who fit your culture

Recruitment is selling

Prepare your pitch:

- company, role
- align messaging with marketing
- know what you are going to say to candidates
 - mission/vision/values
 - culture
 - environment

Recruiting – finding talent

- Post and pray
- Headhunt
- Hire an agency/recruiter
- Use your network



Recruiting - the close

- candidate's decision is 80% gut - 20% logic
 - ❖ influenced by how they feel about you
 - ❖ appeal to what motivates them
- don't over promise
- don't be afraid to walk away
- put it in writing

ON-BOARDING

Welcome to the honeymoon phase

On-Boarding

- Do you need an on boarding process? Yes!
- What do people need to know?
 - more than you think
- Why?
 - get new hires productive
 - minimize exits



On-boarding

- The first 3 months are critical

- talk to your new hires – a lot
- be organized – have a checklist
- use common sense



HR has legal requirements

- filing/records/reporting
- payroll/WorkSafe

Employee Playbook

- a playbook is essential
- where to find policies
- general information
- online for easy updates
- new hires can suggest modifications



Role Information

Share lots:

- how they contribute to mission/vision
- logins
- where to find stuff
- when meetings happen
- customer information
- who to ask

Working from Home

Have a clear policy:

- expenses covered
- technology provided
- access to data - VPN or other tools
- core business hours
- check-in procedure
- daily meetings, if any



TERMINATIONS

The honeymoon is over

Terminations

Terminations come in 2 flavours:

- they quit; or
- you fire them

■ Treat people with:

- dignity
- kindness
- respect

Questions?



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