

Employer Wage Subsidy Partnership Process

Scarborough Business Association (SBA)
& Employment Ontario (EO)

*Connecting employers with
qualified youth through wage
subsidy support.*



Our Goal

Support employers in hiring youth through the Employment Ontario Employer Wage Subsidy Program by:



Reducing
hiring costs



Supporting
onboarding and
training



Connecting
employers with
qualified candidates



Providing
ongoing
employer support

How the Partnership Works



Employer



Scarborough
Business Association



Employment
Ontario Partner



Qualified Youth



Successful
Employment

A collaborative process that supports employers,
empowers youth, and strengthens our community

Step 1: Employer Eligibility

Employer Readiness Assessment



Registered
Business



Payroll
Account



WSIB or
Employer Liability
Insurance



YES

All requirements met?
Proceed to
Employer Registration
(Step 2)



NO

Requirements not met?
Receive Readiness
Support
(Slide 5)

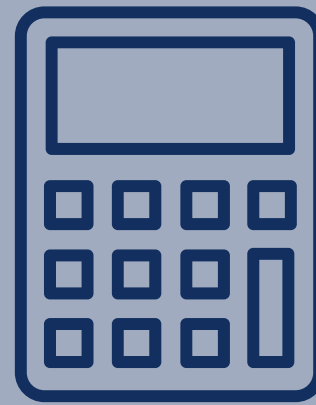
Employer Readiness Support

If requirements are not met, SBA connects employers with:



Insurance Broker

Get employer insurance
or WSIB coverage
(costs will incur)



Accountant

Set up payroll account
(if needed)



Payroll Service Provider

Payroll management
services (costs
associated)

Once all 3 criteria are met,
employer may return to Step 2 for continuation of set up.

Step 2: **Employer Registration**



Employer completes
the SBA Employer
Intake Registration
Form.

Step 3:

Employment Ontario Registration

Employer is referred to an Employment Ontario Agency Partner to register for:

- ✓ **Wage Subsidy Program**
- ✓ **Employer Supports**
- ✓ **Funding Documentation**



Step 4:

Job Posting

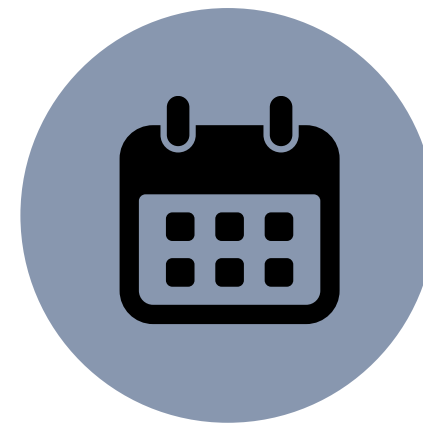
Employer provides:



Job
Description



Hiring
Requirements



Work
Schedule



Wage
Information



Desired
Start Date

Step 5:

Recruitment & Candidate Screening



The SBA Employment Team will:

- ✓ Recruit eligible SYBE participants
- ✓ Screen applicants
- ✓ Assess job readiness
- ✓ Match candidates with employers

Step 6:

Employer Interviews

Qualified candidates are presented to the employer for interviews.



Employer evaluates candidates and selects the best fit.

Step 7-8:



Step 7

Employer selects the successful candidate.



Step 8

Employer issues a formal Offer of Employment.



Employer shares the signed offer letter with the EO Partner..



Step 9–11:



Step 9

EO Documentation

Employer issues a formal Offer of Employment.



Step 10

Employment Begins

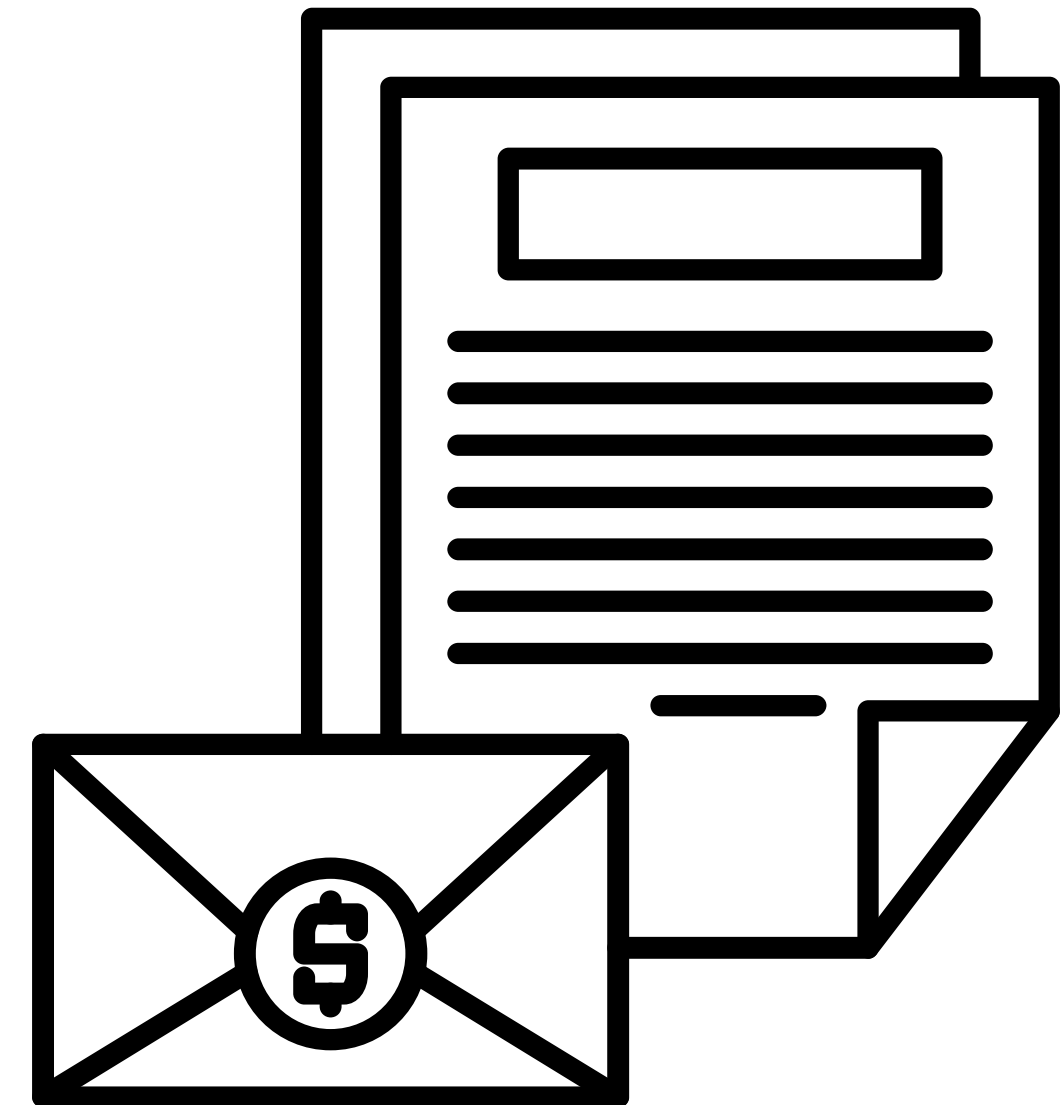
Employee begins work under the approved wage subsidy agreement.



Step 11

Payroll & Reimbursement

Employer submits payroll documentation for wage subsidy reimbursement.



Step 13: Ongoing Support

Throughout the placement, all partners provide ongoing support.

SBA



Employer support

Recruitment assistance

Youth coaching

Placement support

Employment Ontario

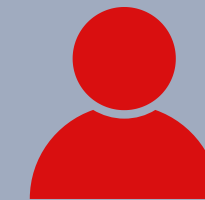


Funding Support

Monitor placement

Provide program support

Youth Participant



Employment coaching

Career support

Professional development

Key Roles & Responsibilities

Partner	Responsibility
Employer	Hire, supervise, submit payroll
Scarborough Business Association	Recruitment, onboarding, employer support
Employment Ontario	Funding, reimbursement, monitoring
Youth Participant	Employment, coaching, participation

Complete Process Flow



Partnering today for a stronger tomorrow.