



Employment, Hiring Readiness

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Time to Read: 15 minutes

This Fact Sheet provides information about getting ready to be an employer.

Hiring readiness means being ready to be an employer. Ready means being aware of the rules around hiring workers. Ready also means having processes and policies in place for hiring and managing workers.

Non-profits who follow these five readiness steps will set themselves up for success in employing workers:

- The first step in hiring readiness is learning about the different types of workers. A worker is someone who performs services and is paid for those services. A worker may be either an employee or a contractor. The difference between employees and contractors is important. The difference affects the rules that apply to the relationship. This fact sheet is about getting ready to hire “employees” as an employer. An employer hires, directs, or is responsible for (controls) the work of employees who are entitled to wages (and perhaps benefits) for that work.
- The second step in hiring readiness is to learn about the laws that apply to the workplace. These laws include those that cover employment standards, human rights, occupational health and safety, and government payroll deductions (income tax, CPP, and employment insurance). A non-profit’s board and executive director must know all of the laws that apply to its workplace.
- The third step in hiring readiness is creating human resource policies and procedures that follow the applicable laws. Policies and procedures are the rules for the workplace. Policies are statements of the overall vision for how the workplace will operate. Procedures describe how that vision will be carried out. For example, a policy may say a non-profit will provide a safe workplace. The procedures will

outline the steps the non-profit will follow to ensure a safe workplace such as requiring employees to wear personal protective equipment.

- The fourth step in hiring readiness is to register as an employer with the Canada Revenue Agency (CRA). The Canada Revenue Agency (CRA) administers the tax laws in Canada. Employers are required to withhold certain amounts from the wages of its employees (deductions) and to send those amounts to the appropriate place (remittances). Employers should have record keeping systems in place to meet these employment-related deduction obligations.
- The fifth step in hiring readiness is to register as an employer with the Workers' Safety and Compensation Board. WCB is responsible for workplace safety in the Yukon. WCB provides coverage for employees injured on the job. This coverage protects employers from lawsuits by those employees.