

WORK CENTRAL AB

Employer Toolkit

Your Quick-Reference Guide to Hiring and Growing a Team

A Career Resource from Work Central AB

The Work Central AB Employer Toolkit

A condensed, quick-reference companion to the full Employers guide series - use this toolkit to orient yourself, then dive into the full guides linked throughout for detail on any specific area.

1. Hiring Quick Reference

- Post openings on the Work Central AB job board and relevant industry-specific sites (see Recruitment Strategies).
- Use structured, consistent interview questions and a defined evaluation scorecard (see Hiring Best Practices).
- Move quickly once you've identified your top candidate - delays cost strong hires.

2. Funding Quick Reference

Key Programs at a Glance

Canada-Alberta Productivity Grant (CAPG) - training cost reimbursement for current/new employees.

Student Work Placement Program (SWPP) - wage subsidies for student placements.

Apprenticeship Job Creation Tax Credit - tax credit for hiring eligible apprentices.

See our Wage Subsidies & Grants guide for full eligibility and application details.

3. Workforce Planning Quick Reference

- Map current roles against near-term business goals; identify turnover-risk positions.
- Use the build/buy/borrow framework to close skills gaps (see Workforce Planning).
- Build succession plans for critical roles before you need them.

4. International Hiring Quick Reference

- Confirm whether your role needs an LMIA (Temporary Foreign Worker Program) or qualifies under the International Mobility Program.
- As of April 2026, low-wage LMIA applications require an 8-week minimum advertising period.
- See our Hiring International Talent guide for the full process and recent 2026 program changes.

5. Retention Quick Reference

- Benchmark compensation against current Central Alberta market rates, not just national averages.
- Invest in manager quality - it's one of the strongest predictors of retention.

- Conduct meaningful exit interviews and look for patterns across departures.

6. Diversity & Compliance Quick Reference

- Write inclusive job postings focused on genuinely required qualifications (see Workplace Diversity).
- Support internationally trained employees with clear communication and settlement resource referrals (refer to Care for Newcomers' Workplace Know-How).
- Keep required documentation and records current for any temporary foreign worker compliance reviews.
- Explore the RDLIP Employer Toolkit for additional practical information and resources to support newcomer inclusion in the workplace.

7. Business Support Quick Reference

- **Idea stage** - Community Futures coaching can help validate and shape your concept before you invest significant capital.
- **Launch stage** - combine Community Futures financing with Chamber networking to build both capital and local visibility.
- **Growth stage** - BDC financing and CAEP's regional connections become more relevant as you scale beyond startup.
- **Innovation-focused ventures** - CARIN and Alberta Innovates offer more specialized support at any stage for technology-driven businesses.
- **Newcomer employee support** - Care for Newcomers' Workplace Know-How provides no-cost, practical support to help employers find and use existing tools, resources, programs, and community supports related to recruiting, onboarding, integrating, and retaining newcomer employees.

8. Your Next Steps

Use this toolkit as a starting checklist, then dive into whichever full guide matches your most immediate need - whether that's tightening your hiring process, exploring funding for an upcoming training initiative, or preparing to sponsor an international hire. Each full guide includes more detail, current program specifics, and step-by-step processes.

Employer Toolkit Checklist

- ✓ Reviewed your current hiring process against best practices
- ✓ Identified any funding programs relevant to upcoming training or hiring plans
- ✓ Checked whether your workforce plan addresses upcoming gaps
- ✓ Explored Care for Newcomers' Workplace Know-How and the RDLIP Employer Toolkit for newcomer inclusion su
- ✓ Bookmarked the full Employers guide series for detailed next steps

Explore More at Work Central AB

This toolkit summarizes our full Employers series. Dive deeper at [**workcentralab.ca/employers**](https://workcentralab.ca/employers).