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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
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| **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
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| **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
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| **Step 4: Conduct Interviews*** Create interview questions
* Interview candidates
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| **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
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| **Step 6: Make an Offer and Onboard*** Choose top candidate
* Write offer letter
* Send offer letter
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