

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



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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:

PGA OF ALBERTA

517 23rd Avenue NW, Calgary, AB T2M 1S7
Ph: 403-256-8894 | TF: 1-800-866-6140
E: info@pgaofalberta.com | W: www.pgaofalberta.com

PGA OF BRITISH COLUMBIA

#243 - 7080 River Road, Richmond, BC V6X 1X5
Ph: 604-303-8766 | TF: 1-800-687-4653 | Fx: 604-303-6765
E: info@pgabc.org | W: www.pgabc.org

PGA OF NORTHERN ONTARIO

100 Tupper Drive, North Bay, ON P1C 1N3
Ph: 705-472-7270 | E: nbgccgolfpro@hotmail.com
W: www.nopga.ca

PGA OF OTTAWA

18035 Island Road, Martintown, ON K0C 1S0
Ph: 613-682-4647 | E: ca@pgaofottawa.ca
W: www.pgaofottawa.com

PGA OF CANADA ATLANTIC

PO Box 3919, St. Andrews, NB E5B 3S7
Ph: 506-529-3496 | Fx: 506-529-8711
E: lggolf@nb.sympatico.ca | W: www.pgaofcanadaatlantic.com

PGA OF MANITOBA

Suite 278 162-2025 Corydon Avenue, Winnipeg, MB R3N 0P5
Ph: 204-253-5430 | E: dana@pgaofmanitoba.com
W: www.pgaofmanitoba.com

PGA OF ONTARIO

10080 Kennedy Road Blue House, Markham, ON L6C 1N9
Ph: 905-887-6060 | E: melanie@pgaofontario.com
W: www.pgaofontario.com

PGA OF QUEBEC

4545 Pierre-De Coubertin, Montreal, QC H1V 0B2
Ph: 514-252-3348 | E: info@pga Quebec.com
W: www.pgaquebec.com

PGA OF SASKATCHEWAN

6 Aspen Place, Outlook, SK S0L 2N0
Ph: 306-860-7672 | E: pgaskask@gmail.com
W: www.pgaskask.com

PGA OF CANADA NATIONAL OFFICE

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