HR Fundamentals 2023-24 Programming Guidelines
Course #2: Recruitment and Selection for Mid-Management and Senior-Management Talent

Program Objective

The [Atlantic Canada Aerospace & Defence Association](#) (ACADA), with the support of the Atlantic Canada Opportunities Agency (ACOA), is providing Human Resources (HR) online training and implementation support to Small and Medium Enterprises (SMEs) in the Aerospace, Defence, and Security industries.

ACADA's HR Fundamentals Program ("the Program") aims to assist SMEs in overcoming some of the challenges in workforce development. *Course 2: Recruitment and Selection for Mid-Management and Senior-Management Talent* covers key concepts process, inclusive of EDI principles, equipping participants with enough information to question and fine-tune their own processes to elevate their reach, volume of quality candidates and the selection of the right candidate to align with who they are, what they need and complement their current teams.

Eligible Companies:

To be eligible for the Program, a company must be an active, paid (i.e., in good standing with all membership and event fees paid in full) ACADA member. Eligibility is limited to Industry Membership, Category A only. The company must meet the definition of an SME, having fewer than 500 employees.

Program Criteria

Each Course in the Program consists of a virtual learning session/workshop, followed by one-on-one recruitment support provided by the Project Consultant (in this case, [KBRS](#)) for up to five (5) SMEs, cost-shared between ACADA and the selected members.

Workshop 2 will be delivered virtually on July 13, 2023 at 9:30am (ADT). This webinar is available to attend live and a recording will be made available to ACADA members following. To be eligible for recruitment support, the applicant must either attend or view the workshop.

Projects Assisted

The eligible projects for this program are recruitment fees for a mid-level or senior-level role in the company. Applicants may only include one position in their application.

Recruitment must be completed no later than January 31, 2024.

Application Process

Interested SMEs may submit an application to ACADA for consideration. The application will be reviewed through a competitive assessment process. Applicants must include an outline of the recruitment to be undertaken and the intended benefit to their business with their application.

Approved applicants will be advised of their acceptance to the program and, once accepted, may commence the project with the consultant.

Application Intake

Applications will be accepted from July 13, 2023 until October 31, 2023, or until such time as the five (5) SMEs are chosen. Program applications will be available to members after the workshop on July 13, 2023.

Terms of Incentive

Workshops are free to ACADA members to attend/view. Recruitment projects will be cost-shared between ACADA and the SME. The maximum project cost supported is $20,000, of which the SME will pay 35% of the total cost to ACADA.

ACADA will pay the Project Consultant for the eligible project outlined in the Program application upon project completion. ACADA will then invoice the participant for their portion of the cost. Invoices are due upon receipt.

If the project is not completed for any reason, the SME will be required to pay 35% of the total costs billed at the time of the project ceasing.

Only project costs outlined in the approved application will be considered eligible under funding for this program.

Other

Participants in the Program agree to complete ACADA's program survey upon completion of the Program.