

# Checklist for Hiring Your First Employee

1. Get an Employer Identification Number.
2. Set up a filing system.
  - Employment Records.
  - Personnel files.
3. Set up a payroll system.
4. Define your employee benefits
5. Create a compensation plan.
6. Obtain workers' compensation insurance
7. Start the recruitment process.
  - Write a job description.
  - Post your ad on job boards.
  - Send out a screening email.
  - Conduct remote interviews.
  - Run a background check.
  - Conduct full-length interviews.
  - Make an offer of employment.



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- 8. Report your new hire to the state.
- 9. Display workplace posters.
- 10. Verify employment eligibility.

