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| **Hiring a Payroll Professional Tasks** | **Notes** |
| **Step 1: Determine the Type of Payroll Professional You Need**  * Determine if you want a payroll specialist or a payroll manager (check one)   + Payroll specialist   + Payroll manager * Determine skills you need * Consider special certifications |  |
| **Step 2: Write the Job Description**  * Determine and list daily duties * Specify education requirements * Specify preferred work experience * Specify the type of employee (full-time or part-time) * Include required certifications of necessary |  |
| **Step 3: Create a Job Ad & Screen Applicants**  * Write job ad * Post job ad * List must-have requirements to narrow down list * Screen applicants   + Review resume and cover letter   + Check job history   + Check skills   + Check experience   + Schedule interview for filtered applicants |  |
| **Step 4: Conduct Interviews**  * Create interview questions * Interview candidates |  |
| **Step 5: Call References & Run a Background Check**  * Review notes * Narrow candidates to no more than three * Request references * Call references * Get approval for background check * Run a background check |  |
| **Step 6: Make an Offer and Onboard**  * Choose top candidate * Write offer letter * Send offer letter |  |