

HIRING STEPS CHECKLIST

GETTING PREPARED

- ☐ Contact the PGA of Canada National Employment Department or Zone Office
- ☐ Appoint a Selection Committee
- ☐ Analyze Your Facility's Needs

GATHERING MOMENTUM

- ☐ Prepare a Job Description on your own or with the help of the PGA of Canada's Employment Department
- ☐ Identify the Ideal Candidate
- ☐ Determine the Compensation & Benefits Package

AIMING FOR THE RIGHT TARGET

- ☐ Advertise the Position with the PGA of Canada
- ☐ Implement Hiring Best Practices – e.g. implicit bias training, removing names in the screening process
- ☐ Collect and Screen Resumes
- ☐ Interview Select Candidates
- ☐ Background Check/Vulnerable Sector Screening (if working with juniors)

FINISH STRONG

- ☐ Make the Final Selection
- ☐ Sign a Contract with Your New PGA of Canada Professional
- ☐ Announce Your Decision
- ☐ Notify the PGA of Canada



PGA OF CANADA ZONE OFFICES

Find out more about how a PGA of Canada professional can help your facility improve its service standards and financial performance. For further information on hiring guidelines, please contact your PGA of Canada Zone Office:

CLICK TO CONTACT YOUR PGA OF CANADA ZONE OFFICE