

Hiring Employees

Are you looking to recruit staff for your business? If so, the **Canada Business Network** web site has a wealth of information to assist you. Here is one of the topics discussed. There are more details on these points available on the web site at:

<http://www.canadabusiness.ca>

Hiring Requirements

When you hire a new employee, there are a few things you must do to comply with government requirements. You need to:

- Ensure that your recruitment and interviewing practices are not discriminatory
- Create an employee record with basic information on your employee
- Verify your employee's social insurance number (SIN)
- Have your employee complete certain tax forms for payroll purposes

In addition, while not currently required, the government is asking employers to participate in the Report on Hiring Program, by reporting new hires to help reduce employment insurance fraud.

The following documents are available on the web site and provide more information on the employer's obligations.

- **Guide to screening and selection in employment**
This guide provides information on how to advertise job openings and interview candidates in a non-discriminatory fashion. It includes information on what questions not to ask in an interview.

- **Employer Payroll Responsibilities**

Important information on deducting Canada Pension Plan contributions, Employment Insurance (EI) premiums and income tax from income your employees pay, and reporting them to the Canada Revenue Agency.

- **What are my responsibilities with respect to my employees' social insurance numbers?**

You must ask to see the social insurance number (SIN) number of new employees within three days of a new employee starting, keep it secure and use it for income-related purposes only.

- **Keeping employee records**

If you have staff, keeping records on everything from their salaries to their job skills can help you to administer your payroll and plan training.

- **Personal tax credits return**

You should ask new employees to complete a TD1 form for personal tax credits to determine how much to deduct from their pay.

- **Report on hiring program**

If you participate in this program, you would report the social insurance number (SIN) and first day of work of all new employees to the government using a secure online system.

- **Human resources (Quebec) available in French only**

Keep informed of your rights and responsibilities when hiring and managing employees, as well as when their employment ends.

5 Keys to Getting from small to BIG in the Blink of a Community

Shawn MacDonell, from Creativision, was one of the speakers at the Salon Accès Emploi Business Breakfast on March 16th. His subject was ways to grow your business. Many who attended were very impressed with the presentation.

For those business people who were not able to attend, he wanted to share the link for the

presentation:

<http://prezi.com/yhim0-vavf8u/from-small-to-big/>

Shawn would also like to offer a discount to Chamber members. If you sign up for coaching (in the next year) through Creativision, he will take 25% off.

<http://creativisiononline.blogspot.ca/>

Salon Acces Emploi – a Great Success

The Chamber and Emploi Quebec would like to thank all the businesses and organizations who participated in the March Job Fair held in Mansfield.

Algonquin College
Centre de formation professionnelle du Pontiac
Chutes Coulonge
CLD Pontiac
Commission de la construction du Québec, CCQ
CREP – Services de développement d’employabilité; Service d’accueil aux nouveaux résidents et Place aux jeunes; Services d’entrepreneuriat jeunesse
CSSS du Pontiac
Cuisine Pilon
Entrepreneuriat jeunesse / Table jeunesse et Avenue international (CJEP)
Formation professionnelle en Outaouais

Heritage College – Pontiac Campus
Le Jardin Éducatif du Pontiac
MRC de Pontiac
Municipalities of Fort-Coulonge/ Mansfield
National Defense – Canadian Forces Patro de Fort-Coulonge/Mansfield
Picanoc.net
Pine Lodge
Place aux jeunes Pontiac / Service d’accueil des nouveaux résidents professionnels (CJEP)
Pontiac Continuing Education Centre
Pontiac Regional Manpower Development Project
SADC
Service régional de la reconnaissance des acquis et des compétences de l’Outaouais
Western Quebec Literacy Council

Chamber Membership Renewal

If you have already renewed, *thank you!*

If not, please renew soon in order to keep your Chamber benefits.

Think Global ... Buy Local
Support Those Who Support You
Small Businesses Make Small Towns Work!
Consider this when you’re buying ...
As business operators, our actions shape our communities.

Welcome to the Chamber!

Businesses who have joined the chamber since the last newsletter.

Esthétique Jeanne-Darc

Louis Boucher

John’s Valumart

Mickey McGuire

Magnalum

Restaurant Voyageur

Check the chamber web site for links to these businesses.

Support your local businesses!

Chamber Benefits

Being a member of the Pontiac Chamber of Commerce means that you are also affiliated with the Canadian Chamber of Commerce (CCC) – www.chamber.ca and the Quebec Chamber of Commerce (FCCQ) – www.fccq.ca

You and your business can take advantage of benefits listed on their web sites.



Group Insurance Benefits

Visit the new web site / view the video!

<http://www.chambers.ca>

Useful Links of Interest to Business Owners

Quebecers and Their Retirement

<http://www.montrealgazette.com/business/Quebec+budget+aims+down+debt+offers+retirees/6331846/story.html>

Would Like to Join the Chamber?

Membership fee of \$100 entitles you to all chamber benefits. Membership valid from April 1st to March 31st.

Contact info:

The Pontiac Chamber of Commerce
PO Box 119

Campbell’s Bay, Quebec, J0X 1K0
1-866-861-0509 or 819-648-5174

www.pontiacchamberofcommerce.ca
info@pontiacchamberofcommerce.ca

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