New-Hire Checklist



1.Before Recruiting

- [ ] Write a clear job description that enumerates all the essential functions of the job. Remember, you can't ask applicants if they have a disability that prevents them from doing the job. You Can. However, ask them if they Can perform all the essential functions as outlined in the description.
- [ ] Obtain an employer ID number (EIN) for tax purposes. You can apply online, by tax, or via mail.
- [ ] Write an employee handbook. You'll improve retention by making your company standards clear.

2.Interviews and Background Checks

- [ ] Write down your interview questions and stick to them. consistent from applicant to applicant in what you ask. Avoid questions about race, gender, disability, ethnic origin, citizenship, age, and religion.
- [ ] Get written consent for any background Checks you perform.
- [ ] Drug test prospective employees with their consent.

3.Offer and Hiring

- [ ] Send an offer letter that states the job title, salary, starting date, benefits, and describes at-will employment Status.
- [ ] Complete the 1-9 form within three days of hire.
- [ ] Get a signed W-4 form from your employee on or before the first day of work.
- [ ] At the state level, register with the department Of labor and the new-hire reporting agency.
- [ ] Purchase worker's compensation insurance.

- [ ] Post required notices.

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