SPARK
People Solutions

Rediscover Value Through People

Agenda

- Types of employment
- When to hire
- Defining roles
- Determining compensation
- Questions

Types of Employment

Employee-Employer Relationships

- Full-time

- Part-time

- Seasonal/temporary

SK Employment Standards

Outsourcing

- Contractors

Contractor or Employee?

In-person or Virtual?

Canadian Virtual Assistants

When to Hire?

- It depends!
- Questions to ask yourself:
    1. What are your strengths/specialties?
    2. Where do you lack experience/skills?
    3. How much time do you want to spend on your business?
    4. Can you "let go"?
    5. What can you afford?
    6. Define what you *need.*

Defining Roles

- Job descriptions are important
- No standard format, but should contain:
  - ✓ Summary of the role
  - ✓ Responsibilities/duties
  - ✓ Educational levels
  - ✓ Licenses/Certifications
  - ✓ Characteristics, Skills, Attributes
  - ✓ Working conditions

Determining Compensation

- What is your compensation philosophy?

- Do some research

- Think ahead: be prepared to be consistent as you grow

- Consider both internal and external equity

Thank You!

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