

Building Better Business Through Your Employees

Forms & Samples



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Employees vs. Contractors

[Comparison of Employee vs. Contractor Cost]

[Independent Contractor Agreement Form]

Job Descriptions & Applications.

[Job Application Form]

[Job Profile template]

The Hiring Process

Screening for your candidate

The following is an example of an interview form you could use to hire. Note that when candidates meet the Minimum Acceptance Level standards when they answer your Behaviour-based question, you would assign a score between 1 and 3. Likewise, if they answer within the Maximum Acceptance Level standards, you would score them between a 3 and 5.

Download a copy of a blank Interview [form]

Desired Core Competency *	Minimum Acceptance Level (1–3)	Maximum Acceptance Level (3–5)	Behaviour-based Questions	Score 0 to 5
Team Orientation	Solicits input from others in decision making and resolves conflict.	Obtains needed resources and stands up for the team.	Describe a time that you could not accomplish a task without the help of a team.	3
Entrepreneurship	Self-confident, risk tolerant, assertive and persuasive personality	Takes initiative to extend business into new territories.	Tell me about a time that you were entrepreneurial.	2

[Criteria Screening Form]

[List of Core Competencies]

Interviews:

Sample behavior-based questions [form].

[Interview Form]

After the Interview:

[Goal Setting Form]

Employment Forms

[Employee Complaint Resolution Form]

[Payroll Record Form]

[Performance Evaluation Form]

[Record of Employment Form]