



HUMAN RESOURCES TEAM

<p>BREANNE CAUFIELD Human Resources Advisor (204) 790-6514 bcaufield@dlhgroup.ca</p>	<p>BRANDI SIMS Human Resources Advisor (204) 790-6594 bsims@dlhgroup.ca</p>
<p>CLIENT GROUP:</p> <ul style="list-style-type: none"> • <u>Maxim</u>: Service (Non-Techs), Parts, SLR, IT • <u>Summit</u>: Service (Non-Techs), Parts, Sales • <u>Arne's Welding</u>: ALL Depts 	<p>CLIENT GROUP:</p> <ul style="list-style-type: none"> • <u>Maxim</u>: Technicians, Finance, Marketing • <u>Summit</u>: Technicians, Accounting • <u>Trout River</u>: ALL Depts
<p><u>TOPICS:</u></p> <p>Recruitment – <i>job descriptions, job postings, phone screens, interview packages, references, offer letters</i></p> <p>Training and Development - <i>facilitation of New Hire Orientation, New Manager training, HR webinars</i></p> <p>Employee Relations - <i>follow two collective agreements, mediations, investigations, Employee Exit Surveys, Outstanding Service Awards, Long Term Service Awards, Employee Referrals, Retirement Recognition Program</i></p> <p>Performance Management - <i>Performance Reviews, Performance Improvement Plans (PIPs), Progressive Discipline (verbal warnings, written warnings, suspensions)</i></p>	
<p>RUSS WOODS Talent Acquisition Specialist (204) 790-6547 rwoods@dlhgroup.ca</p>	
<p>Direct sourcing/headhunting - <i>solicit candidates for hard-to-fill roles, partner with post-secondary schools & gov't agencies, attend job fairs, implement new recruitment tactics/methods</i></p> <p>Recruitment Marketing - <i>develop job related content for social media platforms, monitors employer brand</i></p>	
<p>LISA PARENT Director, People & Culture (204) 790-6864 / (204) 294-4215 cell lparent@dlhgroup.ca</p>	
<p>HR Strategy Employment Legislation Training & Policy - <i>creation and facilitation</i> Disability Management – <i>claims, return to work</i></p>	<p>Recruitment - <i>senior level positions</i> Terminations - <i>final analysis/recommendations</i> Compensation - <i>salary/wage ranges, evaluations, job bands</i> Union - <i>grievances, arbitration, collective bargaining</i></p>