

Hiring a Payroll Professional Tasks	Notes
<p>Step 1: Determine the Type of Payroll Professional You Need</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine if you want a payroll specialist or a payroll manager (check one) <ul style="list-style-type: none"> <input type="checkbox"/> Payroll specialist <input type="checkbox"/> Payroll manager <input type="checkbox"/> Determine skills you need <input type="checkbox"/> Consider special certifications 	
<p>Step 2: Write the Job Description</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine and list daily duties <input type="checkbox"/> Specify education requirements <input type="checkbox"/> Specify preferred work experience <input type="checkbox"/> Specify the type of employee (full-time or part-time) <input type="checkbox"/> Include required certifications of necessary 	
<p>Step 3: Create a Job Ad & Screen Applicants</p> <ul style="list-style-type: none"> <input type="checkbox"/> Write job ad <input type="checkbox"/> Post job ad <input type="checkbox"/> List must-have requirements to narrow down list <input type="checkbox"/> Screen applicants <ul style="list-style-type: none"> <input type="checkbox"/> Review resume and cover letter <input type="checkbox"/> Check job history <input type="checkbox"/> Check skills 	

<ul style="list-style-type: none"><input type="checkbox"/> Check experience<input type="checkbox"/> Schedule interview for filtered applicants	
<p>Step 4: Conduct Interviews</p> <ul style="list-style-type: none"><input type="checkbox"/> Create interview questions<input type="checkbox"/> Interview candidates	
<p>Step 5: Call References & Run a Background Check</p> <ul style="list-style-type: none"><input type="checkbox"/> Review notes<input type="checkbox"/> Narrow candidates to no more than three<input type="checkbox"/> Request references<input type="checkbox"/> Call references<input type="checkbox"/> Get approval for background check<input type="checkbox"/> Run a background check	
<p>Step 6: Make an Offer and Onboard</p> <ul style="list-style-type: none"><input type="checkbox"/> Choose top candidate<input type="checkbox"/> Write offer letter<input type="checkbox"/> Send offer letter	