

Recruiting Apprentices



Developing and training exceptional journeypersons starts with effective **apprentice recruitment** and **orientation practices**. Having an overall strategy and vision for your apprenticeship training program is crucial. Employers need to seek potential apprentices from multiple sources such as youth, workers in transition, university and college graduates, Indigenous peoples, women, and immigrants.

Build interest in the skilled trades in your community

Participate in career days or give presentations to local community organizations to share information about a trade and outline the requirements. This helps candidates prepare for an apprenticeship. They can take the required courses or complete upgrading.

Participate in pre-apprenticeship, youth apprenticeship, or post-secondary programs

Employers can connect with potential apprentices through programs that include work placement opportunities. Work terms will highlight a candidate's worth ethic, commitment to the trade, and compatibility with the company.

Offer entry level positions

Offering entry level positions is another way to connect with potential apprentices. If the individual turns out to be a good fit for the company, the employer can offer the individual an apprenticeship training opportunity.

Take the time to explain job requirements and assess candidates

Providing clear job descriptions gives potential apprentices a better understanding of employers' expectations and requirements. Investing time in assessing apprentice candidates is worthwhile to see if they have the skills needed or would benefit from further upgrading.

Provide an orientation to all newly recruited apprentices

It is important that apprentices understand the company's values and their potential career paths within the company. An orientation is a chance to model to a new apprentice how to listen, learn from experienced staff, and table ideas. The orientation can also be an opportunity to match apprentices with coaches or mentors.

Review recruiting processes

An internal process to re-assess recruiting practices can ensure employers' approaches are being reviewed and changes are implemented when needed. Removing barriers to certain groups opens up access to new pools of potential apprentices. Conducting leaving interviews with apprentices who quit can provide insight into how recruiting or orientation processes can be improved.



**BEST PRACTICES
IN RECRUITING**

- Build awareness of trades in your community
- Reach out to diverse groups
- Participate in employment programs
- Offer work placements
- Fully assess candidates

LEARN MORE

If your company's profitability depends on having the best journeypersons working for you, how do you find them? Successful businesspeople know that investing in apprentices is the foundation to developing a highly skilled workforce. But, in an increasingly competitive environment, how do employers attract and keep top talent? The Canadian Apprenticeship Forum asked employers about effective strategies for recruiting apprentices.

For more information see the Canadian Apprenticeship Forum's **Recruiting Apprentices report** at caf-fca.org.

