

# Resources for Employers



CALGARY  
REGIONAL PARTNERSHIP  
Thinking regionally... acting locally



# Resources for Employers

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## ***Attracting and Recruiting Workers***

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### **Job Banks and Agencies**

**Canada-wide Job Bank**—Free job posting service provided by the Provincial and Federal Government and private sector

- [Government of Canada Job Bank](#)
- [Working.com](#)
- [Workopolis.com](#)
- [Monster.ca](#)

**Job Banks for Alberta**—Free job posting service provided by Provincial Government

- [ALIS Job Bank](#)
- [Alberta-Canada.com](#)

### **Job bank for the City of Calgary**

- [Calgaryjobs.com](#)

### **Post-Secondary Institutions - Career Services**

- [SAIT Polytechnic Employment Services](#)
- [University of Calgary Career Services](#)
- [Mount Royal College Career Services for Employers](#)
- [Bow Valley College Career Development Services](#)

### **Staffing Agencies**

- [The Association of Canadian Search, Employment and Staffing Services](#)
- [Tips on hiring staffing agencies, compiled by the Government of Alberta](#)

## Diversity Recruitment

### Government Programs

- [Wage Subsidies, Internship Programs and support programs for integrating diversity](#)

### Bow Valley College

- [Work Experience for Immigrants Program](#)—Designed to help highly skilled newcomers to Canada to re-enter their fields of expertise and combines employment-related classroom instruction with a relevant six-week unpaid work experience placement.

### Directions for Immigrants in Trades and Professional Careers

- [DITPC](#)—This service centre is visited by hundreds of new Canadians looking at restart their career in Canada.

### Calgary Catholic Immigration Society - Business, Employment & Training Department

- [CCIS](#) —Provides training to meet the demands of the regional labour market and help new Canadians connect with employers interested in their skills.
- [Engineering and Technology Upgrading Program](#) —This program requires a 3 month work practicum.

## Hiring Foreign Workers

### Temporary Foreign Workers (TFWs)

- [Government of Canada site for Employers seeking TFWs](#)
- [Government of Canada site for Alberta Employers seeking TFWs](#)
- [Government of Alberta site for Employers and Non-Canadians on TFWs](#)
- [Recruitment and Applications for TFWs](#)—Practical information regarding the recruitment and application process for hiring skilled foreign workers from the Alberta Government
- [Guide to Hiring Immigrants](#)

### Provincial Nominee Program

- [PN Program](#)—An employer-driven immigration program operated by the Government of Alberta

### NAFTA

- [Temporary workers in Canada under NAFTA](#)
- [Cross-border movement of Canadian business persons between Mexico, USA and Canada](#)

### International Qualifications Assessment Service

- [IQAS](#)—Provides an advisory educational assessment service which compares educational qualifications from other countries to provincial educational standards

## **English as a Second Language**

- [SAIT Polytechnic](#) - English Language Foundations (ELF)
- [University of Calgary](#) - English Language Program
- [Mount Royal College](#) - English in the workplace
- [Bow Valley College](#) - ESL programs

## **Calgary Chamber of Commerce Talent Pool**

- [Talent Pool](#)—Tapping into Calgary's diverse workforce

## **Useful Immigration Websites for Employers**

- [The Alberta Government's webpage of useful immigration websites for employers](#)

## **Trades and Occupational Information**

### **OCCinfo: Alberta Occupation Profiles**

- [OCCinfo](#)—This site displays information on job descriptions, requirements, salaries, working conditions, and more.

### **Think Trades**

- [Think Trades](#)—This website provides information specifically on regulated trades and also apprenticeships.

## ***Training***

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### **Continuing Education**

- [SAIT Polytechnic](#) - Training for Business and Industry
- [University of Calgary](#) - Continuing Education
- [Mount Royal College](#) - Continuing Education
- [Bow Valley College](#) - Continuing Education
- [University of Alberta](#) - Faculty of Extension

### **Corporate Training**

#### **Education Institutions**

- [SAIT Polytechnic](#) - Training for Business and Industry
- [University of Calgary](#) - Corporate Learning and Development
- [Mount Royal College](#) - Corporate Training
- [Bow Valley College](#) - Services for Businesses
- [University of Alberta](#) - Faculty of Extension

#### **Professional Trainers**

- [CSTD \(Canadian Society for Training and Development\)](#) - Association dedicated to the profession of training, workplace learning and human resources development.

### **Skills Testing**

- [TOWES](#)—Test of Workplace Essential Skills
- [Employability Skills 2000+](#) - List of critical skills for the workplace
- [SkillCheck](#)—Skills and behavioral tests for measuring a wide variety of knowledge, skills and aptitudes

## ***Research and Publications***

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### **Calgary and Area Labour Market Information**

- [Regional Occupation Forecast](#) - Calgary Economic Region 2006-2011
- [Projected Employment by Occupation](#) - Calgary Economic Region (2005-2010)
- [Calgary and Area Employer Labour Market News](#)
- [Calgary and Area Labour Market News](#)
- [Calgary and Area Labour Market \(Quarterly and Annual Reports\)](#)
- [Calgary Economic Development Quarterly Economic Report](#)
- [Calgary Economic Development Sector and Industry Information](#)

### **Alberta Labour Market Information**

- [Labour Force Statistics](#)—Monthly and annual reports about Alberta's employment growth, unemployment rates and other useful data.
- [Building Alberta's Workforce](#)—Publication about Alberta's labour market challenges up to 2005 and how the provincial government is working to address them.
- [Economic & Labour Market Information Industry Networks](#)  
Semi-annual information sharing events among stakeholders and with registration open to the public.
- [Alberta Industry Profiles](#)—A summary of Alberta's major industries.
- [Alberta Labour Force Profiles](#)—Profiles of Alberta's workers including reports on under utilized labour pools in Alberta.
- [Labour Market Forecasts](#)—Growth projections for Alberta's labour force.
- [Labour Market Outlook](#)—Snapshots of Alberta's labour market conditions

- [Labour Productivity in Alberta](#)—Current information on labour productivity in Alberta, and comparison of Alberta's labour productivity with that of other provinces.
- [Alberta Regional Labour Market News](#)—Region-specific newsletters profiling local labour market information.
- [Skill Shortages in Alberta](#)  
Information on worker shortages by discipline.
- [Alberta Wage and Salary Information](#)—Reports on what Albertans are earning by occupation, industry and more.

## Alberta Provincial Labour Strategy

- [Employer Toolkit](#)

### **We provide the tools. You choose how to apply them.**

Establishing the right environment for business to succeed includes developing publications and websites that may be of assistance to you, then making them easily accessible and available to employers who want to continue building their companies and industries. A major portion of this means attracting, training and retaining the right people.

### **Inform. Attract. Develop. Retain.**

This Toolkit contains a comprehensive listing of the information and services available to you. It is divided into sections based on the kind of help you're looking for, with brief summaries of each items or program provided.

#### [Inform](#)

Contains information such as occupational supply and demand data, industry profiles, and labour market statistics.

#### [Attract](#)

Focuses on bringing new employees into the Alberta labour force, including resources on topics such as recruitment strategies, immigration and information directed at tapping into underutilized labour market groups.

#### [Develop](#)

Concentrates on ways to enhance and upgrade the skills of your current employees, including information such as available educational and apprenticeship programs.

#### [Retain](#)

Provides strategies and methods to help keep your current workers engaged, satisfied and willing to stay. Materials include how to keep safe and healthy workplace environments, creating more flexible work arrangements, ideas on delaying the retirement of valuable, highly skilled employees and more.

## **Labour Regulations: Provincial Regulations for Alberta**

- [Employment Standards](#)—Information on the minimum standards of employment for employers and employees
- [Workers Compensation Board \(Alberta\)](#) - A non-profit disability insurance system designed to protect workers and employers from the full impact of work-related injuries and illness.
- [Occupational Health and Safety Act and Regulations](#)
- [Alberta Human Rights and Citizenship Commission](#)—Public information and education programs to help Albertans resolve human rights complaints
- [Health Care Insurance Plan](#)
- [Minimum Wage](#)—Alberta’s minimum wage legislation
- [Wages & Salaries](#)—Information on Wages and salaries for over 475 occupations

## **Labour Regulations: Federal Regulations for Canada**

- [Canadian Human Rights Commission](#)
- [Workplace Equity](#)—An overview of the activities and services offered by the WorkPlace Equity programs

## ***Economic Development and Business Contacts***

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### **Calgary Regional Partnership**

#### Calgary Regional Partnership—Economic Development Forum

Box 2093

Cochrane AB T4C 1B8

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Economic Development Officer

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### **Alberta Employment Immigration and Industry**

#### Regional Development—Calgary Region

300, 639 – 5<sup>th</sup> Avenue SW

Calgary, AB T2P 3P1

Walter Valentini, Director

(403) 297-8920

[Walter.Valentini@gov.ab.ca](mailto:Walter.Valentini@gov.ab.ca)

#### Community and Business Services—Calgary and Area

800, 855—8th Avenue SW

Calgary, AB T2P 0M9

Pam Frey, Industry Liaison

(403) 297-7689

[Pam.Frey@gov.ab.ca](mailto:Pam.Frey@gov.ab.ca)

## **Community Futures Development Corporations**

### [Community Futures Wild Rose](#)

#101 – 331 3<sup>rd</sup> Avenue

Strathmore, AB T1P 1T5

Ron Cox, General Manager

(403) 934-6488

[ron@cfwildrose.ca](mailto:ron@cfwildrose.ca)

### [Community Futures Highwood](#)

#101, 120 - 4 Avenue SW

High River, AB T1V 1B6

John Lockhart, Economic Development Coordinator

(403) 652-3700

[john@cfhighwood.net](mailto:john@cfhighwood.net)

### [Community Futures Centre West](#)

6, 205 1<sup>st</sup> Street East

Cochrane, AB T4C 1X6

Patti-Jay Callaghan, Executive Director

(403) 932-5220

[pcallaghan@cfcwest.com](mailto:pcallaghan@cfcwest.com)

**For other Community Futures office locations in Southern Alberta, [please click here](#)**

## **Community Economic Development**

### [City of Airdrie, Economic Development Office](#)

401 Main St. S.E.

Airdrie, AB T4B 3C4

Sara Chamberlain, Economic Development Officer

(403) 948-8800 ext. 449

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### [Town of Banff](#)

Box 1260

Banff, AB T1L 1A1

Robert Earl, Town Manager

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### [Municipal District of Bighorn No. 8](#)

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Exshaw, AB T0L 2C0

Martin Buckley, Chief Administrative Officer

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[Town of Black Diamond, Economic Development Committee](#)

Box 10

Black Diamond, AB T0L 0H0

(403) 933-4348

[edc@town.blackdiamond.ab.ca](mailto:edc@town.blackdiamond.ab.ca)

[Calgary Economic Development](#)

731 1st Street SE

Calgary, AB T2G 2G9

(403) 221-7831

[info@calgaryeconomicdevelopment.com](mailto:info@calgaryeconomicdevelopment.com)

[Town of Canmore, Canmore Economic Development Authority](#)

202, 600 9th Street

Canmore, AB T1W 2T2

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[Town of Chestermere](#)

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Chestermere, AB T1X 1V7

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[Town of Cochrane, Economic Development](#)

Box 10

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[Town of Crossfield](#)

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Cheryl Skelly, Chief Administrative Officer

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[Town of Drumheller, Economic Development Office](#)

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Ray Telford, Economic Development Officer

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[Municipal District of Foothills No. 31](#)

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High River, AB T1V 1M7

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[Town of High River](#)

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[Town of Nanton](#)

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Nanton, AB T0L 1R0

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[Town of Okotoks, Economic Development Office](#)

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[Townsite of Redwood Meadows](#)

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### Town of Strathmore

680 Westchester Road  
Strathmore, AB T1P 1J1  
Dwight Stanford, Town Manager  
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[dwights@strathmore.ca](mailto:dwrights@strathmore.ca)

### Tsuu T'ina First Nation

9911 Chula Blvd.  
Tsuu T'ina, AB T2W 6H6  
Lyle Dodginghorse, Councillor  
(403) 281-4455  
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### Town of Turner Valley

P.O. Box 330  
Turner Valley, AB T0L 2A0  
(403) 933-4348  
Stan Ogrodniczuk, Chief Administrative Officer  
[stano@turnervalley.ca](mailto:stano@turnervalley.ca)

### Wheatland County

R.R. # 1  
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