



CERTIFIED
Aboriginal Business

Canadian Council for
Aboriginal Business



YOUR RECRUITMENT PARTNERS

AGENDA

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PRESENTED

by

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Owner ~ Spirit
Employment & Training
Edmonton Inc.



COMPANY PURPOSE

Spirit Employment, along with its subsidiary division – Fast Labour Solutions, is an award-winning team that solves each client's needs with a tailored approach to workforce planning. Our niche is in Indigenous recruitment, community engagement, and consultations.

SERVICES



Short term and contingent staff to assist with downturns in the economy or fluctuations in the market



A full end-to-end service that will recruit, train, and provide employment ready staff including specialized safety training unique to field sites and operations



Indigenous core staff that offer 30 years of employment services, and Indigenous Awareness for Communities, Government, and Private Sectors



A staff of Indigenous Consultants to provide customized services to meet your organizational diversity needs



Assist with increased profit and minimize risks to revenue by providing services that assist in decreasing staff turnover, innovative ideas and solutions



Decrease legal risks by assisting with best practices to engage and consult with Indigenous communities



Support contracting, procurement, and hiring requirement by providing statistics on our staffing placements



THE SPIRIT EDGE

Employment Services

- Temporary/Contract
- Temporary-to-permanent
- Short & Long-term Projects
- Direct Placement
- Payroll Services
- Pre-Employment Screening

Training

- Certified Safety Training
- Online training portal
- Software & Competency Testing
- Employment Readiness Training
- Resume Workshops
- Coaching and mentoring to employees

Indigenous Consulting **

- Human resources
- Engineering and Procurement
- Consulting/Engagement and Law
- History and Awareness

RECRUITMENT PROCESS



INTAKE &
SOURCE



PRE-SCREENING



INTERVIEW &
SUBMIT



PRE-
EMPLOYEMENT



HIRE &
ONBOARD



SUPPLEMENTRY
ACTIVITIES

- Spirit Employment receives job order through client specific channels
- Assesses positions; ask questions and confirm details of the role
- Agree upon hiring deadline
- Design recruitment strategy to attract talent
- Post job on various channels
- Search candidate database for existing candidates and third-party sites



INTAKE & OUTSOURCE

- Shortlist applicants
- Acknowledge and evaluate resumes
- Conduct telephone pre-screening to determine fit for the role
- Verify candidacy by comparing qualifications to mandatory job requirements (location, safety tickets, driver's abstracts, education)
- Candidate pre-employment assessments



PRE - SCREENING

- Formal interview with Spirit
- Assess soft and hard skills using various interview techniques – STAR, behavioral, and situational
- Create candidate profile
- Present profile, resume, and supplementary documents, if required to client
- Coordinate client interviews



INTERVIEW & SUBMIT

- Client selects preferred candidate (s) from interview
- Spirit performs pre-employment screening tailored specifically to each position & client
- Screening can include references, criminal background checks, drug & alcohol screening, employment & education verification, medical fit testing, etc.
- Spirit confirms the results



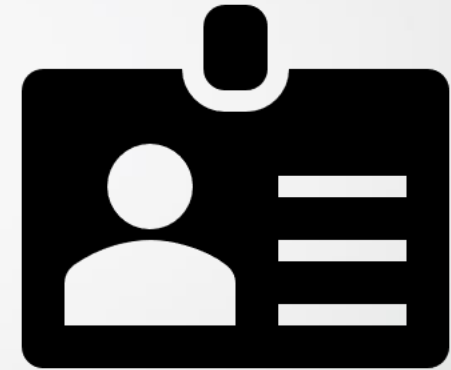
PRE-EMPLOYMENT SCREEN

- Client selects candidates for hire
- Spirit confirms conditions of employment & sends a letter of offer
- Assists with compensation negotiations
- Electronic on-boarding package, including client specific policies & procedures
- Finalize start details



HIRE & ON-BOARD

- Quality assurance- 1st day, 1st month & quarterly follow-ups
- Encourages and promotes open door policy to all managers and supervisors
- Assists with coordinating logistics (flights, hotel, meals, etc.)
- Customized reporting, as required
- Diversity specific reporting, as required
- Client tailored invoicing
- Participates in workforce planning



SUPPLEMENTARY ACTIVITIES

CERTIFIED SAFETY TRAINING

Training facility in Edmonton

Instructors are mobile and can travel to any client location

Industry recognized training

Mobile computer lab

Online training portal with over 200 courses available

CERTIFIED SAFETY TRAINING CONT'D

- H₂S ALIVE
- CSO (Common Safety Orientation)
- CONFINED SPACE
- FALL PROTECTION
- STANDARD FIRST AID
- GROUND DISTURBANCE
- CSTS- 2020
- FIRE WATCH
- CHAIN SAW TRAINING
- PCST
- FLAGGING
- TDG
- WHMIS-GHS 2015
- RIGGING & HOISTING
- ZOOM BOOM/ FORKLIFT
- PLUS, ONLINE COURSES

INDIGENOUS EDGE

HUMAN RESOURCES

- TRAIN HIRE AND RETAIN

CONSULTATION, ENGAGEMENT AND LEGAL

HISTORY & AWARENESS

ENGINEERING & PROCUREMENT

INDIGENOUS EDGE



HUMAN RESOURCES

Indigenous Strategies & Policies
Employment & Readiness Training
Inclusion Strategies and Training
Indigenous Recruitment Plans
Indigenous Employee Network Design

CONSULTATION, ENGAGEMENT & LAW

Daniel's case and effect on consultation
How to conduct effective consultation with communities
Legal risks and implications

HISTORY & AWARENESS

Indigenous Awareness Training (how that applies to companies)
Indigenous Emerging Issues Training (Residential school and missing & Murdered Indigenous Woman, etc.)

ENGINEERING & PROCUREMENT

Pipeline training to communities and companies
Engineering considerations when engaging Indigenous Communities
Indigenous environmental considerations and training

CONTACT US

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Spirit Employment & Training Edmonton Inc.



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