

Building Better Business Through Your Employees

Links & Resources

BUSINESS
DEVELOPMENT
CENTRE



SOBEY SCHOOL
OF BUSINESS

at SAINT MARY'S UNIVERSITY

www.buildingbetterbusiness.ca

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The Job Description

Human Resources and Skill Development Canada

[\[www23.hrdc-drhc.gc.ca\]](http://www23.hrdc-drhc.gc.ca)

View generic job descriptions and National Occupation Classifications

Information Technology Associates' Dictionary of Occupational Titles

[\[www.occupationalinfo.org\]](http://www.occupationalinfo.org)

Hiring Resources

Atlantic Venture Networking Group

[\[http://racofi.elg.ca/AVNG/english/index.html\]](http://racofi.elg.ca/AVNG/english/index.html)

Trade equity for consulting services

The Mental Measurements Yearbook

[\[http://www.unl.edu/buros\]](http://www.unl.edu/buros)

Assessment Tools

Office of the Privacy Commissioner of Canada

[\[www.privcom.gc.ca\]](http://www.privcom.gc.ca)

Privacy of personal information

Human Resource and Skill Development Canada

[\[http://www.hrsdc.gc.ca/en/home.shtml\]](http://www.hrsdc.gc.ca/en/home.shtml)

Authoritative resource on occupational information in Canada

Apprenticeship programs

Apprenticeship programs include both formal and on-the-job training programs to achieve certification or licensing. These programs are popular with universities (co-op programs), community colleges, career/private colleges and professional and trade certifying organizations. Some occupations require mandatory work experience to qualify for the title. Your company may serve as a training ground for this apprenticeship, thereby qualifying for a wage discount. There are non-profit associations, often supported by government, that provide low or no cost internship and apprenticeship programs for economic development. For example:

- Industry Canada – Career Edge places graduates in SMEs across Canada. For more information contact 1-888-507-3343.
- Cooperative Education Programs:
 - [\[College of the North Atlantic\]](#)
 - [\[Dalhousie University\]](#)
 - [\[Memorial University of Newfoundland\]](#)
 - [\[Mount Saint Vincent University\]](#)
 - [\[Saint Mary's University\]](#)
 - [\[University College of Cape Breton\]](#)

- [\[Nova Scotia Department of Environment and Labour\]](#)
- [\[Nova Scotia Conservation Corps Regular Summer Program\]](#)
- Apprenticeship Training and Skill Development Division of the Department of Labour and Workforce Development
[\[http://www.nsapprenticeship.ca\]](http://www.nsapprenticeship.ca)
Manages the Nova Scotia Apprenticeship Program, ensures training is of the highest quality and is current and relevant to the needs of employers and apprentices in the Province of Nova Scotia

Universities/Colleges/Secondary Schools

Many post-graduate and some high school institutions offer internships or co-op programs where students are placed with businesses for a specific time and purpose. You have the advantage of paying very low or no wages while you examine the work ethic of one or a group of students working in and on your business. If you get to know the student(s) well and know that there's a good fit, you can choose to hire them once they graduate.

Many post-graduate institutions also offer student placement services either online or through faculty advisors. Call the educational institution that is most likely to have students with the training you require. It is in their best interest to ensure that their students are employed upon graduation. Some of the universities and colleges in Atlantic Canada you may want to contact are:

- [\[Acadia University\]](#)
- [\[College of the North Atlantic\]](#)
- [\[Dalhousie University\]](#)
- [\[Mount Allison University\]](#)
- [\[Mount Saint Vincent University\]](#)
- [\[Memorial University\]](#)
- [\[Nova Scotia Agricultural College\]](#)
- [\[Nova Scotia College of Art and Design\]](#)
- [\[Nova Scotia Community College\]](#)
- [\[Saint Mary's University\]](#)
- [\[St Francis Xavier University\]](#)
- [\[University of Moncton\]](#)
- [\[University of New Brunswick\]](#)
- [\[University of Prince Edward Island\]](#)

Salary / Compensation Resources

PayScale

[\[http://www.payscale.com\]](http://www.payscale.com)

Salary guidelines

Gerald Walsh Associates Inc.

[\[www.Geraldwalsh.com/resources_salaryguide.html\]](http://www.Geraldwalsh.com/resources_salaryguide.html)

Annual review of compensation and benefits earned by Atlantic Canadians

Canada Revenue Agency

[\[cra-arc.gc.ca/formspubs/menu-e.html\]](http://cra-arc.gc.ca/formspubs/menu-e.html)

TD1 Personal Tax Credit Returns & Federal and Provincial Forms

[\[www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/rtrns/t4/rtrn/menu-eng.html\]](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/rtrns/t4/rtrn/menu-eng.html)

Information on T4 Information Slips

[\[www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/menu-eng.html\]](http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/menu-eng.html)

Payroll deductions

Environment & Labour Nova Scotia

[\[www.gov.ns.ca/enla/labstand/minwage.htm\]](http://www.gov.ns.ca/enla/labstand/minwage.htm)

Limited and more general information on prevailing wage rates

Labour Resources

Department of Justice

[\[www.laws.justice.gc.ca/en/H-6\]](http://www.laws.justice.gc.ca/en/H-6)

Canada Human Rights Act

Labour Market Information

[\[http://www.labourmarketinformation.ca\]](http://www.labourmarketinformation.ca)

Labour market information

Nova Scotia Department of Labour and Workforce Development

[\[http://www.gov.ns.ca/lwd/labourstandards\]](http://www.gov.ns.ca/lwd/labourstandards)

Labour standards

Workers Compensation Board

[\[www.wcb.ns.ca\]](http://www.wcb.ns.ca)

Labour standards

Law/Labour Standards

[\[http://www.hrsdc.gc.ca/\]](http://www.hrsdc.gc.ca/)

In Canada, the federal government is responsible for labour legislation of the following industries:

- Railways, bus operations, trucking, pipelines, ferries, tunnels, bridges, canals and shipping and related services (e.g., longshoring) that have an extra-provincial or international character
- Air transport, aircraft and airports
- Telecommunications, such as radio and television broadcasting as well as telephone and cable systems
- Banks
- Works declared to be for the general advantage of Canada or of two or more provinces, such as grain elevators and uranium mining and processing Federal Crown corporations and agencies

Office of the Employer Advisor Nova Scotia

[\[www.oea-novascotia.org\]](http://www.oea-novascotia.org)

OEA is designed to work with and support employers with issues arising from occupational health and safety, workers' compensation and a variety of workplace issues

HR Reporter

[\[www.hrreporter.com\]](http://www.hrreporter.com)

Latest trends and practices, expert advice, experiences, and insights in labour and the workforce

The Canadian centre for Occupational Health and Safety

[\[www.ccohs.ca\]](http://www.ccohs.ca)

Employee health and safety in the workplace

Training Resources

Atlantic Canada Opportunities Agency (ACOA)

[\[http://www.acoa-apeca.gc.ca/English/IWantTo/StartABusiness/Pages/SourcesResources.aspx\]](http://www.acoa-apeca.gc.ca/English/IWantTo/StartABusiness/Pages/SourcesResources.aspx)

Sources and resources

The following is a non-exhaustive list of the employment and training subsidy programs available to you:

- [\[Innovation Skills Development Initiative\]](#)
- [\[Women in Business Initiative\]](#)
- [\[Young Entrepreneur Development Initiative\]](#)
- [\[Community Business Development Corporations \(CBDC\) Training Allowances\]](#)

General HR Resources

Canada Business-Nova Scotia Human Resources Guide

[\[http://www.canadabusiness.ca/servlet/ContentServer?cid=1099919426924&lang=en&pagename=CBS_C_NS%2Fdisplay&c=GuideInfoGuide\]](http://www.canadabusiness.ca/servlet/ContentServer?cid=1099919426924&lang=en&pagename=CBS_C_NS%2Fdisplay&c=GuideInfoGuide)

Hiring and keeping employees, pay and benefits, layoffs and terminations, employee and labour relations, regulations, health and safety and other important topics

Canadian Human Rights Commission

[\[http://www.chrc-ccdp.ca/default-en.asp\]](http://www.chrc-ccdp.ca/default-en.asp)

Human Rights laws and regulations in Canada including the Employment Equity Act

Human Resources Association of Nova Scotia

[\[www.hrns.org\]](http://www.hrns.org)

Networking and professional development opportunities for HR professionals