

# GETTING STARTED & FAQs: AEM Workforce Solutions Toolkit

## What is the AEM Workforce Solutions Toolkit?

AEM's Workforce Solutions Toolkit is a collection of researched-based industry best practices, articles, and action plans assembled to help our members recruit and retain employees.

## Where should I start?

We recommend checking out one of the following toolkit overview resources prior to logging into the toolkit. All resources are available at [aem.org/toolkit](http://aem.org/toolkit).

### Toolkit overview resources:

Self-paced learning PowerPoint slides of the toolkit overview

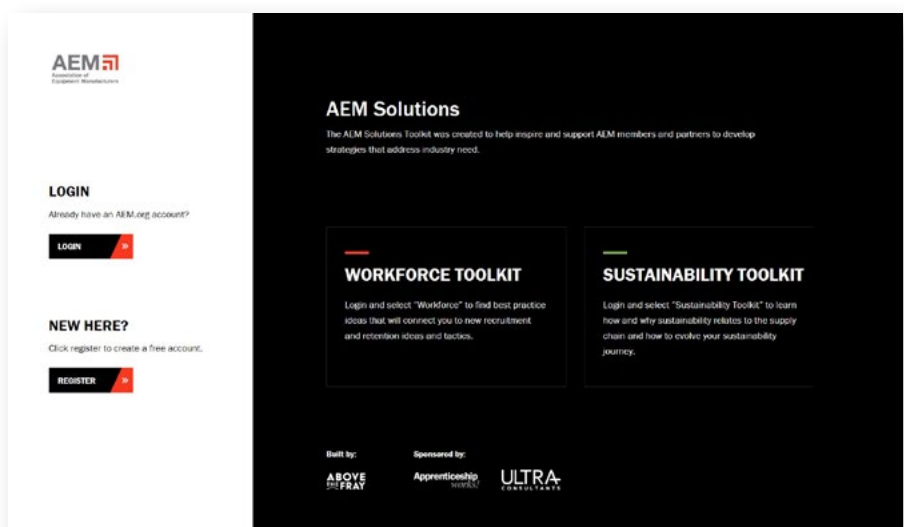
## HAVE MORE QUESTIONS HOW TO GET STARTED?

Contact Julie Davis, Senior Director of Workforce & Industry Initiatives at [jdavis@aem.org](mailto:jdavis@aem.org) to set up a live virtual tutorial of the toolkit.

## How do I access the toolkit?

1. Visit [aem.org/toolkit](http://aem.org/toolkit)
2. Click "Login Now"
3. Create a login, or if you are an AEM member, use your existing [aem.org](http://aem.org) AEM username and password.
4. Start exploring

**Pro Tip:** Check your spam folder for your email confirmation



## What will I find inside the toolkit?

**Action Plans:** Explore new ideas or evaluate your organization against current workforce best practices.

*Note: Upgrading to premium access of the toolkit allows users to view step-by-step tactics, ideas, questions, and tactical resources for each action.*

### ACTION PLAN TOPICS:

#### Recruiting Employees:

- Outreach
- Hiring
- Education Partnerships
- Internships
- Apprenticeships
- Technician Challenge
- Culture
- Community Engagement
- Rural Workforce
- Community Engagement
- Increasing Diversity

#### Retaining Employees:

- Community Engagement
- Culture
- Employee Engagement
- Aging Workforce
- Increasing Diversity
- Technician Challenge

#### Industry Challenges:

- Industry Perception
- Rural Challenges
- Advocacy
- Technician Challenge

**Search articles or research:** Type key words into the search bar at the top of the dashboard located next to “Account” to find topics located in the toolkit’s action plans, articles, research, and resources. Also, you can use filters to narrow your results.

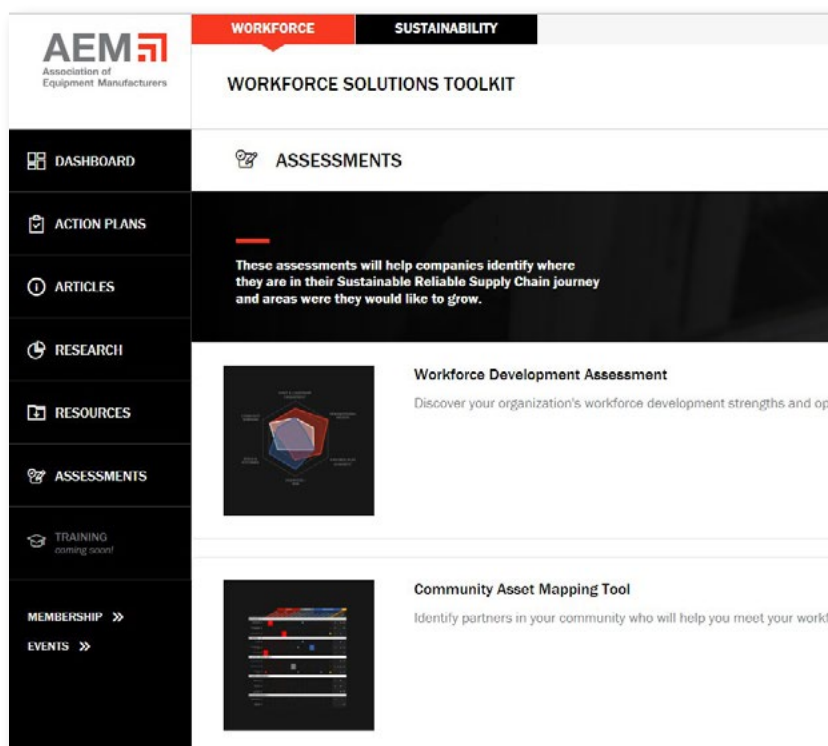
#### • Organizational Workforce Development

**Assessment:** Not sure where to start your workforce journey? Discover your organization’s workforce development strengths and opportunities. Take this assessment to gauge or benchmark your organizational readiness, intent, culture, education, hiring and engagement.

This assessment requires a minimum of two employees to complete.

#### Community Asset Mapping Tool

Identify partners in your community who can help you meet your workforce needs. Understand what these organizations do and how you can engage with them.



## Frequently Asked Questions:

### Is this toolkit only for the manufacturing industry?

The toolkit was designed to focus on the manufacturing industry, however, the content reflects best business practices that are relevant to many industries.

### Is the content relevant to Canadian-based companies?

While the primary research focuses on American workforce topics, Canada has very similar workforce issues, including an aging workforce, rural challenges, disengaged youth and a need to partner with educational organizations. The toolkit also contains articles that are specific to Canada.

### Why are some articles older?

Most of the articles featured in the toolkit were published within the last three years. Any older content in the toolkit was selected because it is still relevant today. Articles will be updated and replaced as newer content is released.

### Can I search by a topic?

Yes, you can search by topic using the search bar at the top of the dashboard. The results will be grouped by action plan, article, research, or resource.