

RECRUITMENT PLAN

APPLICATION CRITERIA	What are the criteria for your mentors? <ul style="list-style-type: none"> Eager to learn new skills Interested in helping newcomers Demonstrates good listening/communications skills Familiar with the Canadian workplace culture Fluent English speakers Moderately or well established in their career Trained and educated in their chosen field of work Looking for opportunities for professional development and networking 		What are the criteria for your mentees? <ul style="list-style-type: none"> Open to learning new ideas Ready to set and work towards goals Living in Canada less than 2 years Moderately fluent in English Aged 25-45 Educated with some post secondary complete in their country of origin or Canada Looking for permanent employment in our community 	
LOCATE RECRUITS	Where will you find your mentors? <ul style="list-style-type: none"> Presentations at the Chamber of Commerce Learn @ Lunch sessions at business Marketing via Social Media Monthly Networking Events Referrals from other participants Booth at the annual career fair 		Where will you find your mentees? <ul style="list-style-type: none"> Settlement organization referrals Presentations at newcomer informational sessions Marketing via Social Media Monthly Networking Events Referrals from other participants Booth at the annual career fair 	
SCREENING	Screening process will include: <ul style="list-style-type: none"> Application Interview Reference Checks Criminal Record Check 		Screening process will include: <ul style="list-style-type: none"> Application Interview Reference Checks Criminal Record Check 	
PARTNERSHIPS	Employers: <ul style="list-style-type: none"> Service industry Health & homecare services 	Government: <ul style="list-style-type: none"> Local municipality 	Not-for-Profits: <ul style="list-style-type: none"> Settlement organizations 	
KEY DATES	Program Start Date: 10 th of January, April, & September Program End Date: 6 months after start date		Application Deadline: 1 month before start date Deadline to notify applicants: 1 week before start date Orientation Date: First Saturday after start date	
GOALS		Goal	Actual (Year 1)	
	Number of mentees needed:	10/session	12/session	
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	Program completion rate:	90%	85%	
	Percentage of mentees employed (end of program):	60%	60%	
	Percentage of mentees employed (6 months later):	75%	70%	
	Percentage of mentees employed (1 year later):	90%	95%	