

Hiring Your 1st Employee

If you've decided to take the plunge and hire your first employee, congratulations! It's a great step for your business. Here are the key steps to take once you've decided to hire your first employee.

Define the Job

STEP 01

What skills and experience will they need to be successful in the role? Will it be full time, contract, casual?

Advertising: options include referrals, online ads, LinkedIn, and recruitment agencies

Pay: Is there an Award? What do your competitors offer?



What's your Employee Value Proposition? Why should someone work for you?

Interviews

STEP 02

Confirm a set of questions to ask each candidate so you have comparable notes. Interview for technical, behavioural and cultural fit.

You'll need to keep your interview notes for **5 years**.



[Download this interview guide](#) for sample questions.

Check It Out

STEP 03

Before making a formal offer, it's a good idea to conduct reference checks. Reference checks save you pain - remember it is not what the referee says but often what they don't say.



If your employees will have access to money, you must complete background checks.

Make It Legal

STEP 04

Once your employee accepts your offer, you'll need several things to make it legal:

- Legally compliant employee contract
- Bank account details
- Tax file number
- Superannuation
- Workers compensation



The [Victorian Government website](#) details the records you'll need to keep.

Before Their First Day

STEP 05

Make sure you're organised and prepared for their first day, so they feel welcome.



Customise this [New Employee Checklist](#) to prepare for your new team member.