How to Hire Employees

1. Get Specific on the Work You Need an Employee to Do
   - essential functions identified?
   - job description written?

2. Set Yourself Up to Prepare for Your Hire
   - business entity established?
   - payroll company chosen?

3. Consider What Pay and Benefits Will Attract Applicants
   - pay rate determined?
   - benefits to be offered?

4. Get the Word Out!
   - job ad written?
   - job posted?

5. Evaluate Job Applicants
   - applications reviewed?
   - interviews scheduled?

6. Write a Job Offer
   - top candidate chosen?
   - offer letter written?

7. Plan to Onboard your New Hire
   - ready for new hire's first day?

WELCOME!